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MISSION STATEMENT & GENERAL INFORMATION

Administrators

Fr. Peter Martinez.......................................... President
Mr. Michael Edghill........................................ Principal
Ms. Jeneva Tilley............................................ Dean of Student Affairs
Mrs. Priscilla Vela......................................... Dean of Academics
Mr. Ted Garcia............................................. Counselor
Mrs. Lisa McCullion...................................... Counselor
Mr. Andrew Leon ......................................... Athletic Director

St. John Paul II High School is a private Catholic high school founded and operated by the Diocese of Corpus Christi.

Accreditation

St. John Paul II High School is accredited by the Texas Catholic Conference Education Department which operates under the aegis of the Bishops of Texas.

Purpose of Handbook

The Student-Parent Handbook is published for the information of St. John Paul II High School students and their parents to inform them of the policies by which St. John Paul II High School operates. The school reserves the right to amend the policies in this handbook as needed. Parents and students will be notified of any amendments that occur during the course of the year.

Mission Statement

St. John Paul II High School provides an exceptional Catholic education, open to every student who aspires to pursue personal excellence through faith, reason, and virtue.

Philosophy/Vision

Guided by the Catholic faith, our students will excel academically, lead socially, and exemplify the teachings of Jesus Christ; for we believe that the best version of each student is found in a Christ-Centered relationship, grounded in faith, prepared through reason, and serving in virtue.
Organizational Chart

Bishop of the Diocese of Corpus Christi
Most Rev. Wm. Michael Mulvey, STL, DD

Superintendent of Catholic Schools
Dr. Rosemary Henry

President
Fr. Peter G. Martinez

Principal
Mr. Michael Edghill

PTO

Business Manager

Admin. Staff

Development

Dean of Academics

Dean of Students

Cafeteria

Librarian

Health Coord.

Club Moderator

Grounds

Dept. Chair.

Custodians

Faculty

Athletic Dir.

Guidance

Advisory Council

Plant/ Facilities

Enrollment Manager

Dept. Chair.

Coaches

3036 Saratoga Blvd. Corpus Christi, Texas 78415
Phone (361) 855-5744 Fax (361) 855-1343
www.JPIIHIGHSCHOOL.org
School History

St. John Paul II High School is located in Corpus Christi on the Texas Gulf Coast, and within the Roman Catholic Diocese of Corpus Christi. St. JPIIHS continues the spirit and tradition of diocesan high schools that began with Corpus Christi College Academy (on Lantana St.), Corpus Christi Minor Seminary, and Corpus Christi Academy where St. JPIIHS currently resides.

Our high school was officially announced and opened on the Feast of the Immaculate Conception, December 8, 2005 by Bishop Edmond Carmody in the Immaculate Conception Chapel on campus. The inaugural year began on August 1, 2006, with a class of freshmen. Each year a new grade level was added until we had a four-year high school, grades nine through twelve. The creation of St. John Paul II High School was the vision and inspiration of Bishop Edmond Carmody, who desired to create a Catholic School that was accessible, affordable, and available to all students seeking a Catholic education. As a Catholic school, we provide a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person’s spiritual, moral, intellectual, social, cultural and physical development.

Charisms

Grounded in Faith
Prepared through Reason
Serving in Virtue

Core Values aligned with Charisms

The mission of St. John Paul II HS speaks of an exceptional Catholic education. The core values aligned with our charisms answers the question “What is an exceptional Catholic education?”

Grounded in faith
To be grounded in faith is a gift to be cultivated that does not speak so much as to what we do, or what we know, but who we are in relationship to God.

- We enable our students, faculty and staff to encounter Jesus Christ through personal and liturgical prayer, in the chapel, the classroom and through co-curricular activities, for we believe that in Christ we become the best version of ourselves.

- We provide opportunities for students, faculty and staff to fully share in the Church as a sign of communion to each other and Jesus Christ, fostering a family spirit on campus. “The family has as its mission to guard, reveal and communicate love…” (Familiaris Consortio, 17).

- We believe that the Eucharist is the source and summit of the Christian life, whereby mass is celebrated daily on campus and adoration of the Blessed Sacrament is made available.

- We believe that all that is good, true and beautiful in this world is a gift that comes with responsibilities from God, who is the fullness of all that is good, true and beautiful.

- We believe in the healing mercy of Jesus Christ extended to us through the sacrament of reconciliation and offer the sacrament once a week at mass and on retreats.
• We respect and promote the inherent equal dignity of every person, especially the poor, unborn and elderly.

• We foster a desire for holiness and continuous conversion to Jesus Christ, despite our imperfections, so that we may discern our God given vocation to be single, married, a priest or religious.

• We believe that “the human body includes right from the beginning...the capacity of expressing love, that love in which the person becomes a gift—and by means of this gift—fulfills the meaning of his being and existence” (Theology of the Body, Jan. 16, 1980)

• We seek excellence through our theological formation in the classroom, and powerful and tangible Christ-centered relevance during our class retreats.

• We believe that Catholic education should be available to students regardless of their family’s financial status.

**Prepared through reason**

In seeking to be prepared through reason, we understand that God is the source of our intellect, and that it is a gift whereby we have a moral responsibility for its application and formation.

• We believe that faith is not contrary to reason, but that “Faith and reason are like two wings on which the human spirit rises to the contemplation of the truth; and God has placed in the human heart a desire to know the truth—in a word, to know himself” (Fides et Ratio, 1, St. John Paul II)

• We provide a well-rounded college preparatory education, with opportunities to earn college credit in high school, so that our students will have the academic skills required for college or some other form of advanced education.

• We blend classroom collaboration, problem solving and project-based learning, so our students are challenged with STREAM (Science, Technology, Religion, Engineering, Arts and Mathematics) projects coupled with Robotics and Coding.

• We become able to evaluate the reliability and validity of digital information and are able to work efficiently and effectively in a technological world.

• We become a life-long learner, able to apply logic, critical thinking and problem-solving skills to new situations.

• We develop competence in oral and written expression that evidences sound analytical thinking and persuasive rhetoric.

• We understand that students learn in different ways and should be provided a variety of instructional methods.

• We believe that well defined goals with high expectations for individual student achievement should be the cornerstone of the curriculum.

• We believe that the responsibility for providing a supportive and safe learning environment should be shared among teachers, staff, administrators, parents, students and the community.
Serving with virtue
Serving in virtue is the application of the formed gifts of faith and reason, whereby we engage in life’s epic adventure to be servant leaders, accepting God’s invitation to participate in His plan for the salvation of the world.

- We promote opportunities for our students, faculty and staff to live out the Gospel of Jesus Christ in solidarity with their brothers and sisters in the community through acts of charity and works of mercy.

- We are called to be servant leaders with humility and integrity through sharing our gifts and talents with others.

- We continue to seek knowledge and to evolve in the Catholic Christian faith so as to evaluate moral choices based on an understanding of Catholic teaching and values.

- We believe that new faculty, staff, and students need caring mentorship in transitioning into the community at St. JPIIHS.

- We respect cultural, socio-economic and intellectual differences, and accept constructive and non-constructive criticism with emotional maturity and charity.

- We promote local church engagement, so as to nurture our faith and communal life, while giving glory to God.

- We believe in the importance of co-curricular activities outside the classroom in the formation of a student’s intellectual, physical, social, emotional and spiritual needs.

Patron Saint

The patron saint of our school is St. John Paul II. Through his courage, intellect, and faithfulness, St. John Paul II had a great impact on both the Church and the world. He played an integral role in the collapse of communism. He defended life at all stages and advocated for people who were poor and marginalized. St. John Paul II saw faith and reason as “…two wings on which the human spirit rises to the contemplation of truth.” He is especially suited as a patron saint for Catholic educational institutions as he understood faith and reason cannot be separated in a true learning environment. He enjoyed music, dance, and the arts. He was passionate about God, and the beauty of God illuminated in the arts. As a patron for young people, St. John Paul II is well known for establishing the World Youth Days, whereby thousands of youth over the life of his papacy had been challenged to “be not afraid” to follow Jesus Christ and to share their faith with the world.

Patron Feast Day

We celebrate the Feast Day of St. John Paul II on October 22nd, the anniversary of his papal inauguration.
Emblem

The design of the crest of St. John Paul II High School, is comprised of four fields or quadrants, similar to the coat of arms of Bishop Edmond Carmody, founder of St. John Paul II High School in 2005.

In the upper left quadrant is a green field which stands for Bishop Carmody’s birthplace, Ireland, but also the color of hope. On this field is blazoned the two crossed keys found on the flag of the Vatican City State symbolizing the keys of St. Peter and representing the schools’ fidelity to the Roman Catholic Church and its love for the Pope. The gold cross in the middle is taken from Pope St. John Paul II’s shield and Bishop Carmody’s shield.

In the lower left quadrant is a red field symbolizing the Eucharist, the Blood of Christ, blazoned on this field are three ciboria (vessels used for Holy Communion) also a symbol of the Eucharist, the Body of Christ taken from the coat of arms of the Diocese of Corpus Christi. The three ciboria also serve as a symbol of the Blessed Trinity.

In the upper right quadrant is a blue field blazoned by a silver star which is also taken from Bishop Carmody’s coat of arms and denotes the State of Texas, the site of the Bishop’s priestly and episcopal ministry. The star can also be found behind the head of St. Mary in the Immaculate Conception Chapel, an homage to the state by the artist Antonio Garcia, along with a crown of 12 smaller stars referenced in Revelation 12: 1-2, representing the apostles and tribes of Israel.

In the lower right quadrant is a blue field blazoned by a large “M” for Maria, which is taken from the coat of arms of St. John Paul II, which was dedicated to the Blessed Virgin Mary. St. John Paul II took as his episcopal motto “Totus tuus”, which is from the prayer of St. Louis Marie de Montfort who wrote “Totus tuus ego sum et omnia mea tua sunt”, which means I am totally yours and all that I have is yours. The “M” also denotes the schools’ dedication to the Mother of God and its chapel under the patronage of the Immaculate Conception.

Motto

The motto of our school is “Be Not Afraid!”, which was the signature phrase of St. John Paul II, and exemplified his leadership of the Catholic Church. The phrase was first uttered by the saint on October 22, 1978, in St. Peter’s Square in his first address as Pontiff.
Mascot

St. John Paul II High School has taken as its mascot the Centurion, who was a Roman officer commanding a century or a company, the strength of which varied between fifty to one hundred men. The centurion was the most important and most respected officer in the Roman Army. He was a leader who rose from the common ranks to high authority due to his intellect and virtue. In Scripture we find another attribute of specific Centurions...faith.

In the Scripture, two centurions are mentioned in the Gospels. The first centurion is mentioned in Mt. 8:5, Lk 7:2. He approaches the Lord Jesus and asks him to heal his servant. His faith is commended by the Lord. Though he is a gentile (a non-Jew) he nonetheless symbolizes, in the Gospel, those who will come to believe in the Lord who do not yet even believe in the God of Israel. He is also a man of authority that recognizes a higher authority in Jesus Christ. We too want our students to have worldly authority, rise through the ranks, however, no matter the heights of worldly authority, we want them to always recognize a higher authority in Jesus Christ.

The second centurion is mentioned at the foot of the cross in both the Gospels of Matthew and Mark (Mt. 28:54; Mk. 15:39) when he looks up at Jesus on the cross who has already died he exclaims, “Truly this man was the Son of God.”

Scripture also mentions two centurions by name, Cornelius (Acts 10:1) and Julius (Acts 26:1). Cornelius is the first gentile admitted into the Church and Julius brought St. Paul to Rome.

In the end, the figure of the centurion in the Holy Scripture represents faith, reason and virtue, in addition to strength, dignity, honor, and humility. For this reason, St. John Paul II High School finds the Centurion a worthy symbol and model for holiness and excellence.

School Colors

The school colors are black and gold. The black color signifies our connection to the diocesan priesthood, that predominantly wears black. The gold signifies the value of the laity, and their importance in building the Kingdom of God. The colors together signify the unity of the clergy and the laity, which is necessary in living out the charisms of faith, reason and virtue.
School Prayer

Most Loving Father,

You brought St. John Paul II High School into existence with the purpose of forming young men and women through faith, reason and virtue in the person of Jesus Christ, and thereby becoming the best version of themselves.

Following the example and teachings of our late beloved Holy Father, St. John Paul II, and through the intercession of St. Mary our mother, may we be empowered with Your Holy Spirit to labor tirelessly in forming a generation of servant leaders.

Servant leaders who will do their part in building a new civilization, one marked by genuine love of family, and for every person, especially the weakest and most vulnerable.

We ask this in the name of Your Son Jesus, for He is our Lord and the model of everything that we desire to be. Amen.

St. John Paul II...Pray for us.

School Song

St. John Paul the Second High School
Black and Gold stand strong
Your halls call our hearts to God
To Him do we belong.
With Christ as our strength
We Know dishonor we'll evade
For Faith, Reason, Virtue tell us to
BE NOT AFRAID!

Graduates upon Graduation Profile

St. John Paul II graduates know in faith why they exist, who they are and their mission in life. Through reason they have cultivated their intellect to build up the Kingdom of God and are ready for wherever that mission leads. Formed in virtue the pursuit of holiness is driven by a deep love and service for others.

**Grounded in faith: Students upon graduation,**

- have encountered Jesus Christ through personal and liturgical prayer, in the chapel, the classroom and through co-curricular activities.
- understand all that is good, true and beautiful in this world is a gift that comes with responsibilities from God, who is the fullness of all that is good, true and beautiful.
• fully shared in the Church as a sign of communion to each other and Jesus Christ.

• learned that the Eucharist is the source and summit of the Christian life.

• Have felt the healing mercy of Jesus Christ extended to us through the sacrament of reconciliation.

• Have respect for and promote the inherent equal dignity of every person, especially the poor, unborn and elderly.

• foster a desire for holiness and continuous conversion to Jesus Christ, despite imperfections, in pursuit of their God given vocation to be single, married, a priest or religious.

• know that “the human body includes right from the beginning...the capacity of expressing love, that love in which the person becomes a gift—and by means of this gift—fulfills the meaning of his being and existence” (*Theology of the Body*, Jan. 16, 1980)

• received excellent theological formation in the classroom, and powerful, tangible Christ-centered conversion opportunities on retreat.

**Prepared through reason: Students upon graduation,**

• understand that faith is not contrary to reason, but that “Faith and reason are like two wings on which the human spirit rises to the contemplation of the truth; and God has placed in the human heart a desire to know the truth—in a word, to know himself” (*Fides et Ratio*, 1)

• have a well-rounded college preparatory education, completing academic skills required for college or some other form of advanced education.

• have collaborated with their peers in solving problems as a team and participated in project-based learning in the areas of Science, Technology, Religion, Engineering, Arts and Mathematics.

• become able to evaluate the reliability and validity of digital information and are able to work efficiently and effectively in a technological world.

• become a life-long learner, able to apply critical thinking and problem-solving skills.

• developed competence in oral and written expression that evidences sound analytical thinking and persuasive rhetoric.

**Serving with virtue: Students upon graduation,**

• understand the importance of living out the Gospel of Jesus Christ in solidarity with their brothers and sisters in the community through acts of charity and works of mercy.

• understand the importance of being a servant leader with humility and integrity through sharing their gifts and talents with others.

• Understand the importance of evaluating moral choices based on an understanding of Catholic teaching and values.

• respect cultural, socio-economic and intellectual differences, and accept constructive and non-constructive criticism with emotional maturity and charity.

• Understand their role in local church engagement, so as to nurture our faith and communal life, while giving glory to God.
ACADEMIC GUIDELINES

The curriculum of St. John Paul II High School revolves around the core subject areas of theology, language arts, mathematics, science and social studies. The elective program offers students the opportunity to pursue more intently the field of their choice, especially in the fine arts. All courses are constantly evaluated to ensure they meet the needs of students. They are designed with the development of well-rounded, critical thinking, Christian young men and women in mind.

Graduation Requirements

There are three types of diplomas at St. John Paul II High School.

<table>
<thead>
<tr>
<th>Course</th>
<th>College Prep. Academic Diploma</th>
<th>College Prep. Honors Diploma***</th>
<th>Bishop Edmond Carmody Distinguished Achievement Diploma ****</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology*</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>English Language Arts</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Science</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Language other than English **</td>
<td>2.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Physical Ed. and/or Athletics</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Health/Advanced Health</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Technology</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>SAT/ACT Prep &amp; Personal Finance</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
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<tr>
<td>Fine Arts</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Communication App.</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Total Credits</td>
<td>28.0</td>
<td>29.0</td>
<td>29.0</td>
</tr>
</tbody>
</table>

* One credit of Theology is required for every year the student attends St. John Paul II High School.
** Foreign Language courses must be in the same language.
*** Honors Diploma will require a minimum of 8 honors/AP courses taken for high school credit and a 3.5 GPA
**** See the following section for additional criteria.
The Bishop Edmond Carmody Distinguished Achievement Diploma

This diploma recognizes the student who has excelled academically and behaviorally during their time at St. John Paul II High School. Candidates must meet the following requirements in order to qualify:

1. Submit a written Letter of Intent to the Counseling Department and Theology Department prior to the end of the 1st semester of their Senior Year.
2. Have a cumulative unweighted average GPA of 3.5 or higher;
3. Have completed or are in the process of completing twelve (12) credits in the following types of courses: Honors, Pre-Advanced Placement, Dual Credit, or Advanced Placement Classes;
4. Four (4) credits of Theology;
5. An exemplary conduct record at St. John Paul II High School;
6. achieving an average grade of A on the student’s entire Senior Thesis Project by the due date.
7. Completion of at least one (1) of the following three (3) measures:
   a. Recognition as a Commended Scholar, Semifinalist or Finalist by the National Merit Scholarship Corporation; or
   b. Attainment of a score of three (3) or better on an Advanced Placement Test; or
   c. Achieving a grade of an A in a dual credit course.
8. Successful completion of Spanish III course

Graduation Exercises

Graduation is the most significant celebration of accomplishment at St. John Paul II High School. It reflects the accomplishments of students, parents/guardians, as well as the faculty/staff. Graduation exercises are public celebrations that reflect the dignity and reverence of the school. They include a Senior Awards Banquet, Graduation Rehearsal, and Baccalaureate Mass and Commencement at Corpus Christi Cathedral. Policies and protocols, including attire, determined by the administration and communicated to the students, parents/guardians, and faculty/staff are to be followed by all. Failure to comply with established policies and protocols could risk normal completion of High School. A limited amount of tickets are available to students due to the space available at the Cathedral.

Summer Reading

The English Department envisions summer reading as a means for students to become life-long readers, to develop a love of reading, to draw moral life lessons, to mature as effective, independent readers, and to gain experience with a variety of texts. All students are expected to complete summer reading assignments by the deadlines given by the English Department.

Courses and Scheduling

Students should consider carefully the courses they choose as high school course selection can affect their admission to college/university. Parents are encouraged to assist their children with course selection. Final approval for a student's schedule rests with the school counselor after consultation with the student, teachers involved, and parents. A course change request may only be made within the first three weeks of the beginning of the school year/semester. Students or parents may not request a schedule change to accommodate a teacher of their choice.
Incoming Freshman Credits

The only credits prior to the 9th grade that will be received by St. John Paul II are for Spanish I and Algebra I, provided the student demonstrate competency in these subjects through the placement test. Speech, health or any other credits will not be accepted.

ACADEMIC GRADING AND DUAL CREDIT POLICY

The academic year of St. John Paul II High School consists of two semesters; each semester is divided into two nine-week quarters. An academic grade will be issued each quarter (nine-week period) for all classes on a report card.

Grading Scale and Point System: Unique GPA (weighted)

The following grading scale is used at St. John Paul II High School for calculating the unique GPA. St. John Paul II High School ranks students for the sole internal purposes of identifying the Valedictorian, Salutatorian and Top Ten Scholars.

<table>
<thead>
<tr>
<th>Grade</th>
<th>College Prep./Academic</th>
<th>College Prep./Honors &amp; AP</th>
<th>College Prep./Dual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>4.0</td>
<td>5.0</td>
<td>6.0</td>
</tr>
<tr>
<td>90</td>
<td>3.0</td>
<td>4.0</td>
<td>5.0</td>
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<tr>
<td>80</td>
<td>2.0</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>70</td>
<td>1.0</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>&lt;70</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Please note: Dual Credit courses must be in Math, English, Social Studies or Science for additional weight.

Honors courses can be taken in all grades, and Advanced Placement courses in the 11th and 12th grades. If an incomplete is noted for any quarter or semester, work must be completed within two weeks of the close of the grading period or an F will be recorded. A grading scale from the transferring school will be used to convert to a four-point scale when a student transfers to St. John Paul II High School. Efforts will be made to get a copy of the grading scale. If after attempts, a grading scale cannot be gained, then numeric grades will be converted to St. John Paul II High School’s four-point grading scale.

Dual Credit Policy

Eligibility: Sophomores, Juniors, and Seniors may take dual credit courses.

Students that begin dual credit courses as Seniors must have an overall GPA of 3.0 or higher after Junior year. Students must have (3) teacher recommendations. One must include the previous teacher from the subject area course the student plans to take. All courses must be approved by the Principal, including those taken during summer school.

Students that begin dual credit courses as Juniors must have an overall GPA of 3.0 or higher after Sophomore year. Students must have (3) teacher recommendations. One must include the previous teacher from the subject area course the student plans to take. All courses must be approved by the Principal, including those taken during summer school.
Sophomores may take dual credit courses but must be approved on an individual basis by a committee made up of all of the students’ teachers, counselors, and administration. To be considered, the student must have a GPA of 3.5 or higher after freshman year.

Requirements: St. JPIIHS and Del Mar College have specific requirements that must both be followed in order to take dual credit coursework.

- **St. JPIIHS Dual Credit Requirements:** Currently all dual credit classes, except for Theology, are taken through Del Mar College in three ways (see below). Dual credit coursework through any other college or university must be approved by the principal.
  - **On campus by our instructors** (we are currently offering Theology, Biology, and English is pending)
    - Dual credit course offered by our instructors cannot be taken off campus or online.
  - **Online**
    - In order to take an online dual credit course, the student must have a study hall in their schedule. Exceptions will only be made with the approval of the Principal.
  - **Off Campus at Del Mar College**
    - Campus coursework scheduling of classes takes a priority over any off-campus coursework scheduling. Students will not be excused from missing any on campus class time because of off campus schedules.

- **Del Mar College Dual Credit Requirements:**
  - All students must complete the Application for Admission to Del Mar College online through the Apply Texas Application (click on "Create a new 2 year application").
  - Contact your high school counselor for eligibility.
  - Provide documentation of a meningitis vaccination if you are 21 years of age or younger and have not been enrolled for a least one fall or spring semester at Del Mar College
  - Complete the Dual Credit registration forms.
  - Provide an official high school transcript and college transcript if you participated in dual credit with another institution.
  - Meet TSI assessment requirements for eligible courses.

**General Dual Credit Guidelines:**

- Parents are responsible for fees related to dual credit classes which include TSI testing, tuition, and books.
- Dual Credit grades are included in the St. JPII ranking and the No Pass/No Play Policy applies.
- Dual Credit grades are posted as semester grades.
- All St. JPIIHS Tuition must be current in order to participate in dual credit coursework.
Grading Scale and Point System: Standard GPA

The following grading scale is used at St. John Paul II High School for calculating the standard GPA. The standard GPA is used on transcripts, since it is the standard for colleges and universities.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100</td>
<td>4.0</td>
</tr>
<tr>
<td>80 to 89</td>
<td>3.0</td>
</tr>
<tr>
<td>70 to 79</td>
<td>2.0</td>
</tr>
<tr>
<td>69 and below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Semester Grade Calculation

St. John Paul II High School utilizes a semester that is eighteen weeks long with two grading periods of nine weeks each. In the case of yearlong courses, final grades are an average of the two semester grades. For half year courses, the semester average is the final grade.

If the final grade is below 70%, a grade of F will be placed on the report card for the final grade. If the course is required for graduation, a failing grade may be made up during summer school or the following school year, or as directed by the school. A student who fails more than two (2) courses during a school year might not be allowed to re-enroll at St. John Paul II High School for the following school year subject to final approval by the principal.

Calculation of Averages:

Teachers are responsible for determining the most appropriate assessment methods and most appropriate frequency of assessments for their classroom based upon the discipline of instruction and grade level of their students.

It is the responsibility of the teacher to make their students aware of their grading/assessment policies by publishing it in their course syllabus at the beginning of the semester.

It is also the responsibility of the teacher to ensure that they offer an equitable distribution of assessments over the duration of the grading period in order to provide accurate and timely feedback to students regarding their performance in the classroom, to ensure that the volume of work is reasonably distributed, and that extra-curricular eligibility is not influenced unnecessarily in either way.

The school administration retains the right to supervise and direct teachers in regard to assessments as needed.
Each teacher will publish a syllabus provided to students at the beginning of the year. The syllabus will outline course-specific policies and major units and projects to be covered during the quarter.

The teacher will determine the type of category for each of his or her assignments and such information will be communicated via the course syllabus.

**Advanced Placement/Honors/ and Dual Credit Courses**

The minimum entrance requirements for all Advanced Placement, Honors and Dual Credit courses include the following:

1. A cumulative GPA of 3.0 or higher. This is the minimum standard for consideration. The students selected for Advanced Placement, Honors and Dual Credit courses have qualifications and achievements far above the minimum. **Placement testing will be used to help determine the placement of incoming students.**

2. Grades of 85 or higher in both semesters in the academic discipline for the previous year. For example, a sophomore seeking enrollment in Honors US History must have had a grade of 85 or higher in World History. This is the minimum standard for consideration.

3. A teacher recommendation from the previous teacher in the subject area. This recommendation might cite the student’s superior motivation, attitude, and quality of work, as well as her/his ability to handle the rigor of an accelerated course, which includes higher level academic expectations.

4. The Dean of Academics and Student Affairs, in consultation with teachers and department chairs, approves any exceptions to the listed requirements.

5. Achievement scores and parent consideration.

**Honor Roll**

Honor roll is published at the end of each semester. All classes enrolled will be factored into students’ GPA to determine honor roll. Advanced Placement (AP) and Honors courses will be weighted on the 5.0 scale. Dual Credit (DC) courses will be weighted on the 6.0 scale. Students who maintain an “A” average (90 and above) in all classes each quarter will be recognized on the All “A” Honor Roll. Students that maintain “A’s” (90 and above) and “B’s” (80 to 89) in all classes will be recognized on the “AB” Honor Roll each quarter.

**Midterm/Final Exams**

Exams are given during the last four days of each semester. Semester exams will count as 20% of the student’s semester average. All students are expected to attend school on scheduled exam days. Midterm and final exams will not be administered early for any reason. Students must receive approval from the administration in order to make up an exam after it has been administered. Final exams that are rescheduled due to illness, death in the family, or any other serious occurrence, must be accompanied by a note from the parent/guardian or relevant and competent authority, e.g., doctor. Exceptions must be approved by the Administration.

Students who miss the exam without prior approval should provide a legitimate medical excuse regarding his or her absence from a regularly scheduled midterm or final exam. Students who miss an exam without approval
may receive a grade of zero (0) on the exam. Students will not be allowed to check-out of school during class periods in which an exam is being administered.

**Senior Exam Exemptions**

As a senior privilege, twelfth grade students who meet the following criteria may be exempt from their midterm and final exams. There is no exemption policy for students in grades nine through eleven.

- The student must maintain a 90.0% or higher average for each class during each quarter (per class) for the semester.
- The student must have completed one-half of their solidarity (service) hours for the midterm exemption, and must have completed all of their solidarity hours for final exam exemption.
- The student should have no more than five unexcused absences (per class) for the semester.
- The student should have no more than five tardies (per school day) for the semester.
- The student should have no more than two detentions for the semester.
- The student should not have been placed on *in-school suspension or out of school suspension* at any time during the semester.
- The student should have all assignments completed, including any exam reviews.

Students will receive notification of their exemption status on the day before the beginning of midterm and final exams. The exemption list will be issued by the administration and will list those students who meet the criteria for exemptions based on the guidelines above.

Students will not be counted absent under the attendance policy from classes in which they are exempt. For students who are exempt, the first semester grade will be the average of the student’s first and second quarters, and the second semester grade will be the average of the student’s third and fourth quarter grades. To be exempt, a student shall not have any outstanding deficiencies such as textbooks, athletic uniforms, library fines, cafeteria fees, or fines from any teacher.

Any student who is not exempt will be required to take the midterm and final exam. Students who are not exempt will not be allowed to check-out of school during class periods in which an exam is being administered. It is important to note that the exam exemption policies is considered a “senior privilege;” therefore, this policy is contingent upon overall behavior of the senior class. The administration reserves the right to require students to take all exams.

**Parent/Teacher Conferences**
Parents are encouraged to schedule personal conferences with the respective teacher at the first sign of academic difficulty. Parents may contact teachers by email or by leaving a message with the front office. The email address of each teacher is the first initial of their first name, the entire last name at (@) jpiihighschool.org (i.e. jsmith@jpiihighschool.org).

**Senior Class Rank and Standing**

Senior class final rankings will be computed after the first semester. Computation of scholastic averages will include all courses in which the student received a Carnegie unit.

Please note: A Carnegie unit is a standardized unit of measurement for evaluating courses in secondary schools in terms of college entrance requirements, representing one year's study in any subject, that subject having been taught for a minimum of 120 classroom hours to qualify.

The procedure for determining class rank is as follows:

1. All courses that are awarded a Carnegie Unit will be counted once.
2. Advanced Placement, Honors and Dual Credit courses are weighted for class rank and grade point average reporting. Students taking Advanced Placement and Honors courses will receive one additional quality point on a five-point scale. No weight will be given if the student receives a failing grade for the course.
3. Students taking Dual Credit courses will receive two points on a six-point scale. No weight will be given if the student receives a failing grade for the course.
4. Students enrolled in AP courses are encouraged to take the Advanced Placement exams and must do so at their own expense.
5. Permanent records will not carry a grade point average higher than a 4.0 for transcript purposes.

**Specialized Academic Accommodations**

Students with a documented action/intervention plan having a specific learning disability, as determined by a reputable diagnostician after having undergone a cross-battery assessment, may be eligible for limited academic accommodations. Due to the size of our school and resources, modifications will not be made for students. The parent/guardian should meet with the guidance counselor and a member of the administration within the first two weeks of school. An “individualized academic plan” will be completed outlining specific accommodations to be administered in each class. The individualized academic plan, once approved by the administration, will be disseminated to each of the student’s teachers.

**Valedictorian and Salutatorian**

The students who have the highest weighted grade point average in all classes receiving credit and rank first and second in their class are named valedictorian and salutatorian respectively. Honors and AP classes are weighted on a 5.0 point scale. Dual credit classes are weighted on a 6.0-point scale. Final grade point averages will not be computed until all course grades are final. If the top students are tied, then the average of advanced level courses will be used to break the tie. Advanced level courses include AP, Honors, and Dual Credit courses.
In addition, to qualify for valedictorian or salutatorian, a student must have been enrolled at St. John Paul II High School for their entire junior, and senior years, and he or she must have taken all the required courses including 5 advanced level courses offered at St. John Paul II High School. These courses must be taken at St. John Paul II High School or via dual credit.

If student withdrawals from St. John Paul II High School during these four years, for any period of time, he or she is not eligible to be considered for these honors. **If student has already taken a required course for credit, such as for PE or band, that student has the option to take the course pass/fail so as not to lower their average.** Students with excessive disciplinary actions may not be considered for valedictorian or salutatorian at the discretion of the administration.

**Summer School/Credit Recovery Program**

St. John Paul II High School will only provide information regarding a Summer School Credit Recovery Program for students who fail a course (with a grade of no less than 60). Parents will be notified by the school regarding failed courses. It is the student’s responsibility to enroll and complete whatever courses are needed based on the information provided.

Students should be aware that public high schools have different requirements which may not apply to their graduation plans at St. John Paul II High School. Before disregarding the recommendations of the school, students/parents should verify information with St. John Paul II High School administration. Students who fail a course with a grade of 59 or below must enroll in the Summer School Program provided by the local public school district. Credit recovery is possible for grades 60-69, and below 60 must go to the school district for summer school.

**The maximum grade of 70 is possible for summer school credit recovery that is provided by St. John Paul II HS, and only academic course credit, not honors credit, can be recovered.** Students must be on grade level or have a plan in place to graduate on time.

Students may choose to take summer course work for their own enrichment. Grades earned during summer school for enrichment, with approval by administration, will be entered on the student's transcript but will not average into the GPA unless the course is taken at St. John Paul II High School or taken dual credit.

**Mandatory Tutoring and Extra-Curricular Eligibility**

In any of the 4 quarters of the school year, if a student is failing a subject/course at the time Progress Reports or Report Cards are issued, he/she will meet with the teacher for mandatory tutoring. Tutoring is scheduled at a time convenient to both the teacher and the student. **Students failing one or more classes at progress report, or report card time cannot participate in any extra-curricular school activities.** Enforcement of the non-participation begins on the Monday they are pronounced. Students failing at progress report time are ineligible for extra-curricular activities for one week and may regain eligibility at the end of the week if passing all classes or have made significant progress as deemed by the administration. The student failing on their report card can regain eligibility if and when they are no longer failing at the next progress report or report card time.
Athletic Eligibility

If a student is failing at progress report or report card time they are to meet with the teacher(s) of those classes to schedule tutoring. They may be excused from their athletic period if it is the only time available for tutoring, otherwise they are to attend their athletic period. If they must be excused from their athletic period, they are to inform their coach.

The student is ineligible for games and may not be dressed out for any after school athletic activity. A student failing at report card time can regain eligibility if and when they are no longer failing at the next progress report or report card time. A student failing at progress report time may regain eligibility at the end of one week if passing all their classes or have made significant progress as deemed by the administration.

Please note: if a student is transferred out of a class that was failed, the student must sit out until the next progress report or report card time and allowed back if passing all other classes.

St. John Paul II High School’s academic eligibility exceed the guidelines established by the Texas Association of Private and Parochial Schools (TAPPS).

Classroom Policies

At the beginning of the school year or and/or semester, each teacher provides their students with a course syllabus containing classroom expectations, policies for extra credit, late work, make-up work and grading guidelines. Parents and students should read these policies very carefully. Students will be held responsible for and will comply with these policies and regulations throughout the school year.

Progress Reports and Grades

St. John Paul II High School operates on a semester basis. Grades are updated on a weekly basis and are posted for parent’s information. Report cards are distributed to parents/guardians at the end of each quarter. Furthermore, Progress Reports are distributed at the four week mark of each quarter. Progress Report, Report Card, and Semester grades are based on the student’s daily work, homework, quizzes, papers, projects, notebooks, and test grades as determined by the teacher. Checking grades on line is one way to keep up with your child’s progress. The best way to keep current with your daughter’s/son’s progress is to access the Parent’s Portal through RenWeb and/or email teachers for specific questions. Our district code is JHP-TX.

Counseling/Guidance Department/College Placement Counseling
The School Counseling Department is concerned with the overall development of each student. Emphasis is placed upon individual counseling, particularly in the areas of academic, vocational, personal, and social development.

St. John Paul II High School Counseling and Guidance Department strives to minimize the obstacles that can loom in the paths of our students as they make plans to attend college. The GO Center has the resources to deal with the pitfalls and clear the paths for students. With the aid of a state grant, Texas A&M University in Corpus Christi is providing a collegiate mentor for our school. The TAMUCC student, is on hand part time in our GO Center to provide students with information about making the transition to colleges of their choice.

**Academic Counselor**

In addition to the administration of various tests, the school counselor holds personal conferences with students; conducts group counseling sessions; provides information on colleges, trade schools, vocational institutions, federal loans, campus jobs, special grants, scholarships, vocational rehabilitation and career opportunities; and arranges parent-teacher conferences when necessary.

**Standardized Tests**

**The IOWA Test of Basic Skills (ITBS):**
The Iowa Test is administered in grades 9 through 11 as required by the Diocese of Corpus Christi Office of Catholic Schools. Test results are used by school personnel to assist in the development and effectiveness of curriculum, to gauge student progress, and for placement purposes. Sections of this test assess students in the following areas: vocabulary, reading comprehension, spelling, capitalization, punctuation, usage and expression, math concepts and estimation, math problem solving and data interpretation, math computation, social studies, maps and diagrams, reference materials, word analysis, and listening.

**Assessment of Children/Youth Religious Education (ACRE):**
Students in eleventh grade will take the ACRE exam during their religious studies course. Published by the National Catholic Education Association, the ACRE test is used to evaluate the effectiveness of our religion program. In addition to assessing students’ understanding of the religious studies curriculum, the ACRE data reports also shed light on those faith formation elements that are not the exclusive domain of the school or parish religion program, for example, physically getting students to the sacraments of penance and Sunday Liturgy.

**ASVAB:**
Eleventh or twelfth grade students may elect to take the ASVAB (Armed Services Vocational Aptitude Battery) in January or February of each year. This assessment helps students determine their vocational aptitude at the present time. Administered by the United States Military Entrance Processing Command, this test is used to determine qualification for enlistment in the United States Armed Forces.

**PSAT/NMSQT:**
Eleventh grade students take the PSAT (Preliminary Scholastic Aptitude Test) and the NMSQT (National Merit Scholarship Qualifying Test) in October of each year. The PSAT is a shorter, preliminary version of
the SAT. The National Merit Scholarship Committee reviews students’ PSAT scores from their junior year when determining scholarship eligibility. Many students take the PSAT as sophomores for practice.

**ACT:**
Most colleges require either the SAT or the ACT for admission. The ACT assessment measures high school students' general educational development and their capability to complete college-level work with the multiple choice tests covering four skill areas: English, mathematics, reading, and science. The optional Writing Test measures skill in planning and writing a short essay. Specifically, ACT states that its scores provide an indicator of "college readiness," and that scores in each of the subtests correspond to skills in entry-level college courses in English, algebra, social science, humanities, and biology. The ACT assesses reasoning skills (like the SAT does) but focuses mostly on students’ knowledge of the “core curriculum” taught in most classrooms.

**SAT:**
The College Board states that SAT measures literacy and writing skills that are needed for academic success in college. They state that the SAT assesses how well the test takers analyze and solve problems—skills they learned in school that they will need in college. The SAT covers three subject areas: critical reading, writing, and mathematics. It is designed to test reasoning skills and measure a student’s ability to handle college-level work. Students may take it the SAT during their junior or senior year of high school. Many students take it more than once, as most colleges consider only the highest scores.

**AP Exams:**
AP exams are part of the College Board’s Advanced Placement Program, in which students are able to take more rigorous, college-level courses while still in high school. Students enrolled in AP courses are encouraged to take the AP exam of that course administered in May of each year. Students who do well on an AP exam may earn college credit or test out of a lower level class once enrolled in a university.

The American College Testing (ACT) Program and Scholastic Aptitude Test (SAT) are tests administered for a fee. Students should plan to take their first ACT/SAT before the end of their junior year.

Students register for these tests by completing a registration packet available in the counseling office or online. Students and parents are responsible for registering for the ACT and/or SAT. The St. John Paul II High School Counseling Department administers the PSAT (National Merit Scholarship Exam) to all tenth graders.

**Access to Student Records**

Saint John Paul II High school maintains student records consisting of semester grade records for classes taken as well as standardized testing results. Parents have the right to access all St. John Paul II High School student academic and disciplinary records related to their children. Non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. If a parent is denied access by the court to the child or the child’s academic records, the custodial parent must submit to the school a court-certified copy of the custody section of the court report issued by the judge.

**Withdrawing from School**
If, for any reason, a student is withdrawing from St. John Paul II High School, a withdrawal form may be picked up from the Registrar to be signed by the parents. All school property must be returned and all financial obligations must be met. Following an exit interview with either the Dean of Academics and Student Affairs or Principal, the student will receive exit grades and transcripts.

**ADMISSIONS POLICY**

**Admissions Requirements**

Admission to the school is based on evaluation of past academic performance, school attendance, conduct, and an interview. In addition, during the admission process, students will take a placement test to determine academic placement. To apply for admission, students must provide:

- St. JPII High School Application
- Birth Certificate
- Verification from Facts Needs Assessment (if applying for assistance)
- Most Recent Report Card (8th-12th grade)
- Current Transcript (9th-12th grade)
- Conduct/Discipline Report
- STAAR, Iowa or other standardized test results

Home school students applying for admission must provide documentation of courses taken. Students may be required to take a placement test in order to determine readiness. Credit for classes will be given only if the Admissions Department can determine that the home school program used an accredited curriculum.

All students admitted to St. John Paul II High School are considered on probation for the first ninety school days. During this time, a student may be dismissed for academic, attendance, or disciplinary reasons. Continued enrollment is contingent on satisfactory academic progress, acceptable attendance, proper conduct, and timely payment of tuition.

**Non-Discrimination Policy**

St. John Paul II High School admits students of any gender, race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of gender, race, color, nationality or ethnic origin, in admission policies, the administration of its educational policies, hiring of personnel, financial aid assistance and other school-administered programs.

**Criteria for Re-Enrollment**

Students wishing to re-enroll at the school must meet the following criteria:
• Parent/Guardian of student has no outstanding delinquent payments at the time of registration.
• Students demonstrate appropriate growth in academic and behavioral standards. (Summer school may be required for re-registration).
• Student’s Christian Solidarity Project hours are up to date.
• Students and parents jointly agree to the upcoming year’s policies outlined in the Student-Parent Handbook.
• Students new to the school must be registered for the upcoming year prior to participating in any summer activities.

Shadowing
St. John Paul II High School welcomes prospective students to experience a day of classes by accompanying a current student. Parents are asked to make arrangements by contacting the main office. The visiting student must come with a written note from their parent on the day of the visit. Visiting students are expected to wear khaki or black slacks, and a solid polo shirt (preferably black or white in color).

Transfer Students
St. John Paul II High School accepts transfer students that meet the regular admissions requirements. Along with other documents, they must present their current high school transcript. Transfer students must contact the Enrollment Manager to begin the process. They must be currently enrolled at an accredited school, or have transferable home school credits. Transfer students are accepted based on space availability, and admission cannot be guaranteed.

St. John Paul II High School adheres to the Texas Association of Private and Parochial Schools rules for athletics. Students who represented their former school in a varsity or sub-varsity athletic contest in grades 9-12 the previous or current school year must have a Previous Athletic Participation Form completed prior to participation in a varsity contest in that sport at the new school. This completed and approved Previous Athletic Participation (transfer) Form must be on file with the district president and the TAPPS State Office prior to the students participation in a varsity interscholastic contest.

International Student Program
St. John Paul II High School is committed to enrolling a diverse population and welcomes international applicants. St. JPII High School is certified by the U.S. Department of Homeland Security to accept F-1 international students.

International Student Requirements
• Proficiency in English is required as demonstrated on the ELTiS exam by scoring 228 or higher (level 5)
• Video of student addressing interview questions
• Application for Admission
• School transcripts, translated in English, for the current and previous year
• International St. JPII High School students must also submit up-to-date health records
• Proof of Funds letter from bank

Tuition:
The International Student Tuition Rate for the 2019-2020 school year is $7,430.

All International Students may apply directly to the school if they will be living with blood relatives from Corpus Christi. Students with no blood relatives in Corpus Christi must apply through our Partner Agency Educatius Group. Their contact information can be found below.

www.educatius.org

North America Office (USA & Canada High School Programs)
50 Congress Street
Boston, MA 02109 USA
Phone: +1 617-292-0035
Fax: +1-888-550-7258

ARRIVAL AND DEPARTURE

Hours of regular supervision at St. John Paul II High School are from 7:40 a.m. to 4:30 p.m. School begins at 8:10 a.m. and ends at 4:00 p.m. Students are requested to arrive no earlier than 7:45 a.m. on campus.

Upon arrival on campus each day, students who do not attend the before-school Mass, before-school practice, detention or club meetings are to report to the school Cafeteria. For morning tutoring, students must report directly to the appropriate teacher. Students found anywhere else on campus without proper authorization will be subject to disciplinary consequences.

Once a student arrives on campus, he or she may not go to his or her vehicle unless permission is given from the front office. Students who drive themselves are to park in the designated student parking areas in front of the chapel, or if full across from the swimming pool; exit their vehicle, and immediately report to the Cafeteria or designated area in the morning. Students being dropped off are to be dropped off and picked up in front of the Chapel.

Students should be picked up no later than 4:30 p.m. unless they are involved in a school-sponsored activity. On early dismissal days, students are to be picked up no later than 12:30 pm. In general, we would prefer if all students were to be picked up within fifteen (15) minutes of the end of any function. In addition, the discipline policy applies to students at all times while on campus or away at any school-related activity.

Students may not wait for transportation at Bishop Garriga Middle Preparatory School (BGMPS) unless prior permission is given by both St. John Paul II High School and BGMPS administration. Parents/Guardians must request permission for this, in writing, from the Principals of both schools. Students are advised that this privilege may be removed by the administration of either school if necessary.

St. John Paul II High School is a closed campus. Students shall not leave campus until dismissal without the permission of school administrators and parents/guardians.

Parents/Guardians are advised that the school cannot be responsible for students who are dropped off early or picked up late.
After School Care Program for Out of Town Students

St. John Paul II High School has instituted an After-School Care Program for all students riding the bus to outlying areas. These students will be in the foyer of the cafetorium if not involved in an after-school activity. The bus will depart campus at 5:30pm. These students are to go to the After-School Care in the cafetorium from 4:00-5:30 p.m. There is an adult supervisor present in the cafetorium during this time. While in After School Care, students are able to:

- Work on homework and/or other assigned projects
- Have some time to play the table games that are in the foyer of the cafetorium
- Have some outdoor time next to cafetorium, especially when the weather is nice
- Be in a facility that is supervised and safe

As a school community, we do not want students “hanging out” in an unsupervised area on our campus. As you are aware, St. John Paul II High School is a big campus. It is our duty to, as much as possible, ensure the safety of all our students.

If a student remains after school, not on bus, the pick-up procedure for After School Care is as follows:

- There will be a roster where your son/daughter will sign in when they enter the Cafetorium.
- The parent is to come in to the Cafetorium to sign their son/daughter out. This will ensure that your son/daughter is leaving our campus with the appropriate adult.
- You may call your son/daughter via cell phone to let them know you are waiting for them in the front of the school. However, if you choose to do this, please know that:
  - when you call your son/daughter, he/she is to give his/her phone to one of the After School Care supervisors so that they will know the parent is picking him/her up.
  - the After School Care supervisor will walk your son/daughter to the front of the school to ensure that he/she is actually being picked up by his/her parent.

OR

- The parent will complete and submit to the school the Parent/Guardian Liability Waiver form, which gives permission for the child to leave the After School Care Program with parent/guardian consent, but with directives other than those indicated in bullets 2 and 3 above.

ATTENDANCE POLICY

Regular and punctual school attendance is important for developing and maintaining a successful educational experience. It promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares the student for his or her future career. As a result, students are expected to be present and on time all days when school is in session as in accordance with the Texas Compulsory Attendance Law.

In order to receive academic credit in a course, a student must meet two criteria: (1) earn a grade of 70 or better and (2) not have more than more than ten (10) unexcused absences per semester.

Reporting Absences:
St. John Paul II High School is a closed campus. Students, even those who drive themselves to school, are not allowed to leave campus for any reason during the school day. If a student is absent for any reason, parents/guardians must call the school office at (361) 855-5744, fax the school office at (361) 855-1343, or email the school secretary before 8:30 am to report the absence.

Until a parent/guardian contacts the school regarding a student absence, the student’s absence will be considered unexcused. Parents/Guardians have up to three school days to excuse the absence through the office (students limited to 5 parent excused absences) After that, an administrator must approve the excuse.

**Absences:**

Students are expected to attend all classes every day. Any student who is absent more than 10 days in any course (for any non-school sponsored reason) during a semester may lose credit for that course and may be placed on academic probation. **If a student exceeds 10 absences in a subsequent semester, s/he may be asked to withdraw from Saint John Paul II High School.**

The administration will assess each student’s attendance record and decide on a plan to regain credit for excessive absences. Students will be allowed to regain credit by making up excessive absences as assigned by the administration. The administration will also take into consideration extenuating circumstances.

**Attendance Definitions:**

**Tardy** – A student is considered to be tardy if he or she is not in the designated class when the tardy bell rings.

**Absent** – A student is considered to be absent if he or she is not in the designated class 30 minutes after the tardy bell rings.

**Truant** – A student is considered to be truant if one of the following is true:

- The parent/guardian was not aware the student was absent.
- The reason for the absence is not a valid excuse for temporary nonattendance according to the Texas Compulsory Attendance Law.
- Missing a class retreat without valid excuse approved by Principal or President

Excessive absences or unexcused tardiness will be referred to the administration and ultimately to the truancy officer of the county in which the student resides.

**Check Out Procedure**

Students who find it necessary to check-out during the school day must sign out and be given permission to do so. The procedure for checking-out is as follows:
• The parent/guardian must call the school requesting the student be dismissed early. The student must sign out in the office before leaving campus.
• Or, if a parent/guardian picks up the student, he/she must sign the student out in the office.
• Check-outs are allowed only for legitimate reasons such as illness, doctor or legal appointments, and emergencies.

**Check In Procedure for Students Who Are Tardy**

If a student arrives to school 10 minutes or more after tardy bell, s/he must sign in at the main office, noting the time and reason for their tardy. The only excused tardy will be for students who check-in with a written medical, legal or parent excuse.

**Check In Procedure after an Absence**

No more than 3 days after returning from an absence, the student must provide a written excuse, or refer to an email or fax from the parent/guardian (limit 5) that includes the following:
• student name
• date(s) of absence
• parent phone number
• reason for absence and
• physician/dentist note, if applicable.

**Excused Absences**

The following qualify as excused absences:
• The school is notified by the parent/guardian of the student’s absence from school and the appropriate check out and check in procedures are followed. **However, excused absences with a parent note is limited to 5 in total.** If a student is present for part of the day and has a doctor’s appointment, as long as s/he brings a note from the doctor’s office, the absence will be coded differently for attendance purposes.

Although absent from school, the following absences will not be coded as an absence, but instead be coded as a field trip:
• The student is absent because of a school-related activity, such as a field trip.
• Student athletes participating in an athletic event scheduled during school hours.
• **Seniors** will be allowed three (3) college days per school year to visit and tour colleges. A letter from the college registrar/student admissions will be required to verify the visit. A copy of the invitation to attend will not be accepted as verification of attendance.

When absent, **students are responsible** for getting the makeup work from their teachers. Students who are absent on school business must get their assignments before they leave.

**For all absences, students will be allowed the number of days absent to make up any assignments missed.** Students will receive full credit for the assignments made up within the allotted time period. **Tests, quizzes, and other assignments which are pre-assigned should be made up (or turned in) on the first day of the student’s**
return to school (i.e. tests, quizzes, or homework announced prior to the student’s absence). Tests and quizzes are to be made up before or after school as scheduled by the teacher. Students may be granted additional days to make up assignments, tests, or quizzes missed at the discretion of the teacher.

**Participation in School Related Activities**

A student must be present for the last three periods of the day in order to participate in any school-sponsored activity later that afternoon or evening, or on the weekend if school is missed on Friday, unless prior arrangements have been made with the administration.

Students are not allowed to practice or participate in any school-sponsored activity while on ISS (In-School Suspension) or OSS (Out of School Suspension). Students placed on ISS or OSS will need to complete one complete day of school in the regular classroom to begin participation.

Students must be enrolled in at least 4 classes on campus per day.

The students’ athletic class could be moved before school (0 period) to address weather related & facility issues.

**Unexcused Absences**

An unexcused absence occurs when a student’s absence cannot be accounted for by the parent/guardian or when a student is truant (absence which occurs without parental permission or as a result of not coming to, leaving, or attempting to leave campus without proper permission). A student who misses more than 35% of class time without a proper excuse will be deemed absent, unexcused, or truant. Students who are truant or have an unexcused absence are still held responsible for the information missed in class but are not permitted to make up the work missed.

Diocesan Policy does not allow for more than five unexcused absences per semester. School consequences may be assessed for the first five unexcused absences, and additional consequences such as probation or withdrawal may be considered if a student surpasses the five unexcused absences in a semester.

**Tardiness**

Students who fail to be in the assigned class and ready for instruction when the tardy bell rings are considered tardy and will be reported as “tardy” in RenWeb. They are excused if they bring a note from the office or teacher. A student will be allowed three (3) unexcused “tardies” to class without penalty each semester. Teachers are to send a referral to the Dean of Students when a student has 4 unexcused “tardies”.

**Illness during the School Day**

Students who become ill during the school day must obtain a pass from their teacher and report directly to the main office. Parents/Guardians will be called from the office by school personnel. For students who drive
themselves to school, a parent/guardian must give permission for them to leave the campus before the student may leave.

**Appointments during School Hours**

St. John Paul II High School discourages parents/guardians from making appointments during school hours. If an appointment must be made during school hours, the student must bring a written request for early dismissal signed by their parent/guardian. A student is not allowed to leave campus without checking out through the main office and having the secretary contact the parent/guardian to verify s/he has permission from the parent/guardian to leave campus.

**AUTOMOBILES AND DRIVING ON CAMPUS**

Students who drive to school are expected to operate their cars in a safe and orderly fashion or they risk losing the privilege of parking on campus. All automobiles brought on campus must be registered with the front office. **Students may not go to their cars during the school day without permission from the administration. Doing so will result in a loss of driving privileges.**

Once a student arrives on campus, he or she may not leave without properly checking-out in the front office. All vehicles parked on campus are subject to the search and seizure policy. For more information, refer to the search and seizure policy in the student handbook.

**If parents/guardians give their children permission to drive to school, the student must provide the following information:**

- a valid copy of their driver’s license
- car registration
- auto insurance policy
- license plate #

A parking permit must be obtained for a $5.00 fee from the school office. Parking permits must be displayed in the vehicle’s window and are non-transferable. Vehicles not displaying the current year parking permit will be subject to towing at the owner’s expense. A new parking permit must be obtained each year. Students may be required to turn in their vehicle keys to the office while on campus.

Students must park in the parking lot facing the chapel, and if room doesn’t provide, then in the parking lot across from the swimming pool. Students will not be allowed to park in faculty or visitor parking areas, or on the road of the school at any time. Students will be asked to move their vehicle if they are improperly parked. A warning will be given for the first offense. Thereafter, a $15.00 fine will be imposed for subsequent offenses. If three (3) offenses occur, the vehicle will be barred from the campus area for 20 school days.

Any abuse of the vehicle/parking privilege, such as remaining in the car after arrival on campus, going to the car at any point during the school day without office approval, driving recklessly or driving off campus before
dismissal, etc., is a violation of the vehicle permit policy. A student who incurs these violations will no longer have permission to park on school grounds. In addition, students are prohibited from using their cell phones, in any way, while driving on campus.

St. John Paul II High School is not responsible for items left in cars, vandalism, or theft.
## St. John Paul II High School Bell Schedule 2019-2020

<table>
<thead>
<tr>
<th>Regular</th>
<th>Start</th>
<th>Finish</th>
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| Lunch A                     | 11:50 AM    | 12:20 PM   | 0:30    |
| 5<sup>th</sup>               | 12:25 PM    | 1:15 PM    | 0:50    |
| Lunch B                     | 12:45 PM    | 1:15 PM    | 0:30    |
| 6<sup>th</sup>               | 1:20 PM     | 1:55 PM    | 0:35    |
| 7<sup>th</sup>               | 2:00 PM     | 2:35 PM    | 0:35    |
| 8<sup>th</sup>               | 2:40 PM     | 3:15 PM    | 0:35    |

| Pep Rally                   | 3:20 PM     | 4:00 PM    |         |

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| No Lunch                    |             |            |         |

### Cafetorium
Lunches can be paid for on a daily, weekly or monthly basis. Students with a negative balance on their lunch accounts may not eat in the cafeteria until the amount owed is paid. No fast food from off campus is allowed to be brought to students, unless the parent checks in at the office and eats with their child at lunch. Students may bring a normal bag lunch from home, provided it does not have to be refrigerated.

Orderly conduct is to be observed in the cafeteria at all times. All trash is to be placed in the receptacles provided. Students must help maintain the cleanliness of the Cafetorium and follow the instructions of the supervising faculty member or Cafeteria manager. Food is not allowed in the classrooms unless an organization is meeting and the faculty moderator is present.

**CELL PHONES AND ELECTRONIC DEVICES**

School land line phones are available in every class if an emergency should arise. Diocesan schools prohibit the use of all personal electronics and telecommunication devices (including cellular phones, iPads, laptops, tablets, I-Pods, CD/Digital Players, headphones, etc.) by its students during the school day and on campus unless invited to do so by the teacher/administrator. This policy also applies to field trips, retreats, and any other school-sponsored activity that takes place during the school day. Students may not use cell phones or other telecommunication devices at any time during the school day.

The following consequences will follow for any student violating the above conditions:

- The **first violation** will result in a school detention. The cell phone or electronic device will be confiscated and turned into the Dean of Academics. It will be returned to the student at the end of day, provided that the student arrives in person to retrieve it.
- A **second violation** will result in one day of in-school suspension (ISS). The cell phone or electronic device will be confiscated and turned into the Dean of Academics office. It will be returned to the parent/guardian of the student at the end of three school days from the date of the infraction, provided the parent/guardian arrives in person to retrieve it.
- A **third violation** will result in two days of in-school suspension (ISS). The cell phone or electronic device will be confiscated and turned into the Dean of Academics office. It will be returned to the parent/guardian of the student at the end of ten (10) school days from the date of the infraction, provided the parent/guardian arrives in person to retrieve it. The parent/guardian will be informed that the next violation may result in the student being asked to withdraw from St. John Paul II High School.

**LASER ITEMS**

No student is permitted to use or carry in any manner laser pointers, laser key chains, or any other laser items. Failure to comply will result in the student being placed on the discipline ladder.

**CHEATING AND PLAGIARISM**
Cheating is morally wrong and is considered a major violation of the conduct code at St. John Paul II High School. Cheating is both the improper acquisition as well as the improper distribution of information pertinent to a homework assignment, test, quiz, or exam. The following are common examples of academic dishonesty:

- Open notebooks, texts, or other course-related material during a test, quiz, or exam without the explicit permission of the teacher.
- Concealed notes (“cheat sheets”) during a test, quiz, or exam.
- Communication with another student during a test, quiz, or exam without the explicit permission of the teacher.
- Copying homework assignments from other students.
- Plagiarism of essays, term papers, or research papers from outside materials that are not cited or insufficiently cited. Downloading a term paper from the internet is considered a serious act of plagiarism. (Plagiarism is defined as the appropriation or imitation of the language, idea and thoughts of another author and representation of them as one’s own original work.)
- Any other promulgated actions that the teacher and/or administration designate as academically dishonest.

A student who is caught cheating will receive a zero (0) on the assignment, test, quiz, or exam in which the cheating has occurred. He or she will also be referred to the administration, and the incident will be documented in the student’s discipline record. Multiple offenses of cheating and/or plagiarism may also result in the student’s removal or denial of admittance into and/or participation in honor societies, campus ministry, athletics, and other school-sponsored organizations.

CITGO LIBRARY & MEDIA CENTER

The library contains a variety of materials including books, magazines, videos, and online computer databases that support the curriculum and provide recreational reading for students and faculty. Computers are available for student research and for completing class assignments.

Students may also utilize the library during class visits that have been scheduled by their teacher. An individual student may use the library and computer at any time during school hours by presenting the librarian with a pass from the classroom teacher. Students must sign in and out when using the library during a class period.

Circulation Rules: Books are checked out for two (2) weeks. A book may be renewed if another person has not asked for it. The fine for overdue books is five (5) cents per day. Fines do not accrue on weekends and holidays. Students are responsible for paying for books that are lost or damaged. Report cards and student records will not be issued to students who owe fines or books to the library.

Computer Rules: Computers are to be used for research or completing class assignments. E-mailing for the purpose of saving and printing school assignments is permitted. **Playing games, watching videos unrelated to assignments and chat are not permitted.** Accessing inappropriate Internet sites, including social networking sights, may result in loss of computer privileges.

COMPUTER USAGE AND INTERNET POLICY
St. John Paul II High School provides students with access to technology equipment and facilities including the school’s computer system, internet, and software applications. The school’s technology resources are for educational and research purposes only. St. John Paul II High School has the right to place restrictions on the material accessed and posted through the school’s computer system. Students are expected to follow the guidelines outlined in this policy and to adhere to any applicable Federal and State laws.

**Computer Access**

Students must sign the *Computer Use Policy Agreement* form and turn it in to the school office before they will be given access to the computer network. The student will receive her/his computer network account and select a password. Account information shall not be shared with anyone.

Account activity may be monitored and recorded, and each student will be responsible for the activity on their account. Students are not allowed to connect a home computer to Ethernet jacks in the school unless instructed by the teacher or school administrator.

**Internet Access**

To protect students while at school and meet the Children’s Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system. Bypassing or attempting to bypass the school’s filtering software is prohibited and may result in suspension or expulsion.

**Unacceptable Uses with Computer**

The following uses of the computer system are unacceptable and may result in loss of account access or other serious disciplinary action, up to and including expulsion:

- **System security:**
  - Computer account information shall never be shared. Students shall never reveal their account password or log onto a school computer using someone else’s account information.
  - Students shall not knowingly introduce or allow the introduction of any computer virus to any school computer.
  - Students must immediately notify the Technology Coordinator if they suspect a security problem.

- **Personal information:**
  - Students must not post personal information about themselves or other people, such as private messages, addresses, and phone numbers.
  - Students must not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users, or misrepresent or assume the identity of other users.
  - Students shall immediately report to a teacher or staff member any message they receive that they feel is inappropriate or makes them uncomfortable.

- **Inappropriate language:** This includes...
  - Obscene, threatening, inflammatory, or disrespectful language
  - Cyber bullying - the use of derogatory or threatening messages and/or images in an effort to ridicule another

- **Plagiarism and copyrighted materials:**
  - Plagiarizing the work found on the computer system or through the internet is prohibited.
Students must correctly use copyrighted materials. Copyright infringement occurs when a student inappropriately reproduces a work that is copyrighted. Students should check with a teacher regarding copyright laws.

- Access to inappropriate material:
  - Students are prohibited from accessing any materials that are obscene, pornographic, discriminating, or advocate illegal or violent acts.
  - Students who mistakenly access such information must immediately report this access to a teacher or staff member to avoid disciplinary action.

- Illegal activities: Students are prohibited from the following actions...
  - Use of the computer system to transmit any material that is in violation of Federal or State law, or the Student-Parent Handbook guidelines.
  - Deliberate attempts to disrupt the computer system or destroy data through computer viruses or other means.
  - Attempts to gain access to a part of the St. John Paul II High School computer system, or an outside computer system, that they are not authorized to use.

- Commercial Activity: Use of technology for commercial activities is prohibited unless explicitly permitted by the school. This includes, but is not limited to:
  - Activity that requires an exchange of money and/or credit card numbers
  - Activity that requires a service for which the school will be charged a fee
  - Use for product advertisement or political lobbying

- File storage:
  - Additions, modifications, or deletion of files, except in the student's private directory are prohibited.
  - Students shall not store non-school related material (files) on a school file server.
  - Students shall not use hard drive space that is reserved for instructional or educational needs.

- Access to computer software and internet programs:
  - Accessing or attempting to access instant messages, chat rooms, forums, e-mail, message boards, or hosting personal web pages is prohibited unless monitored and authorized by a teacher or administrator.
  - Students shall not download, upload, or import music and videos, games, screen animations, as well as programs or files that can be run or launched as a stand-alone program.

*Violations of the computer use policy will result in serious disciplinary action and may also result in criminal charges if the violation is also a violation of Federal or State law.*

**Computer Maintenance and Repair**

All computer maintenance and repair will be conducted through the Technology Coordinator. Any altering or modifying of software or taking apart the computer for access to internal parts by a student will be construed as an act of vandalism.

**Limitation of Liability**
St. John Paul II High School is not responsible for any loss of data or damage due to interrupted service, or any financial obligations that occur from unauthorized use of the computer system.

**COURTESY CODE**

All of the rules in this handbook (especially those concerning behavior) are applicable when wearing the student uniform in the neighborhood, around the school, at extracurricular activities, or whenever the student is identifiable as a member of the St. John Paul II High School community.

The greatest courtesy must be extended toward faculty and other adult personnel of the school, fellow students, and visitors.

**Courtesy Code:**

- Students should display school spirit by taking pride in their appearance and by being courteous to teachers, staff, and one another.
- Students should always demonstrate good sportsmanship as a player and/or spectator at all school events.
- Students should always be polite and respectful toward their teachers.
- Students should honor their parents by exhibiting appropriate behavior.
- Students should respect their peers, treating them with dignity, courtesy, and friendship.

**Conduct toward Teachers and Staff:**

- Students should always address staff members and teachers as adults, using the respective proper title (Miss, Mrs., Mr., Dr., Sister, Father, Brother, etc.).
- Students should say “Yes, (title)” and “No, (title)” to answer a question and avoid responses like “Yep,” “Nope,” or “Uh-huh.”
- Students should say “Thank you, (title)” every time a staff member or teacher helps them.
- Students should say “Excuse me” when one doesn’t understand something and want an adult to repeat something and avoid saying “What?” or “Huh?”
- Students should stand and greet officials or other dignitaries (i.e. Bishops, Priests, Superintendent and other official visitors).
- Students should excuse oneself when wanting to interrupt an adult or student who is busy. They should wait their turn when an adult or student is talking to someone else.
- Students should say “Yes, (title name)” when an adult asks them to do something reasonable, and avoid saying “Okay,” “All right,” or “I guess so.”
- To enter a classroom while a teacher is teaching, students should knock gently, excuse oneself, and ask permission to enter the room.
- When an adult corrects a student for some fault, the student should perform the following actions:
  - Remain quiet and listen until the adult is finished talking.
  - Answer all questions politely.
  - Do what he or she told to do right away.
  - Wait until the adult is finished speaking and ask permission to speak.
Accept the adult’s decision by not arguing, making faces, or walking away while the adult is talking.

**Student grievances against an adult member of St. John Paul II High School should be brought to an administrator.**

**Conduct in the Classroom:**

A respectful atmosphere of calm is essential to learning. The following are things to avoid while in the classroom:

- Talking to others while the teacher is talking.
- Answering out loud without being recognized.
- Leaving your desk without permission.
- Making faces or noises that distract the class.
- Sleeping during class.
- Placing your head on your desk.
- Coming to class without the proper materials.
- Sitting on top of desks.
- Talking during announcements.
- Tampering with bulletin boards or with the teacher’s materials.
- Writing on or defacing desks or school property.
- Eating or drinking in the classroom unless permission has specifically been granted to do so by the teacher.
- Using cellular phones or having them visible outside the designated times.

**Conduct Outside of the Classroom:**

The following are things to avoid while outside of the classroom:

- Running in the school.
- Making noise in the hallways or immediately outside a classroom.
- Arguing with or grabbing or shoving others.
- Yelling at or intimidating other students.
- Making rude or inappropriate comments to other students.
- Slamming doors of classrooms.
- Littering the halls, buildings or grounds.
- Showing poor sportsmanship during games, practices or P.E. classes.
- Using inappropriate language or gestures.
- Getting into fights or encouraging others to fight.
- Talking back to an adult.
- Walking away when a member of the school’s adult community is talking to you.
- Placing yourself in an area that is off limits during the school day.
- Leaving campus without permission.
- Engaging in or participating in any gossip or rumors.
Conduct at School Activities

Students are expected to behave in a manner that reflects positively on St. John Paul II High School. The following are guidelines for student behavior at school sponsored events:

- Students must remain in designated areas during the activity.
- Students must cooperate and exhibit good behavior.
- Students must dress appropriately for each function.
- The sponsoring organization is responsible for clean-up.
- Sponsors’ requests should be adhered to and respected.
- Students are not allowed to leave the activity. If a student chooses to leave the activity, s/he will not be allowed to return.

CREATING AND MAINTAINING A SAFE ENVIRONMENT

The Diocese of Corpus Christi and St. John Paul II High School are committed to the safety and protection of all members of the school family and visitors. The school endeavors to provide a safe environment for students on campus and at school sponsored activities. Should any student be approached by anyone in an improper way, or if any student ever feels that her/his safety is in jeopardy, s/he should immediately notify the school administration or any faculty/staff member.

All volunteers and employees are required to undergo a criminal background check and complete the child abuse awareness class as directed by the Diocesan Office of Youth Protection. In addition, students are required to undergo safe environment training, sign the Diocesan Code of Conduct, and complete the youth volunteer application.

DISCIPLINE FORMATION POLICY FOR STUDENTS

The Student Discipline Formation Policy of St. John Paul II High School fosters the total Christian formation of each student through the nourishment of religious values, self-discipline, personal growth, and academic...
excellence. This goal is best realized through the cooperative effort of students, parents, teachers, and school administrators.

There are times and places in which the negative behavior of students affects St. John Paul II High School II that must be addressed to maintain a safe environment conducive to academic progress and spiritual growth. Parents are invited and expected to support St. John Paul II High School in regards to the behavior policy of our school.

All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student’s misbehavior.

Consequences to all disruptions/discipline problems shall be applicable to all students during all periods of time in school, which includes participating in or going to/from any activity sponsored by the school and/or while under the supervision and direction of any teacher, principal, staff member, coach, or other authority of the school.

Discipline Formation in the Classroom

To ensure proper communication and consistency among students, faculty, administration, and parents, a school wide discipline formation policy has been established. Listed below is the discipline plan of each classroom. The steps below may be given verbally by the teacher or by placing the student’s name on the board. They are to be used for infractions that fall within steps 1-3 on the disciplinary ladder. Steps 4-10 are an immediate referral to the administration. Discretionary infractions may be determined by the teacher with administration consultation.

Level 1: Warning
Level 2: Student/teacher meeting
Level 3: Parent contact (by email or phone)
Level 4: Referral to the administration

Administrative Disciplinary Formation Ladder

To ensure fair practice regarding disciplinary matters include the following actions:

1. The teacher submits a referral form to the administration.
2. The administrator investigates the matter.
3. The administrator interviews and explains the referral and provides the student with an opportunity to explain the case from his or her perspective.
4. The administrator provides the student with consequences based on the discipline code. The administrator has the discretion to provide additional consequences as need based on the severity of the infraction.
5. The Principal has the final say on all disciplinary consequences.
Administrative Disciplinary Formation Ladder Consequences

Described below are possible consequences of violations of the discipline formation policy of St. John Paul II High School.

**Lunch/After-School Detention**: When a lunch/after-school detention is issued; it will be served on an assigned date during lunch or after-school. The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled. Students will be given a written assignment to complete during the detention. The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments. If the student skips an after-school detention, he/she will receive an additional detention. No student will be exempt from detention unless he/she has a doctor’s appointment. A note must be provided to the disciplinarian from the doctor or dentist for the student to be excused, in which case the detention will be scheduled for the next available date.

**In-School Suspension (ISS)**: When placed on ISS, a student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher. All classwork, tests, and assignments must be completed while in ISS. Any homework assignments due on the date the student is on ISS should be turned into the administrator before first period begins. The student must turn in all other completed assignments or tests at the end of the day to the administrator. Students on ISS will not be granted additional days for tests or other assignments once allowed to attend class as usual. **While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.**

**Out of School Suspension (OSS)**: When placed on OSS, a student is prohibited from entering the school campus. For attendance purposes, OSS will be counted as an unexcused absence. While on OSS, the student is prohibited from participating in or attending any school-sponsored activity and upon returning to school a conference with the parents and the student will be scheduled by the administrator.

**EXPULSION**: Expulsion occurs when a student is asked to leave St. John Paul II High School.

**Discipline Formation Code**

1. Unauthorized use of cell phone/ electronic device  
   Step 1
2. Gum and/or candy  
   Step 1
3. Tardy to class (see attendance policy)  
   Step 1
4. Leaving class without permission  
   Step 4
5. Driving violation (possible loss of driving privileges)  
   Step 2-6
6. Dress code violation (see dress code policy)  
   Step 1
7. Unauthorized fundraising (including sale of candy)  
   Step 2-3
8. Public display of affection  
   Step 2-3
9. Improper behavior in the cafeteria  
   Step 1-3
10. Improper behavior at Mass, assemblies or other school activities (possible removal or isolation)  
    Step 1-3
11. Misbehavior on a school bus
   Step 1-4
12. Horseplay
   Step 1-6
13. Disrupting instructional time
   Step 1-6
14. Defacing or otherwise injuring property belonging to the school
    (student to provide restitution)
   Step 4-6
15. Defacing or otherwise injuring property belonging to another student
    or faculty member (student to provide restitution)
   Step 2-6
16. Disrespectful behavior to faculty or staff members
   Step 1-6
17. Truancy and/or skipping class
   Step 4
18. Leaving campus without permission (may be reported to police)
   Step 7
19. Gambling or possession of gambling devices
   Step 3-7
20. Defiance of authority
   Step 1-9
21. Hurting another student
   Step4-10
22. Harassment, intimidation, or threatening of other student, faculty,
    or staff members)
   Step 4-9
23. Use or possession of unauthorized items (i.e. lasers)
   Step 2-4
24. Sexual harassment
   Step 4-9
25. Assault and/or fighting (may be reported to police)
   Step 7-10
26. Use, sale, or possession of tobacco or tobacco-related product
    Including electronic cigarettes (may be reported to police)
   Step 6
27. Using forged or altered documents (i.e. report cards, progress
    Reports, parent notes, hall passes, other students’ lunch numbers, etc.)
   Step 4
28. Campus disturbance
   Step 3-9
29. Stealing (student to provide restitution)
   Step 4-9
30. Profanity or vulgarity (to include acts, gestures, or symbols directed
    at another person)
   Step 4-9
31. Possession or dissemination of inappropriate messages or images,
    including but not limited to electronic forms of communication.
    (may be reported to police)
   Step 4-10
32. Use or possession of dangerous objects
   Step 7-10
33. Use, sale, possession, or being under the influence of alcohol or
    alcohol-related products (may be reported to police)
   Step 10
34. Use, sale, possession, or being under the influence of drugs or
    drug paraphernalia (may be reported to police)
   Step 10
35. Possession of firearms and/or weapons (may be reported to police)
   Step 10
36. Bomb threat (may be reported to police)
   Step 10
37. Other misbehavior as determined by the administration
   Step 1-10

**Discipline Formation Ladder**

- **Step 1:** Lunch/After-School Detention-------One (1) day
The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled.

- Students will be given a written assignment to complete during the detention.
- The use of cell phones or other electronics devices is prohibited and students will not be permitted to work on homework or other assignments.
- Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.
- The student is still eligible to participate in extra-curricular activities while not in detention.

- **Step 2: Lunch/After-School Detention-----Two (2) days**
  - Parent/guardian will be contacted by phone or email.
  - The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled.
  - Students will be given a written assignment to complete during the detention.
  - The use of cell phones or other electronic devices is prohibited and students will not be permitted to work on homework or other assignments.
  - Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.
  - The student is still eligible to participate in extra-curricular activities while not in detention.

- **Step 3: Lunch/After-School Detention ----- Three (3) days**
  - Parent/guardian will be contacted by phone or email.
  - The student will be provided at least twenty-four hours (24) notice to make arrangements to attend the detention as scheduled.
  - The use of cell phones or other electronic devices is prohibited and students will not be permitted to work on homework or other assignments.
  - Failure to report to detention as assigned will result in the student being placed on step 4 of the discipline ladder.
  - The student is still eligible to participate in extra-curricular activities while not in detention.

- **Step 4: In-School Suspension (ISS)----One (1) day**
  - Parent/guardian will be contacted by phone or email.
  - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
  - While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.

- **Step 5: In-School Suspension (ISS)----Two (2) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
  - While on ISS, the student is prohibited from participating in or attending any school-sponsored activity.

- **Step 6: In-School Suspension (ISS)----Three (3) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.
  - The student on ISS is prohibited from participating in/attending any school-sponsored activity.

- **Step 7: Out-of-School Suspension (OSS)-------One (1) day**
  - Parent/guardian will be contacted by phone or email.
The student is prohibited from entering the school campus at any time during his/her suspension and will receive a zero on all work missed.

While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.

The parent/guardian should meet with an administrator before the student returns to school following his/her suspension.

- **Step 8: Out-of-School Suspension (OSS)------Three (3) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is prohibited from entering the school campus at any time during his/her suspension and will receive a zero on all work missed.
  - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.
  - The parent/guardian should meet with an administrator before the student returns to school following his/her suspension.

- **Step 9: Out-of-School Suspension (OSS)------Five (5) days**
  - Parent/guardian will be contacted by phone or email.
  - The student is prohibited from entering the school campus at any time during his/her suspension and will receive a zero on all work missed.
  - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.
  - The parent/guardian should meet with an administrator before the student returns to school following his/her suspension.

- **Step 10: Out-of-School Suspension/Investigation (OSS)----Ten (10) days**
  - Parent/guardian will be contacted by phone.
  - On this step the student may be recommended for immediate expulsion by the administration, or the administration may use this time to discern and collaborate with the Diocesan Office of Catholic Schools regarding action to be taken.
  - If the student is not immediately expelled, they are prohibited from entering the school campus at any time during his/her suspension. If expelled, the student is prohibited from returning to St. John Paul II High School.
  - While on OSS, the student is prohibited from participating in or attending any school-sponsored activity and will receive a zero on all work missed.
  - If a student returns to school after being placed on step 10, he/she will be placed on an individualized behavior plan signed by the parent/guardian, the student and the administration.

Repeat offenses: The student may be escalated to the next higher step of the discipline ladder after the second placement on any one step at the discretion of the administration.

In addition, the numerical value on the discipline step ladder equals the number of demerits earned by the student. Once a student receives a sum of 12 demerits in any given year, the student’s ongoing attendance at the school will be discerned by the administration, even if no one infraction is deemed severe enough for expulsion. A student may be recommended for expulsion at any time the administration feels that he student’s actions warrant such recommendation.

A student may enter the discipline ladder at any step, depending upon the nature of the offense. Failure to complete the punishment as designated may result in escalation to the next step in the ladder.
Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.

All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student’s misbehavior.

Uniform Violations
Students out of uniform will be sent to the office to call their parents to help them get in the proper uniform. Violations of the uniform policy follows the discipline ladder that can be found in the Student Discipline Formation Policy section of this handbook. The consequences are as follows:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Warning</td>
</tr>
<tr>
<td>Second Violation</td>
<td>One After School Detention</td>
</tr>
<tr>
<td>Third Violation</td>
<td>Two After School Detentions</td>
</tr>
<tr>
<td>Fourth Violation</td>
<td>Half Day In-School Suspension</td>
</tr>
<tr>
<td>Fifth Violation</td>
<td>Full Day In-School Suspension</td>
</tr>
<tr>
<td>Sixth Violation</td>
<td>Three Days – In-School Suspension</td>
</tr>
<tr>
<td>Seventh Violation</td>
<td>Three Days – Out-of-School Suspension</td>
</tr>
<tr>
<td>Eighth Violation</td>
<td>Administrative Discretion</td>
</tr>
</tbody>
</table>

Students will begin each new academic year with zero violations.

DRESS CODE AND GROOMING POLICY
The uniform and grooming guidelines at St. John Paul II High School are intended to instill a sense of pride in student appearance, to bring consistent uniform to the student community and to prepare students for life. The following guidelines apply to all students:

- Unless otherwise permitted by administration, students must be in complete uniform at all times when on campus (including before and after school).
- Uniforms must be worn from the first day of school until the last day of school unless otherwise specified.
- Uniforms must be clean, neat, and in good repair at all times. Alteration of any garment that detracts from its original integrity is not allowed.
- Oversized or undersized uniforms are not allowed.
- No body piercings, with the exception of young ladies’ ears are allowed during school or at any other school sponsored/endorsed event.
- Tattoos are not permissible. Any existing tattoos must be covered at all times.
- Distracting markings made by students on the face or body are not allowed.
- Bandages may not be worn to cover new earrings/piercings.
- Heavy or thick chains/jewelry/beads are not permitted.
- It is recommended that students not bring expensive personal items to school. The school will not be responsible for any lost items.
- Caps and hats are not allowed at school, except during athletics and except for winter headwear for outdoor use when cold outside. Winter headwear may be purchased at school, pre-approved vendor or be all black.
- Sweaters and sweater vests may be worn if purchased at school or are solid black.
- Jackets may be worn when cold, however **Jackets with hoods and “hoodies” are not allowed during the school day, but may be worn for athletics when needed.** This outerwear may be purchased on campus from school-sponsored clubs/organizations, or from a pre-approved vendor, or be solid black, with the exception of St. John Paul II High School letterman jackets purchased from approved St. JPII HS vendors or awarded by the school. **Exceptions in regard to colors and hoods are made when the temperature is 50 or below at the time the student leaves their house in the morning whereby coats/heavy jackets are necessary. Hoods may not be worn in class.** TAPPS shirts, sweaters may be permitted with Administrator’s approval.

**Uniform Violations**

Students out of uniform will be sent to the office to call their parents to help them get in the proper uniform. Violations of the uniform policy follows the discipline ladder that can be found in the Student Discipline Formation Policy section of this handbook. The consequences are as follows:

First Violation: Warning
Second Violation: One After School Detention
Third Violation: Two After School Detentions
Fourth Violation: Half Day In-School Suspension
Fifth Violation: Full Day In-School Suspension
Sixth Violation: Three Days – In-School Suspension
Seventh Violation: Three Days – Out-of-School Suspension
Eighth Violation: Administrative Discretion

**Students will begin each new academic year with zero violations.**

**Dress Code for Young Men**
Regular School Uniform
- **Options:** Young men can wear the black polo with khaki pants or the gold polo with black pants or mass uniform. Black pants with black polos, or khaki pants with gold polos are not allowed.
- **Polo Shirts:** They are black or gold and can be purchased from Mira’s Sports. Shirt must be tucked in all day and buttoned to the second button from the top.
- **Undershirt:** With gold polo shirt: Solid white with no logos or design. With black polo shirt: Solid black or white with no logos or design.
- **Pants:** Khaki or black pants are worn at the waistline and purchased from Academic Outfitters. The cuff of the pant must be straight down and not folded or bagged-up and must be ankle length. Low rise and/or hip hugger type pants and baggy pants will not be allowed.
- **Belt:** Black belt with a plain buckle
- **Shoes & Socks:** Solid black crew length socks and solid black leather dress shoes with black soles will be worn. No tennis shoes or boots. Sperries (all black) are allowed.

Mass/Formal Uniform
- **Shirt:** Young men are to wear a white monogrammed long sleeve oxford shirt purchased from the Mira’s Sports. It must be ironed, tucked-in, and buttoned all day including collar buttons. Undershirt must be solid white with no logo or design.
- **Tie:** Solid black purchased from the Academic Outfitters. Length of tie should reach the belt buckle. Must be worn properly all day.
- **Pants:** Solid black pants worn at the waistline and purchased from Academic Outfitters. The cuff of the pant must be straight down and not folded or bagged-up and must be ankle length. Low rise and/or hip hugger type pants and baggy pants will not be allowed.
- **Belt:** Black belt with a plain buckle.
- **Shoes & Socks:** Solid black crew length socks and solid black leather dress shoes with black soles will be worn. No tennis shoes or boots. Sperries (all black) are allowed.

Grooming for Young Men
Young men will keep their hair at collar length and above the eyebrows. Ears must be visible. Sideburns may not extend below the ear lobe and must follow the natural hairline in width. Young men must be clean shaven each day. Long hair, bushy hair, pony tails and hair that is distracting will not be allowed. This includes but is not limited to extreme colors, dyed hair, bleached hair, shaved in designs, Mohawks (faux or otherwise), and dreadlocks. Sweat bands and scarves may not be worn. Young men are not allowed to wear make-up or finger nail polish.

Jewelry for Young Men
Young men may wear one bracelet per wrist, one watch, one ring per hand, and one religious type medallion and chain. Earrings/piercing are not permitted for male students.

Dress Code for Young Ladies
Regular School Uniform
- **Options**: Young ladies can wear the black polo with khaki pants or the gold polo with black pants or mass uniform. Black pants with black polos, or khaki pants with gold polos are not allowed. Black Polo shirts with mass skirts are allowed on non-mass days.
- **Polo Shirts**: They are black or gold and can be purchased from Mira’s Sports. Shirt must be tucked in all day and buttoned to the second button from the top. Undergarment must be a neutral color.
- **Pants**: Khaki or black pants are worn at the waistline and purchased from Academic Outfitters. The cuff of the pant must be straight down and not folded or bagged-up and must be ankle length. Low rise and/or hip hugger type pants and baggy pants will not be allowed.
- **Belt**: Black belt with a plain buckle with pants.
- **Shoes & Socks**: Solid black crew length socks and solid black leather dress shoes with black soles will be worn when wearing the black or khaki pants. No tennis shoes or boots. Heels may be no higher than 1 inch. Sperries (all black) are allowed.

Mass/Formal Uniform
- **Blouse & Tie**: Young ladies will wear a monogrammed white short sleeve or long sleeve blouse purchased from the Mira’s Sports, with a checkered tie from Academic Outfitters. Undergarments must be a neutral color.
- **Skirt**: Young ladies will transition from the black skirt to the original black and white checkered skirt purchased from Academic Outfitters. The checkered skirt will be no shorter than one inch above the knee all around. Folding/rolling of waistband is not permitted. A modest length short will be worn under the skirt.
- **Shoes & Socks**: Young ladies will wear solid black knee-length socks and solid black leather dress shoes with black soles. No “sparkly” objects on black leather shoes. No tennis shoes or boots. Solid black tights can be worn when cold. Heels may be no higher than 1 inch. Sperries (all black) are allowed.

Grooming for Young Ladies
Young lady’s hairstyles should be neat and clean. Hair styles that will be a distraction is not allowed. Wild colored hair, i.e. hair color other than natural tones will not be allowed. The wearing of hair rollers, sweatbands and scarves are not allowed. Headbands and ribbons are allowed, but must not be a distraction.

Make-Up/Cosmetics for Young Ladies
Young ladies are allowed to wear make-up that is worn modestly. It should not be excessive, nor be a distraction. Vibrant or dark colored lipstick is not allowed. Eye liner, eye shadow and fingernail polish that is vibrant and excessive is not allowed. Lipstick colors in the natural and pink tones are acceptable.

Jewelry for Young Ladies
Young ladies may wear no more than two pair of earrings per lobe. Hoop earrings shall be no larger than a dime in diameter. Dangle earrings must not be longer than 1 inch, nor consist of beads larger than the size of
a dime. Gauge and plug earrings are not allowed. Young ladies may wear one bracelet per wrist, one watch and one ring per hand. A religious type medallion and chain can also be worn.

**Gym Uniform**

Regulation gym uniforms are required for physical education class. The uniform includes a St. JPIIHS logoed athletic t-shirt and athletic shorts. The uniform also includes the wearing of tennis shoes and socks. All garments should be marked with the student’s name. The gym uniform t-shirt and shorts may be purchased at school or from pre-approved vendor.

**Dress Code for Spirit Days**

- **Blue Jeans Only**: A belt must be worn with the blue jeans. Blue jeans must not be baggy, and must not have holes, be torn or ripped.
- **Shirts**: Only school retreat shirts, club-sponsored shirts and/or pre-approved vendor shirts are allowed. Shirts must fit properly (not overly tight or baggy).
- **Shoes (worn with socks)**: Any footwear approved for regular and/or Mass uniform. Tennis shoes of various colors are permitted. Solid colored Vans, Toms, and Sperry's are permissible, however sandals/flip flops are not allowed. Students must wear a regular uniform if they choose not to participate in the spirit day. Students violating the spirit day dress code may forfeit this privilege and be required to wear the regular school uniform on future spirit days.

**Dress Code for Dances and other School Sponsored Activities**

Students in attendance at school events outside of the school day must wear attire that maintains Christian modesty and shows respect for themselves and those around them. Midriffs, cleavage or undergarments should not be visible. Other attire expectations include: (No strapless, No spaghetti straps unless accompanied by a covering (shawl), one shoulder & halter tops with administrative approval, no tight fitting skirts/dresses, and modest skirt length (no more than 3” above the knee, which is about the width of a dollar bill), no see-through material, backs showing must be discrete- no lower than mid-back). The school reserves the right to send anyone home who is not properly dressed.

*Styles of hair and dress not directly covered by these rules are subject to review and regulation by the school administration.*

**DRUG AND ALCOHOL USE AND POSSESSION**

St. John Paul II High School does not condone nor tolerate the use, possession and/or distribution (including selling) of alcohol and/or prescription/illega drugs by students.
The schools of the Catholic Diocese of Corpus Christi are committed to doing whatever is necessary to ensure that students, both at school and at school sponsored activities, enjoy a drug-free/alcohol free environment. Therefore, the administrator of each school reserves the right to:

- Confront students if there is reasonable suspicion of possession or use of illegal drugs or alcohol
- search students’ personal belongings, cars and persons
- use drug-sniffing dogs on campus
- call upon the police for assistance
- require drug testing of students in accordance with the policy below.

Any evidence of possession with intent to sell and/or distribute or transfer of drugs and/or alcohol on the school grounds or at a school sponsored activity shall warrant suspension or possible expulsion. Additionally, any evidence of sale and/or distribution shall result in student(s) being reported to the local law enforcement agency and shall warrant suspension or possible expulsion.

**Philosophy:** The Catechism of the Catholic Church states that: The political community has a duty to honor the family, to assist it, and to ensure especially...the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc... The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practices gravely contrary to the moral law.

**Screening Policy and Procedure**

**Policy:** As a condition of enrollment, all students enrolled in grades ninth through twelve within may be subjected to drug and alcohol screening to determine if a student is using drugs or alcohol. Aside from being illegal for minors to consume alcohol and the illegal nature of using drugs or prescription medications without or inconsistent with a prescription, it is recognized the use of such substances poses a health risk to students using the substances and poses a safety risk to students around them. Furthermore, it detracts from an atmosphere conducive to learning and undermines the school culture to bring pride and enthusiasm to the institution. Any use of drugs, improper use of prescription medications or the use of alcohol shall be considered drug abuse and a violation of this policy. Therefore, as a condition of enrollment, students and parent(s)/guardian(s) shall have consented to potential screening pursuant to the policy of our school.

**Screening:** At this time, there will be no random screening for drugs and alcohol at St. John Paul II High School. However, parents may voluntarily request a screening at any time and must contact the principal of the school. Parents must agree to the following:

- Screening will consist of hair analysis or saliva swab for drugs and breathalyzer for alcohol
- Breathalyzer or urinalysis is at principal’s discretion and can be done on or off-site
- Hair sample or saliva swab must be collected by school and sent to an approved local drug screening company
- Results must be shared with only the principal of the school where child attends
- Costs for voluntary screening must be borne by parents

All parties must agree to the strictest of confidentiality and should sign an agreement to that effect. The administration reserves the right to screen all students attending school-sponsored extracurricular events including, but not limited to, dances, athletic events, and club activities.
**Reasonable Suspicion Testing:** In addition, a student will be required to submit to an immediate drug screening if:

- the student has been found with drugs on her/his person or in or among her/his property or if
- there is reasonable suspicion, which is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that the student has drugs or alcohol in her/his system. Reasonable suspicion may be based upon, among other things:
  - conduct that indicates the presence of drugs or alcohol in an individual’s system, including affected behavior, speech, and/or body odors; and,
  - other behavior that would indicate that an individual is in other than a sober and reliable state, free from the influence of drugs and/or alcohol.

**Scope of Screening:** Screening may consist of breathalyzer (for alcohol) and/or hair analysis (for drugs). These tests will include, but may not be limited to determination of the presence or absence of alcohol, or drugs, including, but not limited to, methamphetamines, cocaine, opiates, phencyclidine, cannabinoids (marijuana and hashish) and prescription narcotics.

**Consequences for Positive Test Results:**

- **First Offense:** student shall participate in a parent(s)/guardian(s) conference with the principal or principal designee; reimburse the school for all costs relating to the positive drug test; sign a conduct agreement for a prescribed period of time; undergo assessment and comply with the recommendations made in connection therewith; submit to regular testing for a prescribed period of time at the expense of the student and parent(s)/guardian(s); and, submit to a drug test at the beginning of the following school year at the expense of the student and parent(s)/guardian(s).
- **Second Offense:** student shall be suspended and referred to the Dean of Academics and Principal for disciplinary action. The administration has discretion to recommend dismissal or to consider alternative disciplinary measures which will include those items listed in the First Offense section above and additional steps to ensure the student is receiving appropriate counseling and treatment.
- **Third Offense:** student shall be dismissed from the attending school.

**Non-Punitive Nature of Policy:** No student will be penalized academically nor be banned from participating in extracurricular activities for a first offense so long as the parent(s)/guardian(s) and student agree to the steps outlined under the First Offense section above. A student may be penalized for a subsequent offense, in accordance with the foregoing. The results of drug and alcohol screenings pursuant to this policy are considered confidential information and will be documented in a file separate from the student’s academic records unless required by state or federal law. Access to the results and files will be restricted to the following individuals:

- the student and parent(s)/guardian(s)
- the president
- the principal
- the principal’s designee or Academic Dean
- the superintendent
- the superintendent’s designee
- members of the School Advisory Council, if circumstances require such disclosure
- the bishop
- the bishop’s designee(s)
- the diocesan attorney
Information regarding results of drug or alcohol screenings must be safeguarded and treated as confidential, and it shall not be disclosed to any third party, including, but not limited to criminal or juvenile authorities except in cases of legal compulsion by subpoena or other legal process or otherwise required by law.

**Positive Test Results in Connection with School Events:** The foregoing Consequences for Positive Screening Results and Non-Punitive Nature of Policy sections will apply to any student who tests positive in any reasonable suspicion drug screening. The foregoing sections will also apply to any test taken in connection with suspected use of drugs or alcohol at or during school, or in connection with any school activity or event. Any student who is found in possession of drugs or alcohol either on their person or among their property whether or not they test positive shall be subject to the same progressive discipline identified above. The foregoing sections will not apply in the case where there is evidence of the student selling and/or distributing drugs or prescription medications or evidence of intent to sell and/or distribute.

**Refusal or Improper Attempts to Avoid Detection:** Any student who is selected for testing on the basis of reasonable suspicion who refuses or who attempts to avoid detection for drug use through the use of a masking agent, adulteration of a sample, or other act to avoid detection (including missing school for an extended period of time without providing a documented valid excuse), shall

- be deemed to have tested positive for purposes of the foregoing Consequences for Positive Drug Screening section and may
- be subject to additional discipline, including possible dismissal from the school. In the case of a student who has a condition where there is no hair growth, complete hair loss or if a student has a cleanly shaven body, the school may obtain samples using alternative methods, including, saliva, urine or blood.

**Communicative Actions through Social Media or Other Methods:** All screening results (whether positive, negative or a refusal) shall be treated as confidential and shall only be made known to and/or accessed by those identified in this policy. Any violation of this policy by an individual using social media or other forms of communication will be dealt with as a breach of this provision and any such person shall be subject to discipline, including suspension and/or dismissal from the school (if a student) or suspension or termination (if a staff member). Confidentiality must be adhered to even by the student. Any person, including the student being screened, who is found to be using social media or other forms of communication regarding screening results or rumors regarding test results will be deemed to be in violation of this policy and subject to discipline.

**Policy May be Superseded by Prior Knowledge or Criminal Charges:** This policy is intended to bring awareness to parent(s)/guardian(s) and the policy recognizes that a student’s parent(s)/guardian(s) may not be aware that a student is engaging in the use of drugs and/or alcohol. As such, this policy is intended to give parent(s)/guardian(s) the opportunity to work with the student and to take corrective action before the student’s academic or attendance record is impacted by drug or alcohol use. If it is learned that parent(s)/guardian(s) knew of prior incidents of drug or alcohol use, then such knowledge will be considered in determining the progressive steps of this policy.

**EXTRACURRICULAR ACTIVITIES: ATHLETICS**

**Purpose of Extracurricular Activities**
St. John Paul II High School offers its students many extracurricular opportunities in athletics, arts, music, theatre, academics and dance. Ultimately, we recognize that each of our students has been blessed with many gifts and talents by God and part of the school’s objective is to assist students in developing these talents for the greater honor and glory of God.

Through participation in extracurricular activities/events, students learn respect for others through ethically based competition and good sportsmanship, and learn the value of self-control, self-discipline, teamwork and cooperation.

Extracurricular activities also foster a sense of wholesome school spirit within the school and in the community, which, in turn, stimulates support for the school by various publics.

**Student Responsibility**

Students are expected to conduct themselves in a manner representative of St. John Paul II High School, summarized by the school’s motto of faith, virtue and reason.

**In order to participate in extracurricular activities, students are responsible for maintaining a grade of 70 or above in all subject areas, submitting and picking up assignments in a timely fashion and for making up any missed work while at the extracurricular activity.**

**Athletic Eligibility**

Students are required to have on file at the school a signed parental approval form, proof of insurance and a physical evaluation/medical history. Prior to participating in any extracurricular activity, students must meet all the relevant eligibility requirements upheld by St. John Paul II High School and TAPPS; specifically, if:

If a student is failing at progress report or report card time they are to meet with the teacher(s) of those classes to schedule tutoring. They may be excused from their athletic period if it is the only time available for tutoring, otherwise they are to attend their athletic period. If they must be excused from their athletic period, they are to inform their coach.

The student is ineligible for games and may not be dressed out for any after school athletic activity. A student failing at report card time can regain eligibility if and when they are no longer failing at the next progress report or report card time. A student failing at progress report time may regain eligibility at the end of one week if passing all their classes or have made significant progress as deemed by the administration.

Please note: if a student is transferred out of a class that was failed, the student must sit out until the next progress report or report card time and allowed back if passing all other classes.

St. John Paul II High School’s academic eligibility exceed the guidelines established by the Texas Association of Private and Parochial Schools (TAPPS).

**Expectations and Directives for Student Athletes**
**Purpose:** In order to maintain a high level of academic achievement and to make students accountable for the academic work they produce in each of their classes, the following expectations will be adhered to by all students who choose to participate in the athletic programs offered by St. John Paul II High School.

Students will be allowed to participate in athletic events, including scheduled and extra practices, offered at St. John Paul II High school if they meet the following criteria:

- A student athlete will maintain Christ-like behavior in her/his dealings with fellow students, teachers, support staff, and administrators especially in the manner in which s/he conducts her/himself in the classroom and other areas of the campus.
- A student athlete will maintain an attitude that demonstrates a positive spirit and goodwill towards others.
- A student athlete will treat her/his person, fellow students, teachers, support staff, and administrators with respect and dignity.
- A student athlete will participate in all scheduled practices and extra practices as assigned by the sport’s Head Coach.
- A student athlete, regardless of her/his talent and ability, will not be allowed to participate in a scheduled game of the sport for which s/he is a member if s/he does not attend scheduled and extra practices for that sport.
- A student athlete will be passing all of her/his academic subjects with at grade average of at least 70. (Please see Athletic Eligibility Policy above or in the Academic Policy section).

If a student athlete chooses not to comply with any of the expectations and directive as stated above, s/he will be removed from the sport’s team.

**Competition Dress Code**

On the day of competition, students are required to wear attire approved by the sponsoring faculty member or administrator. In the case of athletic competitions, all athletes will travel to competition dressed in athletic team attire or the St. John Paul II High School uniform.

**Varsity Letters/Certificates of Participation**

Students participating in TAPPS sponsored events (fine arts, academic, and athletic) may earn varsity letters or certificates of participation. In order to receive a letter, a student must be listed on the varsity roster for the
entire season. Students participating at the junior varsity or freshmen level will receive certificates of participation.

**Transportation to Extracurricular Activities**

Students must use transportation arranged by school personnel to and from school sponsored extracurricular functions. Only with the permission of a school administrator may students be released to their parents/guardians from an off-campus school function. A written request must be submitted by the parent/guardian to the school administrator asking that their child be released to them from the off-campus school function prior to the date/time of the school function.

**Parent Expectations at Extracurricular Activities**

Parents/Guardians are expected to adhere to all of the rules of the visiting school and the rules set by the governing body of the sport or activity. In addition, parents/guardians are to respect the decision of the coaches, referees, and judges. Parents/Guardians may be allowed to be spectators at some practices, but shall not interfere or intervene in the decisions made by the coaches during practice. Inappropriate behavior may result in removal from present and future practices/events.

**Outline of Athletic Teams**

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<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Football (V)</td>
<td>Boys Basketball (V)</td>
<td>Baseball (V)</td>
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<tr>
<td>Football (JV)*</td>
<td>Boys Basketball (JV)</td>
<td>Baseball (JV)*</td>
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<tr>
<td>Volleyball (V)</td>
<td>Girls Basketball (V)</td>
<td>Boys Track</td>
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<tr>
<td>Volleyball (JV)*</td>
<td>Girls Basketball (JV)</td>
<td>Girls Track</td>
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<tr>
<td>Boys Swim</td>
<td>Boys Soccer (V)</td>
<td>Tennis</td>
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<tr>
<td>Girls Swim</td>
<td>Boys Soccer (JV)*</td>
<td>Golf*</td>
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<tr>
<td>Cheerleading</td>
<td>Girls Soccer (V)</td>
<td>Fast-pitch Softball (V)</td>
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<tr>
<td>Boys Cross Country</td>
<td>Girls Soccer (JV)*</td>
<td>Fast-pitch Softball (JV)*</td>
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<tr>
<td>Girls Cross Country</td>
<td>Boys &amp; Girls Power Lifting</td>
<td>Band</td>
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<tr>
<td>Band</td>
<td>Cheerleading</td>
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</tr>
<tr>
<td>Dance Team</td>
<td>Band</td>
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</tbody>
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*If we have enough participation

**EMERGENCY/EVACUATION PROCEDURES**

Emergency drills are conducted at regular intervals throughout the school year. Evacuation routes and instructions are posted in each room. Students must familiarize themselves with the routes and rules and must quietly and attentively follow all instructions during drills.

**EXTRACURRICULAR ACTIVITIES AND CLUBS**
Purpose of Extracurricular Activities

St. John Paul II High School offers its students many extracurricular opportunities in athletics, arts, music, theatre, academics and dance. Ultimately, we recognize that each of our students has been blessed with many gifts and talents by God and part of the school’s objective is to assist students in developing these talents for the greater honor and glory of God. Through participation in extracurricular activities/events, students learn respect for others through ethically based competition and good sportsmanship, and learn the value of self-control, self-discipline, teamwork and cooperation. Extracurricular activities also foster a sense of wholesome school spirit within the school and in the community, which, in turn, stimulates support for the school by various publics.

Student Responsibility

Students are expected to conduct themselves in a manner representative of St. John Paul II High School, summarized by the school’s motto of faith, virtue and reason. In order to participate in extracurricular activities, students are responsible for maintaining a grade of 70 or above in all subject areas, submitting and picking up assignments in a timely fashion and for making up any missed work while at the extracurricular activity. No pass no play does not apply to retreats, altar serving or extra-ordinary ministers.

Extracurricular Activities

- Altar Servers/Extra-Ordinary Ministers (seniors)
- Retreat Team
- Legati Circle
- Cheerleading
- Centurionettes Drill Team
- Theatre
- Student Council
- KEDT Challenge Team
- Choir
- Guitar
- Orchestra
- Band
- Athletics (see Extracurricular Activities: Athletics section)

Clubs
**National Honor Society**
- Membership in the St. John Paul II Chapter of the National Honor Society is both a privilege and a commitment. The purpose of the NHS is to generate enthusiasm for scholarship, to encourage a desire to render service, to boost leadership, and to cultivate character as well as promote the engendering of honor and integrity as a St John Paul II Centurion at all times.
- Students who are eligible for consideration are selected by a NHS Faculty Council appointed by the Principal. In order to be eligible and retain status, students must maintain outstanding scholarship, leadership, character, and service by meeting the following minimal standards. The NHS student must:
  - Attend St. John Paul II High School for at least one full year prior to membership and be a current junior or senior.
  - Establish a minimum cumulative weighted or unweighted grade point average of 3.5 during his/her tenure at St John Paul II High School.
  - Note: Grade point averages are not rounded for eligibility.
  - Exhibit a drive toward “Honor Roll” status by obtaining no minimum semester grade lower than an 85.
  - Note: The minimum semester grade established for Pre-AP, AP, or Honors courses is 80.
  - Demonstrate strong academic qualities by remaining free from academic ineligibility or failure of any course during a grading period.
  - Prove a commitment to service by maintaining up-to-date St. John Paul II Solidarity Service requirements.
  - Make evident strong character and leadership qualities by remaining free from serious or recurring detentions, cheating incidents, or negative behavioral reports.
  - Complete and submit all NHS requirements including service, documentation, forms, or contracts by the set deadlines.
  - Note: All deadlines in writing will be strictly enforced.
  - Operate under all guidelines and fulfill all responsibilities incurred by membership into the NHS.
- Transfer students who were members of NHS at their previous schools are considered for automatic selection provided St John Paul II HS academic standards are met. Furthermore, membership in the National Junior Honor Society does not guarantee membership in the National Honor Society.
- Once membership is attained, all members’ status will be monitored by the NHS adviser and Faculty Council on a regular basis. Failure to maintain minimal standards in scholarship, character, leadership, or service will result in notification of probationary status. During the probationary period, the NHS member will have a specifically designated amount of time in which to correct the deficiencies or be forwarded into the dismissal process. Cheating Incidents or any Serious Disciplinary Infractions will automatically trigger dismissal hearings by the Faculty Council. Once lost, NHS membership cannot be regained.

**English Honor Society**
- Mission: To promote activities which focus on literature and writing and to allow honor students in English an opportunity to share their thoughts about literary topics.
Meeting: We have just started meeting on the second Friday of the month. Last year and the first half of this year we were trying to find a time that was not in conflict with other organizations. The meetings are held in the morning before school.

Students with a 90 or higher average in English are invited to join in the Spring. Students must apply, present one piece of original writing, and have a teacher recommendation. In addition to participating in St. John Paul II activities that involve most of the extra-curriculum organizations on the campus NEHS sponsors a Shakes for Shakespeare fund raiser in April. At the January meeting, students were asked to have a few suggestions for other “English” based activities that we might successfully complete this year. One idea is to also build a relationship in tutoring with one of the near-by schools.

- **Spanish Honor Society**
  - **Description/Goals/Mission:** The National Spanish Honor Society is made up of students who have excelled in their Spanish classes, and who have met all requirements set by the national office, local chapter, and the local sponsor. The society participates in community outreach opportunities, and works to support the members’ continued practice of the Spanish language and Spanish culture. NSHS has a mentoring partnership with Galvan Elementary. This is a tradition with in our Society in which both students from St. JP II and Galvan look forward to each year. Once a month, we travel to Galvan to mentor elementary students in variety of ways academically and socially. It is a great way for our kids to gain experience in solidarity and in service to our local community.
  - **Induction Requirements**
    - The student must have completed Spanish 3 at the time of induction.
    - Must maintain an honor average and display moral and high academic achievement both in school and service.
    - Top students can potentially earn scholarships.

- **Health Careers Club**
  - The St. John Paul II High School Health Careers Club provides members with opportunities to explore occupations and professions in medical fields. During club meetings, we host guest speakers from a variety of medical fields who share their experiences with us. Highlight activities are field trips to area hospitals, colleges, and universities.

- **Rotary Interact Club**
  - The St. John Paul II High School Interact Club was established on January 26, 2015. Interact is Rotary International’s service club for young people ages 14 to 18. Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance, but they are self-governing and self-supporting. Most clubs are high school-based. Interact Club service projects are not only community oriented, but also target international service programs.

- **Centurions for Life**
Centurions for Life seeks to build a Culture of Life at St. John Paul II High School and in our community. We promote that all human life is valuable and must be protected from fertilization to natural death.

**Voices that Care**

- "Voices That Care" is a service organization that supports the school and the community through various projects helping others. Some of our projects include:
  - Appreciation Breakfast for First Responders/Military
  - Trick or Treat in the Quad for individuals with special needs
  - Teacher appreciation gifts
  - "A Cut Above" hair donation Project
  - Sugar Baby drive: sugar and cereal for Mother Teresa Shelter
  - Special Hearts Prom
- "Voices That Care" mission is to provide opportunities for students to share their time and talent by helping others.
- Meeting time: Tuesday mornings 7:50am

**Athletic Booster Club**

- We encourage all of our teams to work together under the direction of the principal and athletic director. The purpose of the booster club is to ensure all students have the opportunity to participate in athletics regardless of family finances, encourage servant leadership through parent participation, support and coordinate fundraising efforts for athletics, assist in the development of long-range plans, and review the accomplishments of the booster club annually for growth.

**FIELD TRIPS**

School-sponsored field trips are used as extensions of material and subjects taught, and are designed to enrich the background of students. **Each student must have a permission slip signed by a parent/guardian**, as well as a class assignment form signed by each teacher and parent/guardian before the date of the trip. Students whose parents/guardians refuse to sign the Diocesan field trip forms for mandatory events will not be allowed to attend the trip. The administration, in consultation with the field trip sponsor, will decide what the appropriate dress is for each field trip. In addition, the faculty sponsor must have copies of the students’ emergency cards with them during the field trip at all times.

**FIREARMS/WEAPONS POLICY**

Possession of pistols, firearms, or other weapons in any other form on school premises or at school-sponsored activities by persons other than duly authorized law enforcement officials is prohibited. Any student found in possession of any form of weapon, real or fake, will be removed from the school premises or school function. The weapon will be confiscated. For cases involving pistols and firearms, the police will be called and the student shall be subject to immediate expulsion. For cases involving other forms of weapons, the police may be involved and the student may be subject to suspension or expulsion.
FUNDRAISING POLICY

School clubs, organizations, parent and booster clubs must adhere to fundraising policies. Any student fundraising project must be approved by the President. Only school sponsored organizations may use the name of St. John Paul II High School for fundraising activities.

All fundraisers must be submitted to the development director at least ten (10) days prior to the start of the fundraiser. Fundraising requests may be reviewed by the administration, and the appropriate sponsor of the fundraiser will be notified of approval or denial. Fundraisers not submitted at least ten (10) days prior may be denied. All monies raised should be deposited to the development director. Coaches, faculty members, and parents must only contact businesses for fundraising sponsorships that have been approved by the Development Director. If using a professional third party for design work, the proof must also be submitted to the Development Director prior to print.

Athletic Organizations and Clubs Fundraising

Funds raised by any athletic organization or club, including concessions revenue and approved merchandise sold at their events, will go back to the program that raised the funds.

However, please note:

- Gate revenue will go to the school to operate facilities and contract personnel such as security and EMT's. **The coach with the assistance of the Athletic Director is responsible for recruiting teachers, staff, and parents to operate the gate.**
- Startup money for fundraising will come from the organizations and clubs they benefit.
- **Pre-approval of all fundraising is required by the administration, along with any graphic designs.**
- Profits will be split equally between the school and any organization or club that supplies approved merchandise to be sold by school.
- Athletic booster clubs will pool 10% of their fundraising efforts to address general athletic needs.
- Tournaments that assist in the mission of the program are allowed to be hosted (within diocesan policy) by clubs to raise funds. The clubs retain their net revenue, but must ensure a school staff member is on premises. Any compensation for the staff member or clean-up comes out of funds generated by the club.
- Revenue from outside organizations renting our facilities will go to the school to pay for maintenance of the facility, the staff member present, and person responsible for clean-up.
GRIEVANCE PROCEDURE

Purpose of Grievance Policy

A “grievance” is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, or interpretation of the terms of a contract. The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

Nondiscrimination for Grievance

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the faculty, staff, school administration or the agents of the school against any person because of participation in the grievance procedure.

Processing Grievances:

Process of conciliation through Christian charity: Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes, by way of a free and open discussion, between the grievant and the immediate authority (such as teacher, coach, or faculty sponsor). Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

1. Any individual having a grievance shall first discuss the same with the immediate authoritative person.

2. If the immediate authoritative person is not the Principal, all parties must meet with the Principal before the grievance is brought to the next level.

3. If a satisfactory decision is not reached, or if the Principal fails to, or refuses to, discuss the grievance promptly, the grievant may present the grievance to the Superintendent of Catholic Schools Office.

HARRASSMENT POLICY FOR STUDENTS

Conduct constituting harassment towards peers, faculty, employees, or other members of the school community is not acceptable. Harassment can result in severe disciplinary action for the parties involved. Harassment is any conduct that has the effect of creating an intimidating, hostile, or otherwise offensive environment for another individual.

A student who believes that s/he has been subjected to harassment or bullying shall bring the matter to the attention of the Dean of Academics and Student Affairs, Principal, or the guidance counselor. The Dean of Academics and Student Affairs, in collaboration with the Principal and/or guidance counselor will thoroughly investigate all complaints of harassment. A gender-sensitive investigation may be initiated when necessary.
Disciplinary actions for students involved may include, but not be limited to, apologies, detention, suspension, or expulsion.

**IDENTIFICATION CARDS**

Each student is issued a picture identification card for each school year. This card is to be carried with the student while on campus and at any school function. A fee will be assessed for each replacement card.

**LOST AND FOUND**

If an article is lost, the student should check the lost and found area in the front office. Found items should be immediately turned over to school personnel or taken to the front office. Students who have lost items may claim them in the office before or after school. **St. John Paul II High School is not responsible for lost or stolen items.** Parents and students are encouraged not to bring items of great value to school as such items may become lost or stolen and not found.

**MARRIED STUDENT POLICY**

Married students are not permitted to attend classes at St. John Paul II High School. In addition to marriage being a civil contract, our belief that marriage is a sacrament and our support for the total commitment of both parties to nurturing these vows through personal, spiritual, social and employment activities make marriage of students inconsistent with the mission of St. John Paul II High School.

**MEDICATION, IMMUNIZATION AND ACCIDENTS POLICY**

All medications must be registered with the school nurse. Students shall not keep any medication of any type in their possession. Student’s medications should be taken at home whenever possible; however, for students who must take medication during school hours, the following requirements apply:

- The student’s parent/guardian must bring the medication to the Nurse’s Office with a completed Diocese of Corpus Christi Administration of Medication form.
- Medications prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by authorized school personnel.
- Medication must be in original, properly labeled containers.
- “Over-the-counter” medication, such as Tylenol or Advil, may be dispensed by authorized school personnel to any student, only if the parent has filled out and signed the appropriate form, which also requires doctors signature.

Failure to follow this procedure is considered a violation of the school drug policy and the student may be subject to disciplinary action including expulsion. Unauthorized sale of, purchase of, irresponsible use of and/or distribution of prescription and/or over the counter medication is considered a violation of the school’s drug policy. Students are allowed to leave class to see the school nurse with the permission of their teacher.
Immunization Records

According to Texas State Law, a student must be up-to-date with immunizations and verification of up-to-date immunizations must be provided to the school by the student’s parent/guardian. A student who is not current with State of Texas and Diocese of Corpus Christi immunization requirements or whose parent/guardian refuses to have her/him immunized in accordance with State of Texas/Diocese of Corpus Christi immunization requirements will not be permitted to attend St. John Paul II High School.

Student Accidents During the School Day

If a student is involved in any accident during the school day that results in an injury, the school will respond in the following manner:

- Basic first aid will be provided.
- The parent/guardian or emergency contact will be contacted by phone.
- An ambulance will be called in case of a serious emergency. The school will make every effort to contact the parent/guardian or emergency contact before the student is transported by ambulance to the proper medical facility. A staff member may accompany the student to the hospital.

OFFICE HOURS

The school office is open from 7:30 a.m. to 4:30 p.m. each Monday through Friday. The school will operate on limited office hours during the summer when school is not in session. Parents and students should come during these hours to conduct school business. Those needing to conduct business outside these hours should make special arrangements with the administration. It is strongly suggested that parents wishing to meet with teachers or the administration make an appointment to do so. All teachers and administrators are available by email.

PARENTAL INVOLVEMENT

Open communication between the school and parents is essential. The school uses email, phone, newsletters, and RenWeb Parent Alert to keep parents informed of their child’s progress. Parents can also access information about the school and upcoming events at the school’s website, www.jpaahighschool.org. In the event of bad weather, or an interruption in city services that necessitates closure of the school, the administration will utilize the aforementioned forms of communication, including local media outlets if necessary. Parents have an opportunity to meet teachers at the annual “Meet the Teacher” evening and are encouraged to schedule meetings or communicate with teachers whenever needed.

Academic Parent Monitoring

Parents can monitor academic progress on line by accessing RenWeb’s ParentsWeb. ParentsWeb is a private and secure parents’ portal that will allow parents to view academic information specific to their children, while protecting their children’s information from others. You may view your child’s grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. In order to use the portal, parents must give their email address to the school to be activated before going to www.renweb.com to access login, and select “create new ParentsWeb Account”. The school’s District Code is “JHP-TX”.

Reporting Concerns

Parents or students with concerns should first contact the school representative directly responsible for the class or activity being questioned (teacher/coach/sponsor/counselor). If the parent or student is not satisfied with the result of this communication, the school’s Dean of Academics and Student Affairs should be contacted in order to schedule a meeting to discuss the matter with all involved parties. In case the matter is still not resolved to the parent’s satisfaction, recourse should be made to the school principal. Finally, the Office of Catholic Schools may be contacted if the parents are not satisfied with the school’s handling of a particular matter.

Parent-Teacher Organization

The Mission of the Parent-Teacher Organization (PTO) is to foster unity and understanding between the home and the school in order to facilitate the formation of our students. Active cooperation between the home and school enables parents/guardians to be directly involved in the educational development of their sons and daughters during their time at St. JPII High School. Your participation is a critical aspect of the school’s life and is required for the success of the school.

Your active cooperation through the PTO helps keep the cost of tuition $3,000-$5,000 less than the national average for Catholic high schools. Therefore, in order to maintain this reduction, parents are required to support the school in the following ways:

- The annual membership fee for the PTO of $50.00 per family, paid at the time of application.
  - A 25-hour family requirement for service to the school or payment of $10 for each hour to satisfy obligation. Parents will be notified of opportunities for service throughout the year.
  - A commitment of PTO sponsored fundraising of $400 for those paying full tuition, $475 for those receiving tuition assistance of 25% or less, and $575 for those receiving more than 25% tuition assistance.
    - This fundraising is typically accomplished by selling raffle tickets in Fall and Spring. Raffle tickets are given to parents/guardians to support and make these fundraisers successful. Parents/Guardians are to sell the raffle tickets distributed to them or pay for the tickets. Unsold raffle tickets are not to be returned to the school.

It is most helpful when half the hours are completed in the Fall, and the other half in the Spring.

PHONE MESSAGES/DELIVERIES

If a parent/guardian needs to contact a student during school hours, they must call the school office and leave a message with the office staff. Students may use school phones or their cell phones only with the permission of office staff. Only messages regarding a family emergency will be delivered to students during the school day. Other messages will be given to students at the conclusion of the school day. The school discourages any personal deliveries for students. Holidays and other special day (Valentines, Birthday) deliveries, such as balloons, flowers, etc. are considered a distraction in the classroom and will be kept in the office and given to students at the conclusion of the school day.
PHYSICAL/SEXUAL ABUSE REPORTING

Parents/Guardians should understand that Texas law and Diocese of Corpus Christi policy requires a teacher or administrator who has reasonable suspicion that sexual or physical abuse has occurred to report their suspicions to the proper authorities. It is not the responsibility of the teacher or administrator to determine the severity of the abuse or accusation.

PREGNANCY OF STUDENT

St. John Paul II High School follows the policy of the Diocese of Corpus Christi in regards to pregnant students and recognizes its obligations to the individual student, the school community, and the community at large. In full support of the Catholic Church’s teachings on sexuality, the sacredness of life, and faith community, St. John Paul II High School expects and encourages its students to live in accordance with the virtues of chastity and social responsibility. All students are treated with love and compassion. When a student, male or female, fails to practice abstinence, he/she violates our Christian moral code and the expectations of the faith community and may thereby become subject to disciplinary action as provided by local school policies. Additionally, the lack of abstinence may lead to pregnancy and possible health concerns. The policy of St. John Paul II High School takes into consideration the student, the unborn child, other students, the school community as a whole and the community at large.

St. John Paul II High School, as an extension of the Catholic Church, has the following policy regarding the student who engages in premarital sex resulting in a pregnancy and offers options with accompanying responsibilities:

Student Pregnancy: Enrollment Options:

- Withdraw from St. John Paul II High School, subject to normal readmission policies.
- Continue with regular school attendance as long as possible, subject to all conditions and requirements of the St. John Paul II High School Student Handbook, including adherence to the uniform policy. If home study is advised by the attending physician, the school may be able to accommodate the student depending on the length of time needed, until such time as the baby is born, and the student has recuperated.

Any student not upholding the expectations outlined in this handbook may not be allowed to publicly represent St. John Paul II High School.

Student Pregnancy: Responsibilities

If the female student chooses to remain enrolled in St. John Paul II High School, the student and the parent(s)/guardian(s) must fulfill the following requirements. Failure to do so may result in expulsion.

- For the health of the mother and the child, notify the principal once pregnancy is determined.
- Meet with the principal immediately.
- Participate in St. John Paul II High School sponsored counseling sessions as determined by principal.
- Participate in a psychological support counseling program approved by the Diocesan Office of Catholic Schools during the period of the student’s pregnancy and thereafter as long as determined by the
professional counselor. Such counseling will be at the student/parents’ expense. The student must provide verification to the principal from the professional counselor that she is participating in the program.

- Continue to reside in the home of her parent(s)/guardian(s) or in an accepted residential care facility.

If the male student is from St. John Paul II and chooses to remain enrolled, the student and the parent(s)/guardian(s) must fulfill the following requirements. Failure to do so may result in expulsion.

- Participate in St. John Paul II High School sponsored counseling sessions as determined by principal.
- Meet with the principal immediately.
- Participate in a psychological support counseling program approved by the Diocesan Office of Catholic Schools during the period of the student’s pregnancy and thereafter as long as determined by the professional counselor. Such counseling will be at the student/parents’ expense. The student must provide verification to the principal from the professional counselor that he is participating in the program.
- Continue to reside in the home of his parent(s)/guardian(s) or in an accepted residential care facility.

Refusal of students and parents to meet with the principal and/or engage in routine counseling may result in expulsion. Students are subject to immediate expulsion when determined to have engaged in premarital sex an additional time when enrolled at St. John Paul II High School.

The Church supports the sanctity of the life of the mother and the child. When it becomes public knowledge that a student has terminated a pregnancy through an abortion, the student shall be subject to immediate expulsion.

**PRINTED MATERIALS DISTRIBUTION**

The distribution and/or posting of all printed material (including but not limited to raffle tickets, t-shirt and apparel designs, posters, circulars, advertisements, etc.) to students, staff members, and families must be approved by the administration. If using a professional third party for design work, the proof must be submitted to the Development Director.

**Use of School Name and Logo**

Students must get approval from the school administration before using the school name, logo, or mascot. Inappropriate, slanderous, or unethical use of the school name, logo, or mascot may result in detention, suspension or expulsion.

**PROHIBITED ITEMS AND VALUABLE PROPERTY**

The following items are not permitted on campus: skateboards (also, roller blades, skates), large jewelry or chains. St. John Paul II High School is not liable for valuable personal property brought or left on campus. Any items that are deemed a distraction to the learning environment may be confiscated.
PUBLIC DISPLAYS OF AFFECTION

Student behavior will reflect Christian virtue. Public displays of affection during the school day or at school sponsored events are not appropriate and will result in detention or suspension. As a general rule, this includes any physical contact between two people that appears to demonstrate that they are a “couple,” e.g. prolonged hugging, kissing, etc.

PURCHASES BY SCHOOL

All purchases for school purposes made by any individual, staff member, class, or club must receive prior approval by the president or principal. Purchases made that do not have prior approval will not be paid from any school account or through any fundraising efforts. Purchases made without prior approval become the responsibility of the staff or faculty member responsible for the organization.

All requests for fundraising must be approved by the development director at least ten (10) days prior to the start of the fundraiser.

SCHEDULE CHANGES

All classes are offered based on enrollment and schedule requests; therefore, student schedules will only be changed for legitimate purposes at the discretion of the administration.

SCHOLARSHIPS FOR COLLEGE

The guidance department receives scholarship information beginning in January of each school year. Announcements are made as information is received. A list of scholarship information is posted on the school website. A list of scholarship information is given to each senior teacher to display and review in his or her classroom. **It is the student’s responsibility to check with the guidance office regarding this information. Each student should check the website. There are specific scholarships for specific majors.**

St. John Paul II High School Counseling and Guidance Department strives to minimize the obstacles that can loom in the paths of our students as they make plans to attend college. The GO Center has the resources to deal with the pitfalls and clear the paths for students. With the aid of a state grant, Texas A&M University in Corpus Christi is providing a collegiate mentor for our school. The TAMUCC student, is on hand part time in our GO Center to provide students with information about making the transition to colleges of their choice.
SCHOOL SPONSORED EVENTS

Student and Parent Organizations planning special events (including dances & Banquets) must have permission from the principal and faculty sponsor/s. Teacher and administrator chaperones are required to be present.

SEARCH AND SEIZURE

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter students from bringing weapons, drugs, alcohol, tobacco, or other contraband onto school property or to school-related activities, and to achieve these objectives consistent with law.

School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, tobacco, or other contraband in violation of school rule or policy or law.
St. John Paul II High School reserves the right to inspect a student’s property at any time, which includes student desks, back packs, and vehicles. The school also reserves the right to search any student at any time if there is a concern for the safety of the student, classmates, or staff, and/or if there is a reason to believe that the student is in possession of something they should not have on school premises. Students may be asked to disclose their personal belongings in investigations, as school administrators deem necessary.

**SOCIAL MEDIA AND CYBERBULLYING**

Social networking websites have become very popular with today’s youth. Since the content of what is put on these sites often refers to the student’s school, it reflects St. John Paul II High School and is therefore the business of the school. As such, the school has the right to take appropriate action. The administration will act according to policy when information from one of these sites is brought to its attention. Parents are encouraged to monitor what their students are placing on these websites.

Cyber bullying is defined as the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- sending false, cruel, vicious messages.
- creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- breaking into an email account and sending vicious or embarrassing material to others.
- engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- posting pictures of another student or faculty member without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student’s right to be safe and secure. Cyber bullying and harassment will not be tolerated, and the student and/or students will be placed on the discipline ladder at the discretion of the administration. Actions deliberately threatening, harassing, and intimidating an individual or group of individuals; placing an individual in reasonable fear of harm or damaging the individual’s property; or disrupting the orderly operation of the school will not be tolerated.

The online activities and technologies often used by students engaged in cyber bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

The use of digital media which is intended to, or has the effect of, embarrassing, harassing, disturbing or otherwise harming another individual will not be tolerated. "Digital media“ includes social networking sites (Facebook, Twitter, Instagram, etc.), text messaging, and other related forms of electronic communication. Students who take sides in cyber bullying cases will be considered participants and investigated for misconduct. An example of taking sides is hitting the thumbs-up “like” button on Facebook in reaction to an inappropriate remark, but other ways of being a participant may exist and will be investigated.
SPIRITUALITY

St. John Paul II High School exists to prepare students for this life and the next; leading students to an encounter with Christ. In the Spirit of St. John Paul II, key elements of our school’s teaching and mission is to properly relate faith and reason, nature and grace, and mercy and justice.

On a natural level, we recognize what unites us all is our human nature. We long to open up new paths in light of reason. This is important in a society that questions the foundation of rights and justice. We also realize that teaching students to read the sings of the times, giving others what they deserve even when it is difficult, and living as whole persons is crucial not only to living a truly human life but a truly American life of participation and fraternity.

St. John Paul II taught that the light that comes through faith only enhances what reason can already know and makes it clearer. Building on and complementing what is truly human in all cultures and religions, the Catholic Faith surprises man with the best news he could ever know. God has revealed that he is an Eternal Exchange of Love but also what it truly means to be human. The Incarnation, God taking on our flesh in time and space, with a human heart, a human mother, a human language, a human culture through Jesus Christ, has affirmed all that is true and good in human life and calls us to a life unlike anything this world offers—to holiness.

However great Christianity enlightens our knowledge of ourselves and shows us the fullness of our human potential, Christianity cannot be reduced to mere ethical choices or great ideas. It is ultimately about relationships of love that is shown through concrete acts. This is why the center of St. John Paul II’s spiritual life is the ultimate sign and representation of God’s love for man: “While we were yet sinners, Christ died for us.” By becoming man and freely laying down his life for man, Christ has revealed the unconditional love God has for man.

Like the Father of the prodigal son, Jesus is God the Father’s arms running to embrace man, lift him up, and celebrate with him. Jesus is Incarnate Mercy. That is why God’s love revealed on the Cross is the center, source, and life of St. John Paul II High School. We celebrate it weekly at our school Masses. All of our school’s daily prayers, actions, and many retreats are directed to and take their inspiration from the life, death, resurrection, and ascension of Jesus made present in the Sacraments; but climatically in the Most Blessed Sacrament of the Eucharist.

We believe that the Gospel is the ultimate Word society needs today. While all human persons should strive for social justice and human rights and should have a responsibility (solidarity) for one and all (the common good), we believe the encounter with Christ experienced in our school’s public prayer and worship intensifies all of our natural virtues. We believe this encounter with God leads our students to meet the needs of people with a unique kind of love—we love with the love with which God has loved us. By continually rediscovering and experiencing the merciful but challenging love of God through God’s written Word and the Church’s liturgy, we believe we will become leaven in a world of division, cruelty, and indifference.

We do this first and foremost learning to love one another as God’s family, the Church; for this is the way the world will know we are Jesus’ disciples. In other words, the St. John Paul II family is committed to living out the Church’s calling from God to be a light to the world. We are called to be Christ’s hands and feet, his voice and ears, but also to hear it in our brothers and sisters in need. Through loving with the love poured into our
hearts by God’s Holy Spirit, we become God’s presence in the world. The Church’s unity in divine love leads us to be a visible sign of the Trinitarian Love of God.

**Immaculate Conception Chapel**

As the heart and soul of the school, the Immaculate Conception Chapel is appropriately located at the center of the campus. Apart from the school’s namesake St. John Paul II, the school relies upon the powerful intercession of its patroness, the Blessed Virgin Mary – the Immaculate Conception. In addition to the many liturgies offered in the chapel, it also provides a place for adoration, quiet reflection, personal prayer and devotions throughout the year.

An optional before-school Mass may be offered for students, staff and families in the Immaculate Conception Chapel. On Wednesdays, priests assigned to St. John Paul II High School or invited clergy, celebrate Mass for the entire school community. On Holy Days of Obligation and special observances, Mass may be celebrated in the cafeteria, together with students from Bishop Garriga Middle Preparatory School.

The most unique and wonderful treasure of Eucharistic Adoration is the foundation of prayer for our school community. The real presence of the Lord Jesus on campus is a source of graces and blessings to the whole school. Students are encouraged to participate and take advantage of adoration times throughout the school year.

Confessions are available most Wednesdays during Mass or by appointment. Furthermore, Penance Services are held at each retreat and during the Advent and Lent Seasons.

**Parish Stewardship**

Students of St. John Paul II High School come from various parishes and, if not Catholic, other local ecclesial communities. In an attempt to foster growth and development within their parish communities, students are encouraged to give of their time and talent for the service of their local parish.

Students will consult with their pastor or youth minister to determine the areas of parish apostolic work best suited for them according to the needs of the local parish community. Such apostolic activities include but are not limited to:

- Altar Server
- Youth Ministry/Life Teen
- Religious Ed Teacher Aide
- Ministries for the Needy
- Lector
- Peer Ministry
- Catholic Elementary Tutors
- Teen ACTS
- Usher
- Choir
- Parish Organizations
- Vacation Bible School

**Confirmation classes are held at your local parish. Please refer to your parish for the specific requirements for Confirmation preparation. Going to a Catholic School does not qualify you to receive Confirmation. The Sacrament of Confirmation is generally held at Corpus Christi Cathedral during the Easter Season.**
Christian Solidarity (Service Requirements)

Christian Solidarity is associated with *friendship* or *social charity*; it is a direct demand of human and Christian brotherhood. Solidarity is a Christian virtue that implies the sharing of spiritual goods even more than material ones. Derived from the dignity of the human person, the key principle underlining solidarity is that “everyone should look upon his neighbor (without exception) as ‘another self’, above all bearing in mind his life and the means necessary for living it with dignity.”

In keeping with the message of the Gospel to “serve and not be served,” and the mission of St. John Paul II High School, all students are required to complete a specified amount of Christian Solidarity Project hours each year. Students will offer their services to the community and learn to “love thy neighbor as thyself.” Christian Solidarity Project hours are considered an integral part of the *Campus Evangelization Plan*.

Forms to record Christian Solidarity Projects can be obtained through the Theology Department or the school website. It is the responsibility of each student to return accurate Christian Solidarity Project Hour forms to their Theology Teacher in a timely manner.

**Note:** Students are advised that completion of Christian Solidarity Projects hours is required for continued enrollment and graduation. Students must be at the half way point of their yearly obligation by the end of the second quarter, and complete at the end of the fourth quarter.

<table>
<thead>
<tr>
<th>Class</th>
<th>Solidarity Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>20</td>
</tr>
<tr>
<td>Sophomores</td>
<td>25</td>
</tr>
<tr>
<td>Juniors</td>
<td>30</td>
</tr>
<tr>
<td>Seniors</td>
<td>35</td>
</tr>
</tbody>
</table>

Christian solidarity is inspired by the call to practice the corporal works of mercy:

- Feed the hungry
- Give drink to the thirsty
- Clothe the naked
- Shelter the homeless
- Visit the sick
- Visit the imprisoned
- Bury the dead

These can be practiced in some of the following areas:

- **Human Life Advocacy**
  - Victims of Abuse
  - At-Risk Children
  - Pro-Life Work
  - Graffiti Clean Up
  - Prayer at Abortion Clinic

- **Service to the Elderly**
• Ministry to the Sick
  o Hospital
  o Nursing Home
  o Diabetes Walk

• Ministry to the Disabled
  o Special Olympics
  o Disability Ministries

• Service to the Poor
  o Homeless Shelter
  o Food/Clothes/Toy Drive
  o Holiday Dinners for the Poor

Conditions for approval of Christian Solidarity Projects are as follows:

The student must actively, personally, and directly help the poor, the sick, the elderly, or the disabled, or participate in human life advocacy such as pro-life work.

• The activity must be safe and approved by the parent/guardian.
• The activity must be sponsored by a credible institution.
• The organization/institution must be pro-life.
• Students helping with certain school functions that are not directly related to the conditions outlined above will upon approval receive half credit for those hours. (ex. Parking at football games, scorecard or clock for basketball games, etc.)
• When in doubt, please check with the Theology Department.

A Partial List of Activities that have previously met Christian Solidarity Hours is below:

• March for Life in Austin or Washington DC.
• Prayer outside the abortion clinic.
• Staffing High School class retreats.
• Special Olympics activities sponsored by St. John Paul II High School’s Voices that Care Club.
• Live Nativity sponsored by St. John Paul II High School.
• Special Needs Friends events including Trick or Treat in the Quad, Special Hearts Prom, and Easter Egg Hunt.
• Assisting with an Eagle Scout Project.
• Christmas Food baskets for Sarita, TX sponsored by Catholic Charities and The Kenedy Foundation
• Angel Food Ministries food distribution.
• A Cut Above/Wigs for Kids/Locks of Love sponsored by ST. JP II Voices that Care.

Additional Approved Organizations:
• Catholic Charities and Office of Disabilities
• Mother Teresa Shelter
Activities that do NOT count as Christian Solidarity Hours include but are not limited to:

- Any paid activity
- Any immediate family activity such as chores, mowing the lawn and babysitting
- City/Cultural/museum events (helping at Bayfest, Buc Days, etc.)
- Purchases/donations (buying items to give out to individuals and/or organizations)
- Animal shelters/Animal services
- Work in private practices (Doctors’ offices, law offices, medical services/supplies offices)
- Church liturgical ministries (including altar serving and lecturing)
- Club fundraisers (pancake breakfasts, jamaicas, festivals, etc.)
- Sports camps (unless it is targeted for underprivileged and/or at-risk students)
- Health Fairs or Environment Awareness Fairs
- March of Dimes
- Planned Parenthood

Retreats

The Retreat Program is an important element in the formation of the Catholic educational community at St. John Paul II High School. It is an integral part of the school’s philosophy and the overall Campus Evangelization Plan. The Class Retreat provides a valuable opportunity for students and faculty to experience spiritual growth and to discern their current path in life, as well as the vocation to which God is calling them. The four-year Retreat Program reflects the centrality and priority of faith formation in the school community, and for this reason, students are required to participate in the annual retreats.

In the event that a student has an excused absence from their annual Class Retreat, that student will be required to make up the absence by adding 10 solidarity hours or attending a parish or diocesan retreat of comparable length pre-approved by the Principal. If a student has an unexcused absence, s/he will have the same requirements as a student with an excused absence, and in addition the absence will be treated as a truancy, with an assigned three after school detentions. Students must make up retreats before they take mid-term or final exams for the current year.

Prayer

Without prayer salvation is impossible. To neglect it is to neglect the only means given us to remain in touch with Almighty God; if we lose hold of Him we necessarily fall back upon ourselves, and in ourselves we can find nothing that can advance us towards eternal life. Everything that appertains to that must come to us from God. Every gift in the supernatural order is an effect of His bounty, “for every best gift and every perfect gift is from above, coming down from the Father of lights.” St. James 1:17  God has ordained that these gifts be given
to us on condition of our valuing them, desiring them and petitioning Him humbly for them. He says to us: "Ask and you shall receive." This implies — "if you do not ask you shall not receive." We do not beg except for what we prize highly and are desirous of possessing. There is no true prayer where there is not a real longing for the things pertaining to the development of the spiritual life. All that tends to impart, to strengthen, to develop and perfect that life, are the gifts which God is prepared to give the soul, if the soul nourishes in itself a holy desire for them, acknowledges its need of them, and confesses its dependence on God for them.

At St. John Paul II High School, the spiritual and religious formation of students is of great importance. Prayer is an integral part of the life of the school. As a school community, we pray together every morning, during classes, and in all extra-curricular activities.
STUDENT GOVERNMENT ORGANIZATIONS AND ACTIVITIES

Dances

Rules on the Dance Floor

While music and dance styles have certainly changed over the past years, students should be reminded that school sponsored dances are not clubs or private parties. While the school does not want to restrict the fun that students have while at school-sponsored dances, students must be reminded that dancing, which the administration considers lewd or overtly sexual in nature, will not be tolerated. Students dancing in a manner deemed lewd or inappropriate will be removed from the dance floor for the first offense and will be removed from the dance floor altogether on the second offense or sent home. Front to back contact (grinding) is an example of inappropriate dancing and will not be tolerated. Continued inappropriate dancing/behavior at dances could affect attendance in future dances. Students are responsible for their outside guests’ behavior.

General Dance Rules

• Students must arrive by the designated time.
• Students may leave the dance at any time, (unless a departure time is determined beforehand), but they will not be allowed to return. No one may leave the dance to go to a car for any reason.
• No smoking.
• Students may be randomly asked to take a breathalyzer test upon entrance to a dance. Additionally, if there is reasonable cause to suspect that a student is under the influence at the dance she or he will be required to take a breathalyzer test.
• Chaperones’ instructions must be obeyed immediately.
• Water bottles or open beverage containers may not be brought into the dance for any purpose.
• Backpacks or large bags are not permitted. Purses and bags may be searched upon entrance.
• A student must be present for the latter portion of the day (the last three periods) in order to attend a dance later that afternoon or evening. Students must be present for the latter portion of Friday (the last three periods) in order to attend a dance on the weekend. Any exceptions require that prior arrangements be made with the administration.
• Students and their dates are required to abstain totally from alcoholic beverages and other chemical substances before, during, and immediately following the dance. If, in the opinion of the supervising personnel, a student or his/her date has used alcohol or any other chemical substance, he/she will be required to leave the dance. Parents and law enforcement will be notified. Minors under the influence can only be released to law enforcement. In all instances, where possible, two faculty members will be left in charge of remaining students. All appropriate disciplinary rules and procedures concerning alcohol and drug use will be followed.
• Students wishing to bring a date who is not a St. John Paul II High School student must have permission from the administration prior to the dance. A date from another school must be currently attending high school and have the permission form signed by their parent. A St. JPII student shall not have as a date a person who has completed high school and/or is 21 years of age or older. Students are responsible for the behavior of their dates. Once inside the dance, students may not leave and reenter.

• Middle School students will not be allowed to attend high school dances and students in grades nine through twelve will not be allowed to attend a middle school dance.

Appropriate Dress at Dance (see Dress Code)

Homecoming Dance: The Homecoming dance is for St. JPII students in grades nine through twelve. Dress will be semi-formal. All students attending the dance must arrive during the first hour unless accompanied by a parent/guardian.

• Homecoming Royalty consist of:
  o Top three boy and top three girl finalists from each grade level (24 students)

• Homecoming Court consists of:
  o Ninth Grade
    ▪ Lady & Lord
  o Tenth Grade
    ▪ Duchess & Duke
  o Eleventh Grade
    ▪ Princess & Prince
  o Twelfth Grade
    ▪ Queen & King

• Homecoming Court Guidelines
  o First Round (Faculty & Staff)
    ▪ Nominations for the Homecoming Court are only from teachers, coaches, sponsors, and staff. Students must be passing all classes, have good conduct, and participate in at least one school extra-curricular activity.
    ▪ Teachers may nominate one girl and one boy from each of their classes.
    ▪ Coaches may nominate one student on their team from each grade level.
    ▪ Sponsors may nominate one boy and one girl from their club from each grade level.
    ▪ Staff may nominate one boy and one girl from each grade level.
  o Second Round (Students)
    ▪ The list of nominees will be compiled by grade and placed on a ballot that students of that same grade level will vote on. Students nominated multiple times will be listed only once on the ballot. The ballots will be tallied by at least one teacher and one administrator.
    ▪ The top three boy and top three girl students from each grade level will be notified (along with the student body) that they are Homecoming Royalty or finalists (a total of 24 students). The royalty finalists will be presented at half-time of the Homecoming Game and the Homecoming Court will be announced. The Queen and King will be crowned.
    ▪ Campaigning of any kind for Homecoming Court is not allowed.

Prom: Prom is open to all juniors and seniors and their dates. Dress is formal. All students attending the dance must arrive during the first hour unless accompanied by a parent/guardian and must stay for the duration of
the dance unless given permission to leave early by the administration. A king and queen is crowned at this dance after having been nominated and voted on by the juniors and seniors.

**Favorites:** The student body casts votes for the Favorite’s Dance. The ballot has a list of all the students in that grade level, so that students can make an informed decision. Each student will write in the full name of a person in the following categories:

Favorite male

Favorite female

Most photogenic

Most compassionate

Most funny

Each class will have five favorites. If one student is selected for one category already, they are not eligible for to win another category, starting with the top male and female then going down the list. In addition, once the top five are found, the administration will ensure that they do not have any discipline violations, or the next person on the balloting results will be chosen.

**Pep Rallies Guidelines**

- The pep rally should be a show of school unity and school spirit!!!
- The pep rally will be held in the gym.
- Students are not allowed to bring back-packs, purses, gym bags, or any other container to the pep rally.
- Classes are not to be dismissed for decoration or setting up of the pep rally.
- Posters, and streamers are allowed, but nothing may be thrown on the gym floor.
- No balloons are allowed.
- No artificial or electrical noisemakers are allowed!!!
- No confetti or confetti poppers is allowed.
- No Silly String, powder of any kind, flour, water or water guns is allowed.
- Anything that will make a mess on the bleachers or the floor is not allowed.
- Do not interfere with the cheerleaders and remain in your assigned section.
- Students who choose to not comply with these directives will not be allowed to attend the pep rally.

The pep rally grade level spirit award will be judged as follows:

- Class participation and unity
- Cooperation with the cheerleaders
- Courtesy to speakers
- Volume
- Overall appearance
- Overall performance and behavior
Student Government

Membership in the St. John Paul II High School student government organization consists of the student body officers, representatives and the class officers of grades nine through twelve.

Student Body Officer Election Qualifications: Candidates must have a minimum cumulative grade point average of 3.0, be registered for the next school year, have been part of the student council for the preceding year and have been in attendance at St. John Paul II High School for at least one (1) full academic year prior to running.

Class Officer Election Qualifications: Candidates must have a minimum cumulative grade point average of 3.0, be registered for the next school year and have been in attendance at St. John Paul II High School for at least three (3) consecutive quarters prior to running. Class officers are not part of the student council except for the senior class president.

Elections Procedures: Students in grades nine through eleven vote for student body officers. Each grade level votes for representatives and class officers for respective grades.

Executive Committee: The executive committee of student government directs the activities of the student council. It consists of the four Student Body officers and the senior class president or their designees.

Meetings: Normally meetings are held before school at an announced time. Additional meetings of the full student council or the executive committee are called by the faculty sponsor.

Removal from Office: A student body officer or class officer will be placed on probation or removed office for a semester failure in a core subject (Theology, English, mathematics, science, social studies or foreign language) or for a serious violation that is grounds for suspension or expulsion. Participation in this organization also falls under the eligibility policy which can be found under field trips, athletics, and extracurricular activities.

TEACHER HALL PASS

If a student must leave the classroom for any reason, s/he must obtain a pass from her/his classroom teacher. No student may be out of the classroom without a pass.

TEXTBOOKS

Students are responsible for all textbooks whether lost, stolen or damaged. Each student is to write her/his name and school year date in the textbook, in ink, upon receiving it. Students will be issued textbooks to keep for home use. Each classroom will be supplied with a class set (if available). Final exams will be awarded credit to a student, when that student turns in or has paid for lost/missing books.

THREATS POLICY

Any threat to harm one's self, another person, or school property is a serious violation of the school’s discipline guidelines. Whether the threat is made seriously or in jest, the student may be subject to detention, suspension
or expulsion. Other appropriate interventions may include contacting law enforcement authorities, counseling, etc.

TRANSCRIPTS

Graduating seniors may request transcripts free of charge until ten (10) days after graduation. After the tenth day, a $5.00 fee will be charged for each transcript request.

TUITION AND FEES

<table>
<thead>
<tr>
<th>Tuition Cost</th>
<th>Enrollment Fee</th>
<th>Fundraising Goal</th>
<th>Parent Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,400</td>
<td>$350 (PTO Included)</td>
<td>$400 or $575</td>
<td>25hrs (or $250)</td>
</tr>
</tbody>
</table>

Tuition Payments

All families making payments to the school are expected to pay tuition from a specifically chosen plan mutually agreed upon by the family and the St. John Paul II High School administration using FACTS Tuition to manage tuition payments. FACTS charges a $50 fee for tuition management that does not go to the school. However, families paying 1 or 2 payments at the start of the year only need to pay $25 for their FACTS tuition management fee. New students may complete the application and enrollment process online. The process includes the submission of an application form, along with required documents, plus a student interview. Returning students may complete re-enrollment process online as well.

Families seeking tuition assistance will need to submit financial paperwork to FACTS Tuition Aid. FACTS Tuition is an independent third party that assesses need for tuition assistance. The administration receives their recommendation and makes the final decision. There is a $30 application fee for FACTS Tuition needs assessment that does not come to the school.

The payment schedule is set by virtue of the agreement between the administration of the school and the family. Tuition Payments will not be accepted at school, under regular circumstances. More information and links can be found in the admissions section of our website www.jpiihighschool.org.

Scholarships (for St. JPIIHS)

St. John Paul II High School does not award athletic scholarships. We do have a few awards through generous benefactors based on academic or community service merit. In addition, through the generosity of local parishes, pastors may provide subsidies for their registered parishioners.

Tuition Incentive

10% off sum total of tuition responsibility for families with multiple children in 6th through 12th grade from Bishop Garriga Middle Preparatory School and St. John Paul II High School. The incentive program does not apply to the Registration Fee or any other fees. It is tuition based only.
**Tuition Assistance**

Tuition assistance is based on financial need. Parents may apply for tuition assistance by completing the FACTS Tuition Aid Application. Parents must provide documentation of income in the form of 1099s, 1040s, W-2s, paycheck stubs, and other requested documents that verify income from other sources. The school utilizes the FACTS Tuition Aid Review (financial assessment) as a tool in the decision making process regarding the disbursement of the school’s monies slated for tuition assistance to qualifying families. Students receiving tuition assistance must maintain a passing average and good behavior in all classes.

**Delinquent Accounts (including tuition, fundraising obligation, parent hours, and Student Solidarity Hours)**

Delinquent accounts will result in the following:

- Parent meeting with school administration
- Student will receive a “0” grade on mid-term and end of year finals
- Families will not be able to access RenWeb
- Seniors will not be allowed to participate in Graduation Activities if behind on Solidarity Hours
- Student will not be allowed to register for the subsequent school year
- Official student records will not be released until all obligations are brought to a current status

Families must meet half of their tuition, fundraising, and parent hour obligations (and students their half way point for solidarity hours) by the end of the second quarter and meet their complete obligations by the end of the fourth quarter to be current. If families have not met these two deadlines, students will be allowed to take their tests, however they will receive a grad of “0” on their final exams until obligations are met, whereby the grades will be changed to what they earned with no penalty. In addition, transcripts will be held, and families will be unable to see grades through RenWeb.

Seniors will be allowed to participate in graduation activities if the graduation fee is paid and the student has passed all their classes. However, access to their official diploma and transcript will not be released until financial obligations are complete. Seniors will not be able to participate in graduation exercises if they have not completed their Solidarity Service Hours.

**Parent Volunteer Hours**

All parents/guardians, whether receiving tuition assistance or not, must provide 25 hours of volunteer service per year for St. John Paul II High School. Hours not completed will be billed at $10/hour. Approved items requested by the school or club/organization donated by parents can go towards the 25 parent hours (or $250) when accompanied with a receipt of purchase. **No items purchased for the school or club/organization will be applied to the parents fundraising goal with receipt or otherwise.**

**Fundraising Goal**

Parents are committed to raise through the PTO $400 (no tuition assistance), or $575 (with tuition assistance).

**VISITORS**

St. John Paul II High School is a closed campus. All visitors, including parents/guardians must report to the school office to secure a visitor’s pass. Visitors are not permitted to go directly to a classroom or wander anywhere on campus. Visitors are to report directly to the office when arriving on campus. Appropriate dress and personal appearance are expected of all visitors.
APPENDIX: PRAYERS

SIGN OF THE CROSS
In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

OUR FATHER
Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses, as we forgive those who trespass against us and lead us not into temptation, but deliver us from evil. Amen.

HAIL MARY
Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners now and at the hour of our death. Amen.

GLORY BE
Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

APOSTLES’ CREED
I believe in God, the Father almighty, creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day he rose again from the dead; he ascended into heaven and is seated at the right hand of the Father; from thence he shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

THE DIVINE PRAISES
Blessed be God.
Blessed be His Holy Name.
Blessed be Jesus Christ, true God and true Man.
Blessed be the Name of Jesus.
Blessed be His Most Sacred Heart.
Blessed be His Most Precious Blood.
Blessed be Jesus in the Most Holy Sacrament of the Altar.
Blessed be the great Mother of God, Mary most Holy.
Blessed be her Holy and Immaculate Conception.
Blessed be her Glorious Assumption.
Blessed be the Name of Mary, Virgin and Mother.
Blessed be St. Joseph, her most chaste spouse.
Blessed be God in His Angels and in His Saints. Amen.

PRAYER TO THE HOLY SPIRIT
Breathe into me Holy Spirit, that all my thoughts may be holy. Move in me, Holy Spirit, that my work, too, may be holy. Attract my heart, Holy Spirit, that I may love only what is holy. Strengthen me, Holy Spirit, that I may defend all that is holy. Protect me, Holy Spirit, that I always may be holy.
COME, HOLY SPIRIT
Come, O Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit, and they shall be created. And you shall renew the face of the earth. Let us pray: O God, who by the light of the Holy Spirit has taught the hearts of the faithful, grant that by the gift of the same Spirit we may be always truly wise and ever rejoice in his consolation, through Christ our Lord. Amen.

HAIL HOLY QUEEN
Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, thine eyes of mercy towards us and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God. That we may be made worthy of the promises of Christ. Amen.

THE MEMORARE
Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired by this confidence, we turn to thee, O Virgin of virgins, our Mother. To thee we come, before thee we stand, sinful and sorrowful. O Mother of the Word Incarnate, do not despise our petitions, but in thy mercy hear and answer us. Amen.

PRAYER TO ST. JOSEPH
Oh, St. Joseph, whose protection is so great, so strong, so prompt before the throne of God. I place in you all my interests and desires. Oh, St. Joseph, do assist me by your powerful intercession, and obtain for me from your divine Son all spiritual blessings, through Jesus Christ, our Lord. So that, having engaged here below your heavenly power, I may offer my thanksgiving and homage to the most loving of Fathers. Oh, St. Joseph, I never weary of contemplating you, and Jesus asleep in your arms; I dare not approach while He reposes near your heart. Press Him in my name and kiss His fine head for me and ask him to return the Kiss when I draw my dying breath. St. Joseph, patron of departing souls, pray for me. Amen.

PRAYER BEFORE MEALS
Bless us O Lord, and these thy gifts, which we are about to receive, from thy bounty, through Christ, our Lord. Amen.

PRAYER TO OUR GUARDIAN ANGEL
Angel of God, my guardian dear, to whom God’s love commits me here, ever this day be at my side to light and guard, to rule and guide. Amen.

MORNING OFFERING
O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the holy sacrifice of the Mass throughout the world. I offer them for all the intentions of your sacred heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our bishops and of all the apostles of prayer, and in particular for those recommended by our Holy Father this month. Amen.
**PRAYER TO SAINT MICHAEL THE ARCHANGEL**
St. Michael the Archangel, defend us in battle; be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do thou, O prince of the heavenly host, by the power of God, thrust into hell Satan and all the other evil spirits who prowl about the world seeking the ruin of souls. Amen.

**PRAYER OF A STUDENT**
Christ my Lord, the Giver of light and wisdom, who opened the eyes of the blind man and transformed the fishermen into wise heralds and teachers of the gospel through the coming of the Holy Spirit, shine also in my mind the light of the grace of the Holy Spirit. Grant me discernment, understanding, and wisdom in learning. Enable me to complete my assignments and to abound in every good work, for to you I give honor and glory. Amen.

**PRAYER FOR PURITY**
Obtain for me a deep sense of modesty, which will be reflected in my external conduct. Protect my eyes, the windows of my soul, from anything that might dim the luster of a heart that must mirror only Christ-like purity. And when the “bread of angels” becomes my food in Holy Communion, seal my heart forever against the suggestions of sinful pleasures. May I be among the number of those of whom Jesus spoke, “Blessed are the pure of heart, for they shall see God.” Amen.

**PRAYER TO ST. JOHN PAUL II**
Oh, St. John Paul, from the window of heaven, grant us your blessing! Bless the church that you loved and served and guided, courageously leading it along the paths of the world in order to bring Jesus to everyone and everyone to Jesus. Bless the young, who were your great passion. Help them dream again, help them look up high again to find the light that illuminates the paths of life here on earth. May you bless families, bless each family! You warned of Satan's assault against this precious and indispensable divine spark that God lit on earth. St. John Paul, with your prayer, may you protect the family and every life that blossoms from the family.

Pray for the whole world, which is still marked by tensions, wars and injustice. You tackled war by invoking dialogue and planting the seeds of love: pray for us so that we may be tireless sowers of peace. Oh St. John Paul, from heaven's window, where we see you next to Mary, send God's blessing down upon us all. Amen.
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