

Student Handbook 2023-2024



Pope John Paul II High School

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Facebook: Pope John Paul II High School

Instagram: @pjphighschool

School Motto

Be not afraid to seek the splendor of truth and strive to live the Gospel of life.

School Colors

Blue & Gold

School Mascot

Golden Panthers

OFFICE HOURS

The Main Office is staffed 7:30 A.M. to 3:30 P.M.
(Monday thru Friday)

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The Archdiocesan Secondary School System and Pope John Paul II High School reserve the right at any time to amend or to add to the policies, rules, and regulations contained in this handbook, and to make such changes applicable to current as well as new students when the situation dictates.

ADMINISTRATION

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ACCREDITATION

Pope John Paul II High School is accredited by the Commonwealth of Pennsylvania, the Archdiocese of Philadelphia, and the Middle States Association of Colleges and Secondary Schools.

MISSION STATEMENT

Pope John Paul II High School assists in the formation of students to be full and practicing members of the Church while simultaneously recognizing and respecting the diversity of our student body. We are an inclusive community centered on academic excellence that rigorously prepares students to be contributing members of the global community as disciples of Christ with the ultimate goal of eternity in Heaven.

VISION STATEMENT

In a God-centered environment, rooted in the Catholic faith, we strive to cultivate the intrinsic talents of each individual, to become a lifelong learner who possesses the spiritual, personal and intellectual skills necessary to navigate life's challenges.

POPE JOHN PAUL II HIGH SCHOOL HERITAGE

Our rich heritage dates back to Saint Matthew in Conshohocken, founded in 1866. Saint Matthew was renamed Archbishop Kennedy in 1966.

Saint Patrick of Norristown was founded in 1875, and the high school was closed in 1955 as the new Bishop Kenrick High School opened.

Archbishop Kennedy and Bishop Kenrick were merged to form Kennedy-Kenrick Catholic High School in Norristown in 1993.

Saint Pius X High School of Pottstown was established in 1954.

Saint Pius X High School and Kennedy-Kenrick Catholic High School were closed in 2010. Pope John Paul II High School opened in 2010. Students from Saint Pius X and Kennedy-Kenrick High Schools were welcomed into Pope John Paul II High School.

ADMINISTRATION

PRESIDENT

Appointed by the Archbishop of Philadelphia and reports to the Chief Operations Officer of the Office of Catholic Education with oversight from the PJP Board of Directors of Limited Jurisdiction. The President is the Chief Executive Officer of the school.

PRINCIPAL

Appointed by the Archbishop of Philadelphia upon the recommendation of the Superintendent of Secondary Schools and the President. The Principal reports directly to the President and to the Superintendent of Secondary Schools. The Principal oversees the day to day operations of the school.

ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS (APAA)

Directly responsible to the Principal and assists in the daily supervision of the school's academic programs, its development and supervision of faculty, and its student academic placement and progress.

ASSISTANT PRINCIPAL FOR STUDENT SERVICES (APSS)

Directly responsible to the Principal and assists in the daily operation of the school's code of behavior, its guidance and health services, and its counseling services with government or private agencies, and student transportation.

ASSISTANT PRINCIPAL FOR STUDENT AFFAIRS (APSA)

Directly responsible to the Principal and oversees all student activities and athletics. Duties may vary according to the needs of the local school.

ASSISTANTS TO ADMINISTRATION

DIRECTOR OF SCHOOL MINISTRY

Oversees all religious activities in the school. The Director of School Ministry works closely with administrators, faculty, students, parents, and community to heighten the awareness that Catholic formation is based both on knowledge of the Faith and the experience of the Living God.

DEPARTMENT CHAIRPERSONS

Each of the major academic areas is coordinated by a Department Chairperson. Chairpersons assist the Assistant Principal for Academic Affairs with the placement of students and preparation of teaching rosters, development of the academic program and evaluation of department members.

DIRECTOR OF GUIDANCE

Supervises the counseling and guidance program including the programs for college and career guidance, assists with the standardized testing programs, coordinates the auxiliary services, and assists the Administration in related services.

DIRECTOR OF ATHLETICS

Oversees all aspects of the extra-curricular and co-curricular athletic programs and supervises the coaching staff to implement the School Philosophy and Code of Conduct.

DIRECTOR OF ACADEMIC SUPPORT

Supervises the Panthers' Learning Center and oversees the PAWS Program. The Director of Academic Support works closely with the administration and faculty to ensure the academic success of all students.

BOARD OF DIRECTORS

The Archbishop has established a Board of Director to share in the governance of the School and fulfill the following purposes with regard to the School: (1) promote and advance the mission of educating and instructing students in a course of education in conformity with Catholic principles and educational programs, as prescribed by the Archbishop; (2) provide fiscal oversight and assist in the financial management of the School, and (3) develop a strategic plan for the School, in collaboration with the School leadership, with a focus on advancement and enrollment, to be executed by the President.

EXECUTIVE BOARD

Mr. Robert Getts (Chair)

Mr. Bill Breslawski (Vice Chair)

Ms. Terese Brittingham (Secretary)

DIRECTORS

Mr. Buz Bass

Mr. Dean Fox

Mr. Chris Claffey

Mr. Douglas George

Mr. Chris Haffey

Ms. Rebecca Hobbs

Rev. Brian Kean

Mr. Robert Koch

Dr. Jennifer Mondillo

Mr. Steve Pinone

Ms. Colleen Pulaski

Mrs. Jeannie Tewell

Ex-officio

Mr. Vincent Cazzetta, President

RELIGIOUS PROGRAM

The Office of School Ministry serves the entire school community of Pope John Paul II High School, providing pastoral care, promoting Catholic values, and strengthening their faith-life through the reception of the Sacraments, the celebration of the Liturgy, days of recollection, and the planning of other spiritual activities. The goal of the entire school is to deepen our personal relationship with our Lord and Savior Jesus Christ and His Church, and to share that relationship with others as missionary disciples.

EUCCHARISTIC DEVOTION

School Liturgies: Scheduled each month throughout the school year, various liturgical celebrations are planned to enliven the spiritual life of the entire community and to keep it connected with the life of the Universal Church.

Daily Mass: Mass is offered in the chapel during lunch periods on a rotating schedule.

Exposition of the Blessed Sacrament: Adoration of the Blessed Sacrament takes place each Friday during the school year, giving the community an opportunity to deepen their love for our Eucharistic Lord.

SACRAMENTAL MINISTRY

Reconciliation: School Penance Services with individual confessions are planned at the opening of the school year and during the Advent and Lenten Seasons. The Sacrament of Reconciliation is also made available by the Chaplain to anyone who requests it.

Anointing of the Sick: The Anointing of the Sick can be administered by the Chaplain upon request to the seriously ill and those preparing for surgery.

RETREATS

Recognizing the importance of developing a deeper awareness of the presence of God in their lives, each grade level participates in required Days of Recollection. Class Days of Recollection are days of reflection, small group activities, and prayer, which are held within the time frame of a regular school day.

- The Freshman Day of Recollection welcomes all new students into the Catholic-Christian community which is Pope John Paul II High School, and teaches them to make the school and the Church their home.
- The Sophomore Day of Recollection focuses on cultivating Catholic-Christian leaders in the spirit of our patron, Pope Saint John Paul II.
- The Junior Class Day of Recollection focuses on how students may discern and live out their Christian vocation.
- The vast majority of Seniors attend one of the Kairos Retreats. Adapted from a Greek word meaning "God's time", Kairos is a four day, three night retreat experience for seniors at Pope John Paul II High School. Throughout the Kairos retreat, the student grows in his or her relationship with God, self, and others. This growth is accomplished through a series of talks given by student and adult leaders which are based on the Spiritual Exercises of Saint Ignatius of Loyola, as well as reception of the sacraments and spiritual guidance by the School Minister. Those who do not attend the Kairos Retreat attend a Day of Recollection. This day encompasses a pilgrimage to a Philadelphia shrine with an opportunity for prayer, reflection, and a tour of the shrine.
- A Faculty Day of Recollection focuses on concrete ways to incorporate the Catholic faith into the everyday life of a Catholic School teacher.

PASTORAL CARE:

School Devotions and Prayer Services: Throughout the school year non-liturgical prayer services are held for all or various student groups, such as Stations of the Cross, Rosary, Chastity Days, sports team and athletic season prayer services.

Spiritual Counseling: The Chaplain as well as the Director of School Ministry is available for those seeking guidance and wishing to discuss matters of faith or morals.

Spiritual Direction: The Chaplain offers the students individual meetings to deepen their relationship with God, to discern His presence in their lives, and to make purposeful decisions based on His plan for them.

Pro-Life: This promotes within the school community attitudes of respect for human life in all its stages. Students are welcomed to join the Respect for Life Club and participate in various activities.

Evangelization: The Ministry Office stresses the importance of spreading the message of Jesus Christ as missionary disciples, especially by personal example. It encourages Catholics to build a strong spiritual foundation by remaining active in their Parish/Sunday Mass and faithful to other obligations, as well as deepening a personal prayer life. It also strives to enable them to share their life of faith to others, building the Church of God on earth. Finally, recognizing the growing diversity of believers within the school community, the Ministry Office encourages non-Catholics in the practices of their faith, while welcoming and feeding their interest in learning more about the Catholic faith.

Ministry Team: This group allows students to give direct input and to assist in planning events related to the areas of Liturgy, Respect Life, Service, and Retreats.

Vocation Discernment: Cooperating in the school's mission to prepare students for their future, the Ministry Office strives to help young people understand the meaning of a life dedicated to following Jesus Christ and serving the Church as a priest, religious sister or brother, or in married life, while providing the resources to help them answer that call, which will result in their overall happiness.

CHRISTIAN SERVICE PROGRAM

Students of Pope John Paul II High School are required to complete Christian Service during each of their four years as a PJP student. As disciples of Jesus, we are called to imitate God's sacrificial love and recognize the face of Christ in "the least of our brothers and sisters" (Mt. 25:40). Christian service is one concrete way in which we put our faith into action.

How many hours are required? Total service hours per class are as follows:

Freshmen	10 hours
Sophomore	12 hours
Juniors	16 hours
Seniors	20 hours

These hours must be logged on MobileServe and be verified by the supervisor. Supervisors must be age 21 or older. Service hours which are logged but not verified will not count. For information on how to log Christian Service Hours on MobileServe, visit the "How to Log Christian Service Hours" PDF on the Christian Service Schoology Class in which all students are enrolled. Reflection essays pertaining to your service must also be completed and submitted on Schoology under the "Christian Service" class.

Who and Where to serve? We participate in *Christian Service*: we follow Christ's example and serve those who are in need. The following are simply suggestions of who and where to serve- students may serve other people in need.

- The elderly, homeless and needy, children and disabled, the sick
- A recognized non-profit agency such as a soup kitchen or social service agency
- Nursing homes, community centers, local parks
- Your church

What Counts as Christian Service? PJP's Christian Service Program asks students to leave their comfort zone and go out of their way to encounter the face of Christ in the faces of our brothers and sisters who are in need. To that end, the following list of activities which do not meet the criteria for Christian Service at PJP has been compiled. These activities include, but are not limited to:

- Service to either immediate or extended family members and/or friends
- Babysitting, Pet sitting and animal service that does not directly benefit or involve an encounter with human person(s)
- Service for businesses and for-profit agencies
- Service for which a student may accepted any sort of payment or remuneration for his/her service
- Service which requires a student to be absent from class
- Hours completed as part of the Christian Service Program are to be above and beyond other requirements/obligations. For example, the following do not count as Christian Service Hours:
 - Assisting as an altar server, cantor or lector for your Parish meets your Sunday Mass obligation
 - Hours obtained through service with student teams/clubs/organizations which have a service component (such as Student Ambassadors, sports teams, National Honors Society, etc.)

As students grow and mature over their four years at PJP, we encourage them to spend more and more time in the community encountering the face of Christ in the faces of our neighbors in need. Consequently, Sophomores, Juniors, and Seniors may only complete half of their total required Christian Service Hours at PJP sponsored events.

Failure to complete service hours will result in an unsatisfactory grade (U) for the 3rd quarter. An unsatisfactory grade in Christian Service will prevent students from receiving honors. An unsatisfactory grade in Christian Service, along with another academic failure, will result in the student not being allowed to participate in school sports or any school activity.

Underclass failure to complete service hours will be carried over to the next school year. Students who do not complete their Christian Service requirement in the required academic year will not receive a roster for the following year. No student will graduate until they complete their Christian Service requirements.

OFFICE OF ACADEMIC AFFAIRS

ACADEMIC INFORMATION

The Office of Catholic Education of the Archdiocese of Philadelphia has established minimum standards for graduation from all archdiocesan secondary schools. In accordance with these standards, Pope John Paul II High School maintains an academic program which includes these required courses.

Graduation Requirements

Pope John Paul II High School will award a diploma to students for the successful completion of the prescribed course of studies. The minimum requirements are 26.0 credits in grades 9 through 12 as follows:

4.0 credits	Theology
4.0 credits	English
3.0 credits	Social Studies
3.0 credits	Mathematics
3.0 credits	Science
0.5 credits	Computer Technology
0.5 credits	Fine Arts
0.5 credits	Health
0.5 credits	Physical Education
2.0 credits	World Language*
5.0 credits	Electives*

**Students following the Standard Curriculum are expected to satisfy a minimum of 2 elective credits with 2 consecutive credits in the same World Language. Some students who elect to enroll in the remedial Math and Study Strategies courses provided by the Montgomery County Intermediate Unit are exempted from this expectation, and are required to earn 7 elective credits.*

Pope John Paul II High School provides a traditional in person educational experience rooted in the Catholic Faith. Freshmen and sophomores are required to take seven credits each year. Juniors and seniors are encouraged to register for seven credits, and required to take six credits each year. Entrance into elective courses is subject to departmental approval and available space. Students are placed in elective courses according to the date of their registration for the school year in which the course is offered. Elective courses are offered based on the number of students requesting the course at the time of course selection. While individual circumstances may suggest deviation from the standard program, students generally follow the following outline for course work each academic year.

REQUIRED AND ELECTIVE COURSES

FRESHMAN YEAR - 9th grade students are required to be enrolled in 7 academic courses.

Required (5):	Theology, English, Mathematics, Science, Social Studies
Electives (2 required):	World Language, Fine Arts, Intro to Technology, Math and/or Study Strategies

SOPHOMORE YEAR - 10th grade students are required to be enrolled in 7 academic courses

Required (5):	Theology, English, Mathematics, Science, Social Studies
Electives (2 required):	World Language, Fine Arts, Health/Physical Education, Math and/or Study Strategies

JUNIOR YEAR - 11th grade students are required to be enrolled in 6 academic courses and are strongly encouraged to enroll in 7.

Required (5):	Theology, English, Mathematics, Science, Social Studies
Electives (1 required) (2 recommended)	World Languages, Fine Arts, Business and Technology, Health and Physical Education, AVLI courses (additional fees), Dual Enrollment courses (additional fees), Career and Technical Studies, Math and/or Study Strategies

SENIOR YEAR - 12th grade students are required to be enrolled in 6 academic courses and are strongly encouraged to enroll in 7.

Required (2)	Theology and English
Electives (4 required) (5 recommended)	Mathematics, Science, Social Studies, World Languages, Fine Arts, Business and Technology, Health and Physical Education, AVLI courses (additional fees), Dual Enrollment courses (additional fees), Diocesan Scholar Courses (special program admission required), Career and Technical Studies, Math and/or Study Strategies.

ACADEMIC PROGRAMS

- **Academic**
- **College Preparatory (CP)**
- **Honors (H)**
- **Advanced Placement (AP)**

Pope John Paul II High School is one of 15 secondary schools within the Office of Catholic Education of the Archdiocese of Philadelphia. There are 4 academic levels recognized by the Office of Catholic Education and Pope John Paul II provides 3 of these levels, beginning with the accelerated College Preparation program. Each student's academic performance is carefully analyzed to determine the appropriate program for the individual. It is possible for a student to be enrolled in courses from multiple programs depending on their abilities in varied disciplines.

Assignment to programs is made by the current teachers after the first semester assessments, prior to the course registration process. Freshmen are initially placed in a program using data from several sources including but not limited to: standardized testing results, the seventh and eighth grade marks, and grade school teachers' recommendations. Program placement is re-evaluated each year, and re-assignment is based on the student's individual development within the assigned program. In general, students requesting consideration for placement in the Honors program for the following year need to be performing at a high academic achievement level in the College Preparation program, above average level in the Star Assessments, and receive the teacher's recommendation. Further, students performing at a level below 85 in the Honors program may be recommended to move down to the College Preparation program. Continued placement in the Advanced Placement program is not guaranteed, consideration is given each year to all students requesting inclusion to fill the limited seats available. Some academic departments have additional requirements based on classroom performance and testing statistics. These details are included in the Course Catalog.

The final decision about student placement is the responsibility of the Assistant Principal for Academic Affairs. Both the classroom teachers and the Office of Academic Affairs invest extraordinary care in making program recommendations and decisions for each student. *Therefore, program assignments are ordinarily not reevaluated once the school year has begun.*

ADMISSION POLICY

As one of the Secondary Schools of the Archdiocese of Philadelphia, Pope John Paul II High School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Similar policies apply to the school staff. Pope John Paul II High School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admissions policies, or in any school-administered program. Non-Catholic students must attend all Theology classes and religious activities required of all students.

ACADEMIC INTEGRITY

The Academic Integrity Policy published by the Office of Catholic Education and Pope John Paul II High in its entirety can be found in the course catalog. Each PJPII student is held accountable to the policy and its consequences.

Academic Integrity Policy published by the Office of Catholic Education

Rationale

The Archdiocese of Philadelphia is committed to the academic, social, ethical and spiritual development of the entire learning community. The Office of Catholic Education endeavors to foster an environment that supports the mission and values of a Catholic education.

This Academic Integrity Policy of the Archdiocese of Philadelphia is an essential element to its philosophy and practice of promoting academic excellence. It is a policy, which defines the expected standards of conduct in all academic affairs.

The Archdiocese of Philadelphia's mission is to foster a community of trust that will enhance student achievement. It is in this spirit of mutual trust that we uphold the highest ethical academic standards.

Academic integrity or honesty includes but is not limited to:

- Producing one's own work.
- Attributing others' work according to the Modern Language Association (MLA) guidelines.
- Abiding by the rules and regulations set forth by individual school policies.
- Maintaining honor and trust in all academic affairs.

Possible Academic Integrity Policy Violations

According to Dictionary.com (<http://dictionary.reference.com/>) to cheat is "To act dishonestly; practice fraud. "

CHEATING includes but is not limited to:

- Copying or allowing others to copy from someone else's work (tests, assignments, etc.)
- Unauthorized use of electronic devices, i.e. calculators, cell phones, iPads, computers etc.
- Sabotaging the projects or experiments of other students.
- Seeking unauthorized assistance on take-home or make-up assignments or assessments.
- Allowing someone else to present your work as his or her own.

PLAGIARISM includes but is not limited to:

- Using another person's words, ideas or expressions (written or spoken) without appropriate documentation.
- Copying and pasting any material from any source without giving credit (attribution) to that source.
- Changing or substituting the words or order of words from another source and submitting them as one's own.
- Quoting another's words, sentences, etc. without acknowledgement of the sources.
- Failing to cite the words, pictures, music or other forms of communication in any assessment.
- Falsely creating data for an experiment or citing non-existent sources in any research.

RESPONSIBILITIES

Students are responsible for but not limited to:

- Reading and abiding by the Academic Integrity Policy.
- Understanding the Academic Integrity Policy and all teacher assignments and testing guidelines.
- Summarizing, paraphrasing or quoting without proper documentation.
- Avoiding the copying of homework or letting others copy one's own homework.
- Working with others (parents, tutors, etc.) only with a teacher's permission.
- Clarifying with the teacher any ambiguities about Academic Integrity Policy violations.

Teachers are responsible for but not limited to:

- Maintaining and supporting the Academic Integrity Policy.
- Clearly stating the expectations of students in the Academic Integrity Policy.
- Addressing the use of unauthorized study aids.
- Clearly presenting the individual teacher assignment guidelines in the syllabus.
- Helping students to understand how to summarize and quote from sources.
- Nurturing students as they grapple ethically with challenging ideas and concepts.
- Maintaining the integrity of the testing process.
- Reviewing student work regularly for Academic Integrity Policy violations.
- Clearly specifying when collaboration with others is permitted on any assessment.
- Reporting Academic Integrity Policy violations to the appropriate school personnel.

Parents are responsible for but not limited to:

- Reading, understanding, and supporting the Academic Integrity Policy.
- Aiding the student in understanding and valuing academic integrity and expecting the student to comply with the Academic Integrity Policy.
- Requiring students to do their own work.
- Supporting the imposition of any consequences when and if the Academic Integrity Policy is violated.

Administrators are responsible for but not limited to:

- Creating a school-wide environment that encourages adherence to the Academic Integrity Policy.
- Making available a copy of the Academic Integrity Policy to all students, teachers and parents.
- Assuring that the entire school community knows and understands the Academic Integrity Policy.
- Facilitating on-going discussions about the Academic Integrity Policy.
- Administering fair and consistent consequences for Academic Integrity Policy violations.
- Maintaining cumulative records of reported Academic Integrity Policy violations.

Pope John Paul II High School Academic Integrity Policy

As a community of scholars we recognize that learning is a unique, personal, and individual process of growth in understanding. Genuine learning therefore depends on an elemental commitment to honesty in the pursuit of knowledge. For this reason, we adhere to a policy of academic honesty that nurtures individual student growth in understanding.

Definitions

Cheating is the deliberate unauthorized use of information or material for the purpose of claiming credit for learning that is not one's own. This includes copying or reproducing work accomplished by another; collaborating with another without authorization toward the completion of an assignment or project; using unauthorized aids, especially electronic devices such as calculators, computer programs or files, or internet sources, to assist in the completion of an academic task; or the misrepresentation or fabrication of information in an academic enterprise.

Plagiarism consists of the false representation of the work of another as one's own, and is the failure to acknowledge adequately the sources of information, other than common knowledge, that have been used in the completion of an academic task. Plagiarism includes direct quotation, paraphrase, or the use of ideas or outlines that are not original with the student and which lack appropriate citation and documentation. The amount that is plagiarized (whether it be 10% or 100%) does not factor into the definition. The standards for appropriate documentation of sources shall be those maintained by the English Department.

Examples of infractions, but not limited to-

adapted from Piedmont High School, CA and Saint Joseph's Prep, Philadelphia

- Presenting information (words, ideas, or imagery) collected, organized, or envisioned by someone else as your own or allowing someone else to present your work as his or her own.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, cell phones or any other electronic device.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Writing answers on desktops, or on hands, legs, arms or any part of the body.
- Looking at another's test paper.
- Talking with another student during a test period.
- Handing in a paper/ project for credit that has already been graded in another class without the approval of both teachers.

Consequences

1st infraction: The student, the student's parents, and the Assistant Principal of Academic Affairs will be notified by the teacher with an explanation of the infraction. The student will be required to redo the original assignment or retake the original test (which may be modified at the teacher's discretion). The student will then receive half the credit earned and serve an Academic detention. A conduct notation will be made with no demerit points. In cases where an academic consequence is not applied because the work was not graded directly, an Academic detention will be assigned and conduct notation will be made with no demerit points applied.

2nd infraction: In addition to the consequence for the first infraction, the Guidance Department will be notified. If the student is a member of NHS, Student Council, or Student Ambassadors, that student will potentially be suspended or removed from the organization. Conduct notation will be made with 5 demerit points and subsequent detention.

3rd infraction: There will be a convening of an Academic Honesty Review Board consisting of the Principal, the Assistant Principal for Academic Affairs, and an Instructional Leader, depending on the history and/or severity of infractions. This meeting with the student and parent(s)/guardian(s) would be required to take place within 48 hours of the 3rd infraction. The student will have the opportunity to receive up to half credit for the assigned work/test/quiz. The Academic Honesty Review Board will provide their recommendation of possible consequences to the Principal who will make the final decision in this matter.

Consequences for further infractions will be decided in conjunction with the administration.

Please note: Infractions are cumulative throughout the student's time at Pope John Paul II High School

Definitions

- **Attribution** – the act of giving recognition for someone’s work.
- **Citation** – a statement crediting a source that is being used.
- **Copyright** – the exclusive right of an owner to copy, publish, license or sell a literary, musical or artistic work.
- **Ethical** – that which is considered to be morally right or wrong.
- **Fair Use** – the conditions under which others may use copyrighted materials without specific permissions.
- **Forgery** –falsely making or altering writing or other material such as a forged signature.
- **Fraud** – any deception, trickery, or the gaining of an unfair advantage.
- **Intellectual Property** – property that results from original creative thought, as patents, copyright material, and trademarks.
- **License** – permission to use as stated in the agreement.
- **Public Domain** – material that is available to everyone who wants it, which can be used freely.

ACADEMIC INELIGIBILITY & INTERVENTION

The Academic Intervention Team checks all students’ grades on a weekly basis. Students with more than 2 failures in any given week are referred to the Academic Intervention program and must report to the Panthers’ Learning Center twice per week and engage in peer tutoring until those grades improve to passing. Any student with the privilege of a late arrival or early dismissal will lose the privilege until such time as ALL of their grades are restored to passing. At the end of any official marking period (Q1, Q2/S1, Q3, Q4/Year End), any student who fails two or more subjects will be deemed academically ineligible and may not participate in extracurricular activities, including athletics and school dances. Students who are ineligible will remain ineligible for an initial period of two weeks to provide them time to work on improving their academic performance. After two weeks, they will be removed from the Ineligibility List IF they are passing ALL of their classes. Grades will continue to be monitored weekly, and if the student is failing two or more classes during any review period they will again become ineligible to participate.

The Office of Academic Affairs and the Office of Student Affairs will review failure warning lists and advise the activity moderators of the eligibility determination of their students, taking care that eligibility regulations are consistently followed. In addition, the student and parent will be notified.

ACADEMIC PROBATION AND DISMISSAL

The minimum passing grade in all courses is 70.

The following is the Archdiocesan policy on dismissal and probation:

- Students will be placed on Academic Probation if:
 - They receive TWO failures at the end of the school year
- Students will remain on Academic Probation if:
 - They receive a failure at the end of a school year where they were on probation
- Students are liable for dismissal if:
 - They receive FOUR failures at the end of the first semester
 - They receive THREE failures at the end of a semester in which they are on Academic Probation
 - They receive THREE scholastic failures at the end of the school year
 - They receive TWO failures at the end of a school year where they were on Academic Probation

It should be noted that the Office for Academic Affairs, aside from the regulations cited above, has the right to place any student on Academic Probation if such action is deemed necessary.

Any student placed on Academic Probation is suspended from participation in all co-curricular activities beginning the day Report Cards are issued.

The student's progress will be reviewed when Progress and/or Report Cards are issued and if they are passing ALL of their rostered courses then the student will be reinstated in the co-curricular activities the day the Progress Report/Report Card is issued. Please note: the student must be passing all of their subjects in order to be reinstated, not just the subject that they were failing.

ADVANCED PLACEMENT PROGRAM

The College Board sponsors the Advanced Placement Program of study in high schools nationwide. Upon completion of an Advanced Placement (AP) course, students take the Advanced Placement examination in that discipline. Students who receive a score of "3" or better (on a 5-point scale) are certified by CEEB to receive college credit for the course. At the colleges' discretion, college credits earned in the AP Program are transferable. Students earn one credit toward graduation from Pope John Paul II by successfully completing an AP course. Every student registered in an AP course must take the "AP Examination" in that discipline in the spring semester, including those taken by dual enrollment with the Arrupe Virtual Learning Institute. Pope John Paul II High School can only support testing on the original testing dates as published by the CollegeBoard at the beginning of the academic year. These dates are shared with students the first week of school so that they can be noted on the calendar to avoid potential conflicts. Students are required to pay for the AP Exam which will be billed to the FACTS account.

During the Course Selection Process in the spring, students may request consideration for courses in the Advanced Placement Program. When a student is approved for an Advanced Placement Course, the teacher or Department Chair enters the recommendation into PowerSchool so that the students can select the appropriate course. If a student changes their mind about wanting to enroll in an AP Course, they must notify the appropriate Department Chair and Assistant Principal of Academic Affairs before the end of the school year in which the request was made. When school dismisses for the summer, students have committed to taking the course and requests to drop an Advanced Placement course after the end of the year will not be considered.

CHANGE OF ADDRESS

In order to maintain accurate school records, it is important that any change of residence, telephone number, or e-mail address be reported to the Academic Affairs Office (484-975-6500, ext 3007) as soon as the change occurs.

CYCLES & TEST DAYS

The rotating test cycle promotes continuity in class preparation and instruction to limit the volume of major assessments on any given school day.

Theology	A, C, E	English	B, D, F
Mathematics	A, C, E	Science	B, D, F
Fine Arts	A, C, E	Health/Phys. Ed.	B, D, F
Social Studies	A, C, E	World Languages	B, D, F
		Business	B, D, F

Semester Assessments

Mid-Term and Final Assessment dates are published with the school calendar at the end of the prior academic year. All students are expected to be present for all scheduled assessments. To protect the integrity of all assessments, no assessments can be given early. Students who have conflicts with exam testing dates are required to make arrangements with their teachers to complete exams during the designated conflict periods. Students who miss the designated exam sessions may be required to take exams after the end of the school year which may result in miscalculation of rank and GPA that will be corrected at the mid-term of the following academic year.

DIOCESAN SCHOLARS PROGRAM

In the Spring of Junior year, a select number of superior students at Pope John Paul II are invited to compete for the opportunity to participate in the Diocesan Scholars Program. Candidates for the program take part in a rigorous selection process that includes a review of their high school records, confirming evaluations by members of the faculty, submission of a qualifying essay to the selection board, and a personal interview with the board. Candidates who are recommended through this process to the Office of Catholic Education are assigned a placement at one of the participating Catholic colleges. The student takes four courses at Pope John Paul II High School and two courses each semester at the college.

DUAL ENROLLMENT PROGRAMS

Students in 11th and 12th grade are eligible to be considered for Dual Enrollment Programs.

Arrupe Virtual Learning Institute provides unique and challenging high school level courses for students who wish to expand their course offerings beyond the scope of what is offered at PJP. There is an additional fee to enroll in these courses that satisfy elective requirements and are granted credit towards the PJP II Diploma.

In a College Dual Enrollment Program (DE), a student at Pope John Paul II takes a college level course offered at PJP II or on a college campus. There is a tuition and book charge beyond PJP's tuition. Courses are currently offered by Immaculata University and Ursinus College. All college DE courses earn 1 high school credit from PJP II and 3 college credits from the providing college or university. Final grades will be listed on the school report card and transcript as well as the college transcript from the providing college or university which may be transferable.

EXTENDED ABSENCE

From time to time, students and their families encounter extraordinary and unavoidable circumstances which require that the student be absent from school for an extended period of time. When a student is to be absent for more than five class days, *it is the responsibility of the student to contact his or her teachers to keep current regarding missed course material. Students and families experiencing an extended absence for any reason should notify the student's Guidance Counselor and the Director of Academic Support to facilitate arrangements for managing work.* In the event that a student is unable to contact their Guidance Counselor, Director of Academic Support, or teachers, he/she should contact the Academic Affairs Office.

FAILURES

The school follows the Archdiocesan Policy regarding failures.

- The passing grade is 70. Seniors in danger of failing will be notified by mail the first week of May.
- Underclassmen will be notified about course failure(s) during the last week of school. Students who fail for the year must attend online summer school to remediate the credit.

FAILURE WARNINGS

The CARE Team will review all failure warnings issued with Progress Reports. Students receiving a failure warning will be encouraged and may be required to participate in Academic Intervention by reporting to the Panthers' Learning Center as instructed by the Office of Academic Affairs.

GRADING AND LEARNING MANAGEMENT PROGRAMS

Pope John Paul II High School uses PowerSchool to provide students and parents with the ability to monitor grades, and Schoology as the schoolwide Learning Management System. Both students and parents can access these programs through the Pope John Paul II website.

HONORS

Honors are calculated for the **first quarter, second quarter, third quarter, and fourth quarter**. An incomplete or unsatisfactory grade in any subject renders a student ineligible for honors.

- **First Honors: General Average of 93 ; no single grade below 90**
- **Second Honors: General Average of 88; no single grade below 85**

MONTGOMERY COUNTY INTERMEDIATE SERVICES

Montgomery County, under the auspices of the Intermediate Unit, offers a unique support program providing courses in Math Strategies and Study Strategies. Students whose academic history suggests that they will benefit from these services may be registered for these courses.

NATIONAL HONOR SOCIETY

The St. Katharine Drexel Chapter of the National Honor Society exists to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Pope John Paul II High School. Membership in the St Katharine of Drexel Chapter is an honor bestowed upon a student.

To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Pope John Paul II High School for the equivalent of one semester. The chapter advisor will identify students in the junior and senior classes that meet the prerequisite of a cumulative scholastic average of 94.5 or better and a discipline record of 90 or better. The chapter advisor will send invitations along with a candidate form to those students that meet prerequisite requirements. Candidates will have two weeks to return the application to the chapter advisor. To be selected as a member of NHS, you must demonstrate on your candidate form and through the evaluations submitted by three faculty recommendations that you have met or exceeded these additional standards of Leadership, Service and Character.

The Faculty Council will then evaluate the candidates' record of leadership, service, and character. Although the academic criterion is important and will be considered first, membership will never be considered on the basis of grades alone. A majority vote of the Faculty Council is necessary for candidate's selection. Candidates will be notified by the chapter advisor regarding selection or nonselection. Following notification, a formal induction ceremony will be held at the school to recognize the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. Members must complete an additional 10 hours of community/school service. Members who fall below the standards, which were the basis for their selection, shall be promptly warned in writing by the chapter advisor. The member will be given one quarter to correct the standard. If they are still below the standard after a quarter they will then be put on probation by the chapter advisor. If the member is not able to correct the standard after being put on probation they will then be referred to the faculty council for further discipline.

Members must be in adherence to Pope John Paul II High School's Academic Honesty Policy. Any member found in violation of this policy will have a hearing in front of the faculty council for dismissal. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the St Katharine Drexel Chapter advisor shall be accepted automatically as a member in the St. Katharine Drexel Chapter.

PANTHERS' LEARNING CENTER

The Panthers' Learning Center is the hub of student support at Pope John Paul II High School and is designed to meet the academic, social and emotional needs of our students in order to foster their success and sustain their well being. This state-of-the-art learning center consists of two specialized classrooms, one flexible and one traditional, a large, open space for students to collaborate and receive academic support, and a tiered instructional space with a large interactive learning board.

The Panthers' Learning Center is also the home to the Panthers Achieving Worthwhile Success program (PAWS) to support learners who require additional resources beyond traditional classroom offerings. The PAWS

program provides individualized attention and support for students through the daily rostered Panthers Performance Class along with individual check-ins with the Director of Academic Support and frequent communication with parents and teachers of enrolled students.

The Panthers' Learning Center is a designated space for students to work on reading, writing, research, collaboration, and tutoring. Students must be respectful of each other and maintain an academic environment. This is NOT an area for students to socialize before, during, or after school hours. From 7:00 am to 7:40 am, this area may be utilized for those participating in NHS tutoring. Students participating in tutoring must have a pass from the NHS moderator specifying the date and time of use. From 2:30 p.m. to 4:00 p.m., students may use this area for other academic purposes provided that they sign-up using the Google form found on the school website and emailed to students. Areas for collaboration, silent study, and computers are available and may be used with permission. Food and drink are prohibited in the Student Center. Students will only be granted access to the Panthers' Learning Center with their student ID.

PARENTAL REGISTRATION STATEMENT

When a student is enrolled or transfers from another high school, parents are to give a written statement that the student is not under suspicion or expulsion for any defined offense of any type including violence, weapons offense, threats, possession or sale of controlled substances or any action or offense which might pose a danger to others. In case of expulsion or voluntary transfer to another school, Pope John Paul II High School will send an advisory of these situations, should they exist.

PARENT-TEACHER-STUDENT CONFERENCES

Parent-Teacher- Student meetings are scheduled after Progress Reports, except in the 4th Quarter. During the 4th Quarter parents are advised to contact individual teachers. A parent of a student who receives a failure warning is obligated to attend these meetings or contact the teacher directly.

PARTICIPATION IN COMMENCEMENT EXERCISES

Participation in commencement exercises in an archdiocesan high school is a privilege not a right. Only those students who have completed all the requirements for a diploma may participate in the commencement exercises. Students shall be excluded from participation in commencement exercises for:

1. An academic failure in any subject(s) on the final report card; the students will receive a diploma after clearing the failure(s), a maximum of three, by doing the online credit recovery.
2. A failure in conduct on the final report or a major breach in the school's disciplinary code. (see Student Service section for further information)
3. Excessive absences and excessive lateness: the student will be required to attend summer school. (see Student Service section for further information)
4. A failure to fulfill financial requirements (which include tuition, graduation fees, school fee, and optional fees); diploma is not received until payment is made in full; transcripts are not issued until financial obligations have been cleared.
5. A failure to complete Christian Service Requirements.

Participation in Graduation Speech Contest

The top ten (10) students (determined at the end of the 1st semester of the graduation year) of the graduating class are invited to participate in the competition of composing and delivering one of the speeches (Welcome Address and Commencement Address).

PROGRESS REPORTS

Progress reports are issued at the midpoint of each of the four quarters. The Progress Report is intended to be an ongoing communication between school and home regarding a student's progress. When a Progress Report indicates the potential of a course failure, parents are required to meet with the teacher. Progress Reports and/or Failure Warnings can be sent late in the marking period if the student's progress changed dramatically.

RANKING

Students are ranked within their graduating class using both current and cumulative methods. Ranking is done only on the first semester and final report.

Current: The rank for a particular year

Cumulative: The rank for all high school years combined

Method: Quality points are assigned for a particular grade average within each program for each course. Quality points are totaled and divided by the number of credits to calculate class rank. This quality point average determines a student's rank.

Pope John Paul II High School only publishes class rank on the report card of the top 33% of students. Rank and GPA are published on all college transcripts. Any parent or student wishing to know their class rank and/or GPA may request that information via email from the Guidance Office.

REPORT CARDS

Report cards are issued four times each school year: November, February, April, and June. Students receive the reports in all four marking periods. Report Cards are generated from PowerSchool and a notification is sent to all parents.

ROSTER CHANGES

All courses and programs for the academic year are selected by the student and approved by parents during the Course Selection Period. For this reason, courses (including electives) are not changed, added or dropped in September or at any time during the Academic School Year. **In exceptional cases and for valid reasons the Assistant Principal for Academic Affairs may permit limited roster changes.** The steps in the roster change process are meant to ensure that the change is in the student's best interest, that individual class size and total teacher loads are not compromised.

Therefore, requests for the following reasons are generally unacceptable:

- **Dissatisfaction with a course/teacher/schedule**
- **Change of mind**
- **Desire for early dismissal/to accommodation of a work schedule**
- **Desire for a different lunch or study period**

A fee of \$40.00 will be applied to all students' FACTS accounts once requested roster changes are made. Because the full year, both the 1st and 2nd semester courses are reviewed and processed on the roster days in August, changes requested at the start of the 2nd semester will only be considered in extreme circumstances and will include a 2nd Semester course change fee of \$60 that will be applied to the FACTS account. In the event that a student's roster is incomplete due to scheduling conflicts or course cancellations, the student will be able to select from available courses on the designated roster days in August at no charge.

Requests for roster changes will not be accepted after the first full day of classes in an academic year. Roster changes will not be granted for any of the following reasons:

- Not passing the subject.
- Grades are lowering a student's GPA.
- Desire to drop a course due to rigor, AP courses included.
- A student has earned enough credits to graduate and does not need the class.

Disclaimer- *The Administration of Pope John Paul II High School reserved the right to cancel any courses due to lack of enrollment for that course or lack of teacher for that course.*

STUDENT/FAMILY VACATIONS

Pope John Paul II strongly discourages the scheduling of vacations during the academic year. All work missed by a student while on an extended vacation must be completed in a timely fashion and is the responsibility of the student.

OFFICE OF STUDENT SERVICES

CODE OF CONDUCT

Keeping in mind that Pope John Paul II High School is a Catholic institution based on Christian principles and mutual respect, the Student Services Office, with cooperation from the faculty and the parents, has the following goals:

- To assist in the character development of the students
- To help students assume responsibility for their actions
- To make students aware of the obligations to others
- To provide an atmosphere conducive to learning

Mindful of these goals, a code of conduct has been formulated in order to maintain the good order of the school, as well as, to protect the student, and community. This code is a contract between the school, the parent/guardian, and the student. It is the obligation of every student, parent/guardian, to read this code and to make the commitment to support it. The code of conduct is detailed in the handbook, but is not limited to it.

All students represent Pope John Paul II High School 24 hours a day. Any student whose behavior causes disgrace to themselves and Pope John Paul II High School whether on or off campus is subject to sanctions imposed on him/her by the school administration.

ATTENDANCE

Absences

- State law requires each student to be present each day school is in session. If a student is absent and cannot come to school due to an unexpected or serious reason, a parent/guardian must call the attendance line (484-975-6500 ext. 3015) before 9:00 AM on the date of absence, stating the student's name, homeroom section, reason for absence, and the name and telephone number of the caller.
- An absence note must be returned to the Student Services Office upon the student's return to school. An absence is excused only when accompanied by a doctor's note or a court order. Doctor's notes for absences must document the reason. If a student fails to return a doctor's certificate within two weeks of the absence the certificate will not be accepted as a means to excuse the absence or lateness.
- Students absent for 22 or more days without a doctor's medical note will be required to attend Conduct Summer School. Any senior who is absent for 22 or more days without a medical note will not be permitted to participate in graduation ceremonies. Following the successful completion of Conduct Summer School, seniors would receive their diploma.
- Any student who fails to attend Conduct Summer School may not return to any Archdiocesan high school in the Fall.
- The student is responsible for any school work missed during any absence or missed class time within a time period deemed appropriate by the subject teacher. Students who are absent for more than three days, should contact their Guidance Counselor for assignments or refer to Schoology and Power School.
- College visitations are considered unexcused absences. Please plan these visits on weekends or on days when school is not in session.
- Athletic and Activity eligibility requires a student to attend a minimum of 4 full periods during the school day. Any student who is absent from school on any given day may not participate or attend any activity or sport sponsored by Pope John Paul II High School that same day.
- Any student who is sent home or suspended may not visit the school campus or participate in/or attend any after-school activity, including sport events and practice that occur on that day.

Lateness

- Students should be in school by 7:45AM and must be in homeroom by 7:50AM.
- A student is considered late when he/she arrives to homeroom after the bell rings at the beginning of the school day (7:50 AM) or after the bell rings signaling the beginning of any class period throughout the day.
- A student late to school will not be admitted to homeroom without a late pass obtained at the Student Services Office.
- When a student is late for school, it is considered an excused late if it meets any of the following criteria: Medical/dental appointments (verified by official doctor's note), court hearings (verified by court document), Illness of pupil (verified by a doctor's note), unexpected critical family emergencies, death in the family, quarantine, inclement weather or other urgent reasons as determined by the Assistant Principal for Student Services. All other lateness due to car trouble, oversleeping, traffic are not acceptable. *All notes must be presented at time of arrival.* It is the student's responsibility to obtain the proper note. Those students who are unexcused receive 3 demerits each time they are late to school. An accumulation of 3 unexcused latenesses will result in an after school detention.
- Any student with 22 or more unexcused latenesses for the year will be recommended for Conduct Summer School. Any senior with 22 or more unexcused latenesses for the year will not be permitted to participate in graduation ceremonies. Following the successful completion of Conduct Summer School, seniors would receive their diploma.
- Late arrivals and early dismissals for inadequate reasons will affect a student's ability to receive a perfect attendance award.

Early Dismissal

- A note, signed by the parent or guardian, must be brought by the student to the Student Services Office in advance. The note should include student name, section, student number, reason for early dismissal, time for early dismissal and type of transportation student will be taking home, e.g. parent will pick up or student will be driving.
- The early dismissal must be after the fourth period, or the day will be considered a day of absence. If the appointment is earlier the student must return to school.
- Students scheduled for early dismissal must report to the Student Services Office immediately prior to leaving the school building.
- Parents picking up their students must report to the Student Services Office to sign them out.
- No student is permitted to leave the building without the expressed permission of an administrator. Seniors and Juniors who are scheduled for eighth period study hall may obtain and complete the Early Dismissal Permission Form from the Student Services Office. Students who obtain permission will have their roster amended to reflect an early dismissal. Students remaining at school to participate in extracurricular activities must report to study hall until the end of 8th period.

BOOK BAGS

Students may carry a backpack/book bag throughout the school day. Backpacks/book bags must be appropriate and no offensive/suggestive/excessive decorations are allowed.

BULLYING

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to: intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, actions, rumors, false accusations, hazing, social isolation, and cyber-bullying.

Pope John Paul II High School is committed to creating a safe, caring, respectful learning environment for all members of the school community. Bullying in school is strictly prohibited and will not be tolerated. For the purpose of clarity, “school” includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Bullying also includes cyber-bullying through social media. Reported incidents of bullying during school hours, during school functions, or outside of the school day will be investigated promptly and thoroughly by school administration.

Any student victim or bystander, parent or other adult may initiate a complaint by completing a confidential reporting form and returning it to the Assistant Principal of Student Services.

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, parent conference, counseling, demerits, detention, suspension, expulsion, or referral to a local law enforcement agency.

Cyber bullying is described in the Technology Use Guidelines of the Responsible Use Policy for Technology. Students and community members who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Assistant Principal of Student Services who shall fully investigate reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school electronic device, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. Disciplinary action may include the loss of electronic device privileges, detention, suspension, expulsion or referral to a local law enforcement agency for verified perpetrators of cyber bullying.

CELL PHONES/ELECTRONIC DEVICES

Students' cell phones should be kept out of sight during academic activities, assemblies and in the hallways. Cell phones are not the approved academic device of PJP, however teachers may allow students to use apps of a cell phone for academic purposes. Individual teacher classroom policy may require a student to place their cell phone in a phone caddy during the duration of the class period. Students are required to abide by all individual classroom teacher cell phone policies.

Teachers may request students to use earbuds, AirPods, headphones for academic purposes, these devices may not be worn or visible outside the classroom environment. Any electronic devices that are confiscated will be returned at the end of the day at the Student Services Office.

Those who violate this policy may have their cell phone confiscated and demerits for disobedience and an after school detention issued.

CLASS CUT

A class cut is not attending a scheduled class, study hall, or lunch period.

CONTRABAND

Any item which is injurious to health, safety, or good order is considered contraband. The Assistant Principal for Student Services, in conjunction with the Principal, reserves the right to define and identify what is contraband. Examples include weapons, material considered pornographic, anti-religious or drug related. Weapons are never permitted. Anyone in possession of a weapon is liable for dismissal. “Toy Weapons” of any kind, even for “demonstration ” purposes may not be brought into school. Official school documents in the possession of a student who was not given the documents by the school official are considered contraband. **The school is not responsible or liable for any items that are confiscated, lost, or stolen.**

CONDUCT GRADE

Every student begins each semester with a 100 in conduct. For every violation the stipulated number of points is subtracted from the student's conduct grade. The number of demerits subtracted from 100 equals the actual grade in conduct. At grade 80, a student is placed on **Conduct Probation** and parents are notified. If the student attains 31 demerits they have failed conduct for the semester and he/she may be placed on **Conduct Contract**. A student who accumulates 61 demerits or more for the school year has failed conduct and is liable for dismissal. If a student who has accumulated 61 demerits is retained for the following school year, they will be required to attend **Conduct Summer School and placed on Conduct Contract for the following school year**. If a student does not attend Conduct Summer School when expected, they will be dismissed. Any senior who accumulates 61 demerits or more will not participate in commencement exercises.

A student will receive a specific number of demerits or detentions for any infraction of the school rules. Below is a list of infractions. Generally the number of demerits is assigned, but there are exceptions which depend on the circumstances. The list of infractions serves as a guideline and is in no way to be construed as a comprehensive list. Pope John Paul II High School reserves the right to provide disciplinary consequences for actions not listed. The Administration has final determination in all disciplinary matters.

- Late to Class 1 demerit
- Unexcused Late to School 3 demerits
- Accumulation of 3 Unexcused Late to School 1 after school detention
- Gum 2 demerits
- Dress Code 2 demerits
- Accumulation of 3 Dress Dress Code Violations 1 after school detention
- Disrespect 5 demerits/1 after school detention
- Disobedience 5 demerits/1 after school detention
- Academic Integrity Policy Violation 0 demerits/1 academic detention (1st infraction)
- Academic Integrity Policy Violation 5 demerits/1 after school detention (2nd infraction)
- Acceptable Use Violation 5 demerits/1 after school detention
- Out of Bounds 5 demerits/1 after school detention
- After School Detention Cut 5 demerits /1 Saturday detention
- Class Cut 10 demerits/1 Saturday detention
- Leaving School Grounds 10 demerits/1 Saturday detention
- Saturday Detention Cut 10 demerits/1 Saturday detention
- Tobacco Violation 10 demerits/1 Saturday detention

The following infractions are handled individually by the Assistant Principal for Student Services in consultation with the Principal:

- Academic Integrity Policy Violations Liable for Dismissal (multiple infractions)
- Contraband Liable for Dismissal
- Bullying/Harassment Liable for Dismissal
- Fighting Liable for Dismissal
- Mutual Respect Violations Liable for Dismissal
- Possession/Use of Drugs/Alcohol Liable for Dismissal
- Purchasing Drugs or Alcohol Liable for Dismissal
- Stealing Liable for Dismissal
- Truancy Liable for Dismissal
- Vandalism Liable for Dismissal
- Violations of Responsible Use Policy Liable for Dismissal
- Selling of Drugs/Alcohol Dismissal

CONDUCT CONTRACT

Contracts are based upon individual student discipline records and stipulate student expectations, limitations, and recommendations for assistance. A student under contract may not be eligible to participate in any sports, activities, dances, proms, etc., as specified by the contract. If a student fails to abide by the contract they may be liable for dismissal and/or not permitted to participate in graduation services. Parental signatures on the Conduct Contracts designate awareness of the contract.

CONDUCT PROBATION

A student on probation will not be permitted to participate in any sports, activities, dances, proms, etc for a period of 30 days.

CONDUCT SUMMER SCHOOL

The fee for a week of Conduct Summer School is \$100 or \$25 a day.

DAILY PROCEDURES

Morning Procedures

Students may arrive at school beginning at 7:00 am. Students arriving early must report to the Cafeteria. After the warning bell at 7:40 am students are to go to their lockers and then to their homerooms/classes. Students found on any floor other than the one their homeroom is on will be considered out of bounds. At 7:45 am a second warning bell will ring indicating that homeroom will begin in 5 minutes. Every student must be present in their homeroom by 7:50 am. Athletes may place their sports equipment into their designated locker before homeroom.

Homeroom Procedures

The time spent in the homeroom period is a limited but important time of day during which announcements are made and school business is transacted. Therefore, it is necessary that all students be present in the homeroom for the entire time unless there are official requests from school offices. Personal business should be transacted before school, during lunch periods, and after school. Students are held responsible for the contents of the daily announcements; hence the importance and necessity of silence and attention during announcements. The moderator checks attendance at the beginning of the homeroom period. It is absolutely necessary that the attendance record be accurate, every student must be in their assigned seat. If the name of a student who is present appears on the daily attendance, that student should report to the Student Services Office to have the record corrected.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an authorized Hall Pass. Students with restroom privileges must report to the nearest restroom on the same floor of their rostered class. The lavatories in the cafeteria are to be used by students scheduled for lunch.

Cafeteria/Lunch Regulations

Students must go to their lockers before going to the cafeteria for lunch and arrive within 5 minutes after the end of their prior class. Students are not permitted to go to their lockers once they have entered the school cafeteria for lunch. Students will move directly to their seats upon entering the cafeteria. Students choose a table at the beginning of the year and remain at the table for the rest of the year unless permission to move is granted by the cafeteria moderator. After all students are quiet, Grace Before Meals and announcements will be shared. Students will then be dismissed by their moderators to line up in the service area. Eating food in the service area before it is paid for is deemed to be stealing. Students may purchase food from the vending machines in the cafeteria during lunch. All other vending machines are off limits until 2:29 pm. After eating, each student is expected to clean up his/her area and deposit trash in the proper receptacle. Meals will not be served during the last 10 minutes of each lunch period. Weather permitting, seniors have the privilege of eating their lunch on the patio outside the cafeteria. No student may leave the cafeteria without the permission of the moderator. Food and beverages are not permitted in the classrooms or any other area outside of the cafeteria.

After School

Students remaining after school with teachers or to participate in extracurricular activities must remain in the designated moderated areas of the school building until their activity begins or their transportation arrives. Students are not permitted in unmoderated areas after school. Students waiting for an activity to begin or waiting for a ride after their activity ends must report to the Student Commons or the Panthers' Learning Center. The Student Commons is designated for those who want to socialize or work on academics. The Panthers' Learning Center is designated for academic purposes and students must follow the specific protocols outlined under the Panthers' Learning Center.

DETENTION

Notice is given at least 24 hours in advance to allow for necessary transportation arrangements. There are two forms of detention, afternoon detention and Saturday detention. When a student will serve his/her detention is determined by the Assistant Principal for Student Services.

Afternoon detention is from 2:40 p.m. to 3:25 p.m. on Tuesday. Parents are notified of after school detentions via PowerSchool alerts. Parents are strongly encouraged to pick up students at 3:25 p.m. so that problems of loitering do not become part of their discipline record.

Saturday detention is from 8:00 a.m. to 10:00 a.m. and a \$5.00 fee will be assessed. Students receive a letter indicating the date and time of their Saturday detention and the letter requires a parent or guardian signature.

Detentions precede practices for sports and activities. Failure to report to a detention will result in additional penalties.

Underclassmen who do not complete assigned detentions before the end of the school year must complete their detentions during Conduct Summer School. Seniors who do not complete their detentions will not participate in commencement exercises.

DRESS CODE

We firmly believe that attention to personal appearance is an important part of the maturation process for young men and women attending a Catholic school. The uniform expresses not only traditional values of economy, neatness and practicality, but also our unity as a community of learners. A person's appearance is a reflection of self-image and an indication of respect for self and others. In general it is our hope that the students of Pope John Paul II High School will make choices that reflect the standards of modesty and decency and keeping with the teachings of the Church.

Students are expected to be clean, well groomed, and dressed appropriately at all times. Regulation school uniforms **MUST BE** ordered through Flynn & O'Hara. The website for store locations is www.flynnohara.com.

Any student who presents him/herself in any way that is not in accordance with good taste and grooming will be sent to the Student Services Office, and his or her parents will be called. The student may be sent home to rectify the situation, or given an in-house suspension for the day.

The Assistant Principal for Student Services is the sole and final judge of what constitutes proper dress. Thus the school reserves the right to establish standards for dress for school time and its extracurricular activities. Blouses, shirts, pants, skorts, ties, shoes, stockings and socks are available in the Student Services Office. Borrowed items must be washed and returned. A student who violates the uniform code receives demerits and detentions, and may be excluded from school until the situation is corrected.

General Policies as Established by the Office of Catholic Education of the Archdiocese of Philadelphia

- Students are to come to school and leave school in full uniform unless they have been involved in after school activities. When there is a need to change clothes for school activities or work, students must use designated areas such as locker rooms or restrooms.
- Sneakers or athletic shoes may not be worn. If the student is unable to wear the school shoe, another dress shoe must be purchased and a note must be on file from the doctor or parent. Substitute footwear such as boots of any kind, sandals, flip-flops, shower shoes, and other casual shoes are not acceptable. Sneakers for gym class are worn only in the Gym, and only for the gym class itself.
- Students in Physical Education class must wear the gym uniform determined by the administration. Gym uniforms are available for purchase in our school store.
- Extreme hairstyles or hair dyes are not permitted for any student, male or female. Shaved heads are not permitted for either young men or young women. Gentlemen are not permitted to wear ponytails. For gentlemen, hair is to be clean and neat, may not fall below the shirt collar, and must not obstruct or cover their face or eyes.
- Students may not wear excessive jewelry or make-up.
- Small earrings, one earring in each ear, may be worn. Body piercings and gauges are not permitted on any student. This includes piercing of the tongue, eyebrows, lips and/or nose.
- No visible tattoos are permitted on any student. Clothing must cover tattoos.
- A student who violates the dress or hair code may receive demerits and remain out of school for a brief period until the situation has been corrected.
- Students representing the school at official functions must wear the regulation uniform.
- If a student has a serious reason for not wearing the full school uniform on a given day, he/she must bring a note from a parent or doctor to the Student Services Office. If the situation is long term, a note must be on file from the doctor or parent. The Assistant Principal for Student Services assigns the details of substitute dress.

Female Students

- An official PJPII plaid Flynn & O’Hara skort (www.flynnohara.com). The length of the skort **CAN BE NO SHORTER THAN ONE INCH ABOVE THE KNEE.**
- A white button-down blouse that is banded at the bottom (long or short sleeve). Sleeves may not be rolled up and all but the top button of the blouse must be buttoned. Girl’s banded shirts must be worn outside of the skort. Undershirts must be white, no words or logos and may not protrude below the bottom band of their blouse.
- Navy Blue opaque Flynn and O’Hara knee socks pulled to the knee optional from beginning of the school year until October 15, and during the 4th quarter.
- Navy blue opaque Flynn and O’Hara tights may be worn all year, but mandatory from October 15th to the beginning of the 4th quarter. Tights may be purchased in the Panther’s Den (school store).
- Navy blue school sweater, vest or blazer. The sweater must be worn in normal fashion not off the shoulders or tied around the waist.
- The regulation school shoe – burgundy, Classic Eastland Penny Loafers, or brown, Eastland Plainview Oxfords – sold by Flocco’s 110-114 Fayette Street Conshohocken, PA 19428 (www.floccos.com). Shoes must be tied and worn properly.

Male Students

- Official gray Flynn & O’Hara dress pants with belt (black). Pants must be worn around the waist.
- A white button-down collar shirt (long or short sleeve). Sleeves must not be rolled up and all buttons must be buttoned. Undershirts must be white, no words or logos. Shirts must be tucked in so the belt around the pants is visible.

- Official school tie for 9th to 11th grades. For classes 2021 and 2022 maroon tie, for classes 2023 and 2024 navy and gold striped tie. Seniors are permitted to wear an appropriate tie of their choice.
- Navy blue school sweater, vest or blazer. The sweater must be worn in normal fashion not tied around the waist.
- The regulation school shoe Nunn Bush - Bleeker Street (Black) sold by Flocco's, 110-114 Fayette Street Conshohocken, PA 19428 (www.floccos.com) with dress socks. The former male school shoes, Black Nunn Bush Penny Loafers and the Timberland Cardinal Black Oxford, are permitted for junior, and senior male students provided that they have already purchased them. Anyone purchasing new shoes for the 2022-2023 school year must purchase the Nunn Bush - Bleeker Street (Black) shoes.
- Males must be clean shaven. This includes mustaches and sideburns. Hair bleached or dyed hair is not permitted.

Male and Female Students

- Seniors have the option to replace the school sweater with a senior fleece specifying their graduation year purchased through the school. This is a privilege for seniors only. Only the fleece with their correct graduation year is permitted. Sport team fleeces are not permitted.
- Students have the option to wear an official Pope John Paul II High School golf shirt in place of the shirt, blouse, tie, and sweater between the start of the school year and October 15th and during the fourth quarter. This navy blue shirt with an embroidered school seal, sold in long and short sleeved, is available for purchase online at the Flynn O'Hara website and at the Flynn O'Hara Exton Store (Festival Shopping Center, Route 30 @ Whitford Road). Its use is an option, not a requirement. T-Shirts worn under the golf shirt must be white and may not protrude beyond the arms and waist of the golf shirt. School sweaters may be worn over the golf shirt, sweatshirts are not permitted.

DROP OFF AND PICK UP

All parents who drop-off students in the morning or pick-up students in the afternoon should enter the parking lot using the main entrance. At the first intersection turn right. Once you do so, follow the road until you reach the stop sign. At the stop, turn left and drive to the front of the school building. Students can be dropped-off/picked-up at the right side of the curb in front of the school. Parents waiting for students at dismissal may line up next to the curb, but please leave enough room on your left to allow other drivers to pass. When exiting the parking lot, especially during dismissal, please remember that buses have the right of way when exiting the bus loop.

Once the buses begin to exit, they have no stop sign. At this point, all drivers must wait until all the buses have left the loop before exiting. No one should try to merge into the line of buses. Once all the buses have left the loop, drivers may once again exit there.

ELEVATOR or PERMISSION TO LEAVE CLASS EARLY

Students who require the use of the elevator or who need to leave class early for medical reasons must present certification from a physician giving the reason and the duration of the request to the Student Services Office. Students will then be given a pass allowing access. Students may be granted permission to have one person accompany him/her if necessary.

EXPULSION

A student who is expelled from Pope John Paul II High School for disciplinary reasons is not permitted on the school property for the remainder of their high school years. This includes but is not limited to attendance at all school-sponsored activities (athletic events, dances, proms, meets, practices, etc.).

FIGHTING

Christian values espouse non-violence and Pope John Paul II High School will not tolerate physical violence, threatened, or actual. Fighting is forbidden in school, on school grounds, and on the way to and from school. Students who engage in fighting are subject to demerits, detention, suspension, or expulsion. The minimal consequence for a physical altercation includes 20 demerits, in/out of school suspension, conduct probation, and a conduct contract. If the incident is of a substantial and serious nature, those involved may be turned over to law enforcement authorities for prosecution. Students are expected to seek the assistance of a teacher, counselor, or the Assistant Principal for Student Services to mediate all disputes. Any student who, by passive presence, encourages a fight by providing an audience will also be subject to similar consequences. No reason will be accepted to condone or excuse a fight. The Assistant Principal for Student Services will determine the degree of responsibility for the fight. Factors such as premeditation, injury inflicted, and disorder will be evaluated. Faculty accounts of the fight will take precedence over any student accounts. Any student who brings an outsider onto the property for the purpose of fighting or intimidation will be subject to dismissal.

EMERGENCY PLANS

Emergency drills are conducted periodically as required by law. Misconduct or failure to cooperate during such drills is considered a serious infraction subject to disciplinary action. Silence is required at all fire drills both in leaving the building and on re-entering. Any student who signals a false alarm will be subject to dismissal from school. Likewise, any student who tampers with fire equipment will be subject to suspension or dismissal. Civil authorities will also be notified, and the violators will be criminally prosecuted.

Shelter in Place: In the event of a chemical or biological release, regional explosion, or severe weather all students report to their designated area on the lower level of the building.

Lockout: If there is the possibility of danger in close proximity to our school, the school ensures the exterior of the building is secure and all outside school activity is safely brought back into the safety of the school building. Entering and exiting of the building becomes restricted and controlled. Depending on the circumstances, school functions and operations may continue as scheduled.

Lockdown: If high risk activity moves onto the school campus, an immediate lockdown will be initiated by the School Administration. Directives to the student body will be supplied depending upon the nature of the circumstance. Should lock down occur, no one would be permitted to enter or exit the building until the situation is resolved.

Limerick Generation Station Plan: Pope John Paul II High School has developed plans to protect students should an incident at Limerick Generating Station require a protective response. Please refer to the Limerick Emergency Plan posted under the Parents tab on our webpage (www.pjphs.org) for details.

HARASSMENT

Harassment in any form is unacceptable conduct and will not be tolerated. Any pervasive, unwelcome action, physical, verbal or written, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member or anyone within the school community is prohibited by this policy.

Harassment because of a person's sex, race, age, creed, national origin or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.

Sexual harassment can result from unwanted sexual attention, sexual advances and comments or requests for sexual favors. Examples include:

- Threatening adverse action if sexual favors are not granted.
- Promising preferential treatment for sexual favors.
- Unwanted physical contact.
- A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language.
- Display of sexually suggestive objects or pictures.
- Unwelcome notes, e-mails and other communications that are sexually suggestive. If the unwanted behavior in question does not fit into the above categories but is the inappropriate sexualization of an otherwise nonsexual relationship it will be considered as sexual harassment.

A hostile environment may include:

- Sexual pictures, calendars, graffiti, or objects.
- Offensive language, stories, jokes, gestures, noises, or comments.

Procedure for reporting violations:

1. Violations involving a student shall be reported immediately to the Assistant Principal for Student Services for investigation.
2. Violations involving an employee shall be reported immediately to the Principal and /or designee.
3. Sanctions for violations of this policy may be progressive in nature and include:
 - Referral to counseling;
 - Conference with Principal and /or Assistant Principal for Student Services;
 - Roster reassignment if possible;
 - Demerits and/or suspension;
 - Expulsion/termination;
 - Referral to the criminal justice system for possible sexual violation.
4. The sexual harassment investigation will follow the Archdiocesan Policy for Sexual Harassment.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. Appropriate action will be taken when warranted, up to and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

IDENTIFICATION CARD (ID) & SECURITY ACCESS CARD

Students are required to wear their Pope John Paul II High School ID card and security access card around their neck, toward the front, and visible at all times. These cards should be in the clear case connected to the official Pope John Paul II High School lanyard. A fee of \$30.00 will be assessed for replacing a lost or damaged access card. A fee of \$5.00 will be assessed for a student ID card. School lanyards (\$3) and cases (\$0.50) are available in the school store. Students will be issued 2 demerit dress code violations for not wearing their ID card. Pope John Paul II High School ID cards are required for admission to home athletic and social events. Pope John Paul II High School Access Card is required for entrance to specific areas of the building. Students will receive a new ID access card each school year. Both school ID's and access cards will be collected at the end of the school year and will be returned the following school year.

INCLEMENT WEATHER

Pope John Paul II High School utilizes the School Messenger Broadcasting System to notify all households and parents by phone and email within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. School closing information will be reported on the PJP web site (www.pjphs.org), on the PJP Facebook Page, Fox 29, KYW 3, and KYW Radio.

Those students who ride public school buses must determine if transportation will be available by following their local district announcements.

- If PJP has a delayed opening but other school districts are busing at the regular time, students may report to school at the regular time unless otherwise specified through our School Messenger Broadcast. The building will be open and supervised.
- If a student is transported by their local school district and they have a delay, but PJP does not, student lateness will be excused.
- If a student is transported by their local school district and they are closed, but PJP is not, students from that district are excused for the day. In these instances, we do encourage the students to report for the day if an alternative mode of transportation is safe and accessible.
- When there is early dismissal because of inclement weather, students will be dismissed by district as each district notifies us and arrives for pick-up. This includes students who have an alternate means of transportation. Students must be prepared to show their school ID verifying their School District upon dismissal. Early dismissal days are accompanied by an inordinate amount of phone calls and emails from parents hoping to pick up their child early or allow their child to leave early. In addition students report to the office indicating that their parents texted them. **Our attention will be focused on the coordination of safe transportation for our students during early dismissals. PHONE CALLS FOR EARLY DISMISSAL ON INCLEMENT WEATHER DAYS WILL NOT BE ACCEPTED. Parents may only pick up their own children unless otherwise noted via our Authorization for Student Pick Up Form. Please make every effort to plan ahead. If you are concerned about your student driver, please consider having them take the bus or requesting an early dismissal via notification IN WRITING prior to the start of the school day.**

Parents are strongly urged to encourage their son/ daughter to use public school transportation instead of driving to school if the weather is questionable. **STUDENTS MAY NOT RIDE A BUS FROM A SCHOOL DISTRICT THAT IS NOT THEIR OWN.** The school assumes no responsibility for students who ride home with another student, with or without parental knowledge.

LOCKERS

Each student is assigned a locker by the Student Services Office. New students to the school are provided with a lock before the school year begins; this lock is to be used by the student for all four years. Any student who misplaces a lock must purchase a new one in the Student Services Office. The cost of a new lock is \$10 and the cost of a previously used lock is \$5. The cost of a replacement lock will be charged to FACTS. Any other lock placed on a school locker will be removed by the school administration. Students are forbidden to share lockers, use unassigned lockers, or exchange combinations. The school is not responsible for articles lost in school, especially when students share lockers, exchange combinations, or leave their lockers unlocked. Any damage to a locker is to be reported to the Student Services Office. If it is judged that the damage is due to misuse of the locker, the student to whom the locker is assigned is responsible for the cost of repairs or replacement. Students are not permitted at their lockers during class periods unless they have a hall pass. The administration possesses the legal right to search a student's locker, its contents, and/or a student's personal belongings. This right is necessary for the good order of the school. Any student who does not have a lock on their locker by September 17th will have a school lock placed on their locker by administration. Access to the locker will be permitted when the student returns to school with their own school lock or payment for a new lock is received.

LOST AND FOUND

Lost textbooks and articles may be claimed in the Student Affairs Office, next to the cafeteria.

MUTUAL RESPECT POLICY

Pope John Paul II's Mutual Respect Policy exists to maintain a learning and working environment which promotes respect for each of its members. It is the responsibility of each member of the PJPII community to maintain acceptable standards of personal behavior so that our school environment is free from bullying, harassment, and intimidation. This policy covers mutual respect in general but also includes offensive behaviors. Any verbal, physical, or written behavior directed toward the sex, race, age, creed, national origin or disability of another individual or group will result in consequences according to our discipline policy. Parents will be notified. Second offenses will be considered bullying/harassment. Please see the bullying and harassment policies for additional details.

Definition:

A mutual respect violation is defined as verbal, visual, or physical conduct that interferes with work performance or creates an intimidating, hostile or offensive environment. A mutual respect violation may include offensive or unprofessional language, stories, jokes and hazing actions/statements or written material directed at another's age, sex, religion, national origin, physical appearance, sexual orientation or other protected status. While these statements, remarks, or written materials are often not intended to be harmful, their effects can be detrimental.

All members of the Pope John Paul II community should understand that this policy applies to each and every student, employee (full-time, part-time and temporary) and volunteer. Violations of this policy will not be tolerated. Offensive behavior will be cause for immediate and strict disciplinary action up to and including expulsion for students, and up to and including disciplinary action by the Diocesan Office for staff.

NARCAN POLICY

Narcan is a highly effective medication that may reverse a potentially fatal opioid overdose. Narcan may be administered in the event of a life threatening emergency.

PARKING AND DRIVING REGULATIONS

Any vehicle a student brings to school must be registered in the Student Services office and must display the proper permit issued by the school, on the rear view mirror. Permits must be purchased every year through the Student Services Office at a cost of \$50.00 per year.

- Students must park in the numbered space that is indicated on their permit.
- Cars parked without a permit or parked in another student, visitor, faculty/staff or an Administrator's spot will receive a \$25.00 fine and are subject to towing.
- Students must obey all traffic laws on school property.
- Speed limit is 10 mph. Stop at all stop signs.
- Buses have the right of way. No one should merge into the line of exiting buses.
- No parking in the fire lanes or bus lanes.
- Parking lot and student vehicles are off limits during school hours.
- Students must enter the school building immediately after arrival. Students are not to sit or hang around cars in the lot, before, during or after school. Doing so, will result in demerits for out of bounds.
- Students must not park or loiter in the private development directly across from the main entrance. Doing so, will result in demerits for out of bounds as well as any consequences the private community renders with law enforcement.
- For the safety of all drivers on the property, ball playing of any kind is **NOT** permitted in the parking lot.
- In the event of snow – no throwing snowballs or climbing on snow piles in the parking lot.
- The school is **NOT** responsible for stolen articles, accidents, or damages that take place on school property.
- Students are expected to change clothing in locker rooms or restrooms, they are **NOT** permitted to change their clothes in the parking lot or in their cars.

Reckless driving, speeding, or violation of the above rules is subject to suspension of driving privileges and/or demerits.

PREGNANCY AND ABORTION POLICIES

Parents must contact the Guidance Director as soon as they learn of the pregnancy to arrange an interview. A note from the obstetrician must be on file with the school nurse and the Guidance Director. The Guidance Director may suggest programs/counseling to help the student manage the many changes about to occur. The student must continue to attend counseling and support groups as determined by the Guidance Director. Fathers who attend archdiocesan schools must attend counseling.

A note from the obstetrician will generally be respected regarding school attendance. If enrolled in physical education, the student will be excused from the regular program for the duration of the pregnancy and for as long after birth of the baby as the obstetrician deems necessary. Special projects and written work may be required. Once the student is near her expected delivery date, the Office of Academic Affairs should be contacted for assignments.

The school uniform must be worn. Modifications may be made on an individual basis. The Assistant Principal for Student Services will advise what modifications may be made when appropriate. The student may return to school as soon as the obstetrician deems it advisable. A note must be provided before being readmitted. Excessive absence during this time may seriously hinder the student's academic success.

The abortion policy is on file in the Principal's Office.

PUBLIC DISORDER

The school reserves the right to judge actions of students which bring disgrace to the school. These rights cover behavior during dances and proms, athletic events, extracurricular activities, times when school is not in session, times when a student represents the school or is readily identified as attending Pope John Paul II High School. Students using the internet or any other means to defame or threaten the school, faculty, or other individuals will be liable for serious disciplinary action including dismissal.

SCHOOL AND THE LAW

If a student is arrested for any reason the Administration has the right to review acts and dismiss said student. The Administration has the right to consider the good of the community.

SMOKING/ VAPING/ TOBACCO VIOLATION

Smoking is not permitted within the school building or on school property, before, during or after school. Any student in possession of cigarettes, vape pens, and/or chewing tobacco will be charged with smoking and will receive 10 demerits, an in-school suspension and a fine of \$25.00. Students on sports teams will not be permitted to participate on the date of their in-school suspension. Students who violate this policy a second time will receive 20 demerits and will automatically be placed on conduct probation. All articles considered contraband will be confiscated. Students in possession of vapes containing substances other than nicotine will receive consequences according to the Substance Abuse Policy. Vaping devices will be tested to confirm contents.

SUBSTANCE ABUSE POLICY

Purpose: Recognizing the physical and psychological dangers caused by drug and alcohol use, the substance abuse policy is a concerted effort to respond effectively to the potential and current uses of drugs, alcohol, and mood altering substances. It is the intent of this policy to support the concept of drug free schools. Along with discipline, the policy outlines a process to help the student, mindful also of the school's commitment to protect the health, safety, and welfare of the entire student body.

Procedure: All employees and persons responsible for the health and welfare of students while on school property or while involved in any school related activity shall follow these procedures and guidelines.

Violation of Policy: The policy is violated when any student or visitor unlawfully uses, possesses, distributes or attempts to distribute drugs, drug paraphernalia, alcohol, or any mood altering substance or simulated medication on school premises or at any school activity or while traveling to and from any school or school related activity. The school reserves the right to conduct a reasonable search under the circumstances of any individual whom the school suspects is in possession of drugs, alcohol, or mood altering substances while on school premises. A school administrator, in the presence of a school witness, may conduct such a search. Should the search result in information that the drug policy has been violated, the appropriate law enforcement agencies will be notified of the results of the search. A mandatory drug test may be required if a student is found to be in possession or appears to be under the influence of a controlled substance.

Student Assistance Program: In instances where, a student seeking help voluntarily and who is not under the immediate influence or in possession of an illegal substance, discipline is not applicable. Rather, in such instances, an intervention plan will be developed and implemented at the administrator's discretion in conjunction with the intervention specialist and the Student Assistance Team.

Disciplinary Procedures:

1. Any employee who suspects a student of being in violation of the drug and alcohol policy has the responsibility of immediately notifying, and or taking the student to a building administrator or their designee. When involved in a school-related activity off-campus the employee will ensure that the student is taken to the professional staff member supervising the activity and an administrator will be notified immediately. All personnel involved will keep knowledge of this investigation and its resulting procedures in confidence.
2. The administrator may arrange for an examination by police and/or medical staff to determine whether the student is under the influence of an illegal drug or alcohol.
3. After investigation of the situation concerning a student, the parent(s) will be notified if the investigation indicates substance abuse, and medical assistance will be obtained if necessary.
4. Upon admission or confirmation of the policy violation local authorities will be notified and the following procedures will take place:
 - The student will be referred to the building student intervention specialist and the Student Assistance Team. Students will be required to have an assessment completed by the school drug and alcohol consultant or a licensed substance abuse facility. The student will be required to complete the treatment program designated by the assessor and confirmation of that will be provided to the school. School based support group participation may be part of the intervention plan.
 - An offense against the drug policy will result in a suspension. Should there be a second offense, the student will be expelled from the school. The school's decision in response to the first or second offense is final and not subject to review or appeal.
 - Suspension of school athletics and activities.

Any student who is observed to be in possession of or using drugs, alcohol or tobacco products by a coach, faculty member, or administrator, or a coach, faculty member, or administrator from a competing school will be immediately dismissed from his or her respective team for the remainder of the season. The school's decision is final and not subject to review or appeal.

Any student who is observed to be in possession of or using drugs, alcohol or tobacco products while participating in a school related activity will be liable for dismissal from that activity for the remainder of the academic year. The school's decision is final and not subject to review or appeal.

Students who are members of the National Honor Society or Student Council are by virtue of their position held to a high standard of ethics, and if observed to be in possession of or using drugs, alcohol or tobacco while participating in a school function will lose their privilege of membership. The school's decision is final and not subject to review or appeal.

Non-compliance:

Students failing to comply with the discipline policy regarding substance abuse will remain suspended from school and all school functions until such time that they comply with the support plan directed by the administrator and the intervention specialist. Failure to comply will result in eventual dismissal.

Distribution: Students found to be involved in the distribution of any illegal substance, look-alike drugs or alcohol will be detained and referred immediately to the proper law enforcement agency. Parents will be notified of such action, and the student will be expelled from school. The school's decision is final and not subject to review or appeal.

TELEPHONE

In case of legitimate need, a student may go to the nearest administrative office and ask to use the telephone.

TRANSPORTATION/BUSING

These districts will bus to Pope John Paul II High School:

Boyertown	Owen J Roberts	Spring-Ford
Methacton	Perkiomen Valley	Souderton
Norristown	Phoenixville	Upper Merion
North Penn	Pottsgrove	Upper-Perkiomen

Students who are new to PJP should notify their local school district to ensure they are registered for transportation. **STUDENTS MAY NOT RIDE A BUS FROM A SCHOOL DISTRICT THAT IS NOT THEIR OWN. NOTES WILL NOT BE ACCEPTED.**

Pope John Paul II High School fully cooperates with the public school districts regarding the busing of students. A student will be subject to disciplinary action for misbehavior on school buses. Continual and/or significant behavioral issues may result in loss of riding privileges. Questions may be directed to The Assistant Principal for Student Services at 484-975-6500 ext 3014.

TRUANCY

Truancy is defined as an unexcused absence from school without parental knowledge. Students who are truant will receive demerits and/or be reported to authorities.

UNIVERSAL SEARCH POLICY

To protect the safety and welfare of students and school personnel, school authorities may question and search a student, his / her personal effects, lockers and vehicles used by the student and may seize any illegal, unauthorized, contraband materials discovered in the search.

VANDALISM

Any damage to school property or the property of others will not be tolerated. Students who engage in vandalism may be subject to dismissal and are required to pay full restitution.

VENDING MACHINES

Vending machines are available for student use in the cafeteria, auditorium lobby, and gym lobby. Those located in the auditorium lobby and gym lobby have been placed there with the intention of providing sustenance to those students who remain after school for extracurricular activities. Students may not visit vending machines in the auditorium or gym lobby until the school day ends at 2:29 pm. Students may use the vending machines in the cafeteria in the morning before homeroom begins at 7:50 am and during their regularly scheduled lunch period. Students visiting vending machines at inappropriate times will be issued 5 demerits and an after school detention for out of bounds.

VISITORS

All those entering Pope John Paul II High School who are not members of the faculty, staff, or current student body, are deemed as visitors. All visitors upon entering the building must report immediately to the main entrance lobby, sign the guest book, and receive a visitor's pass. Visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into our Raptor system. If a visitor does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campus without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our school simply to drop off an item in the office or pick up paperwork.

OFFICE OF GUIDANCE AND COUNSELING

The Pope John Paul II Guidance Department believes that each student is a child of God, and therefore possesses inherent worth and dignity. Each person is important, regardless of who he/she is or what he/she can do. All students have the ability to grow and can be helped to make choices that will lead to a deeper maturity. At times, the student may need assistance to develop his/her potential more fully. The essential function of the Guidance Program at Pope John Paul II is to help each student to know himself/herself and to make choices suited to meet his/her needs.

The counselors and staff in the Guidance Department are available to assist each student as they grow and mature in understanding themselves and their environment at Pope John Paul II. They are dedicated to assisting students in their decision-making process with regards to their education, career, personal, and spiritual growth. In order to facilitate this process, each student is assigned a counselor upon entering Pope John Paul II. The counselor is the student's advocate and contact during their years at Pope John Paul II. Students may request an appointment with their counselor at any time. Counselor assignments are published on the school website as well as distributed at the beginning of the school year. The Guidance Department welcomes parent involvement. Parents who wish to make an appointment are requested to contact their child's counselor directly. Emergency requests by students are always handled immediately.

The services offered by the Guidance are varied and are designed:

- To offer support and guidance as the student participates in the high school experience.
- To advise and guide in selecting an appropriate vocation and/or career.
- To aid and advise in the search of post secondary education and to facilitate and provide support during the students application process during their senior year.
- To serve as the clearinghouse for information regarding SAT/ACT registration, NCAA Eligibility procedures, Scholarship opportunities, and Financial Aid.
- To maintain the college and career library resources and provide computer assistance with online applications in the Guidance Suite.
- To schedule cafeteria visits and maintain contacts with college admissions representatives.
- To interpret standardized test scores and how best to use the information the tests provide, including the PSAT, SAT, and ACT tests, and various career interest tools.
- To provide notices of part-time and full-time jobs.
- To assist with academic and disciplinary concerns.
- To offer counseling in personal matters and interpersonal relationships.
- To realize the limits of the school counseling services and to provide referral sources when the need arises for extensive counseling.

The Commonwealth of Pennsylvania provides a variety of services to students under Act 89 such as; remedial reading, remedial mathematics, counseling, and evaluations with a school psychologist. These services are provided through the Montgomery County Intermediate Unit.

COLLEGE PREPARATION

The Guidance Department works in conjunction with classroom teachers to present lessons for students at each grade level to develop an understanding of themselves and use the Naviance suite to assist them with career exploration, college searching, and the college application process. Lessons in 9th and 10th grade focus on self discovery. In Junior year, the focus shifts to College Searches. Classroom presentations are made that are then reviewed and discussed in depth with students during their Junior Interview in the spring semester. During the

Junior Interview, the counselor will discuss the college application process with the student, review the student's academic profile (transcript, test scores, course selections) and help to develop a post-secondary plan. At the start of the school year, counselors visit the Senior classes to review the process and will also schedule Senior Interviews with students to check on the progress the student has made, and to assist with finalizing and processing the students applications.

Informational sessions are held on evenings and weekends for students and parents throughout the school year including but not limited to: parent seminars on college applications and financial aid, the College Admission Symposium, and college fairs.

The SAT and ACT generally cover the same topics. Both ACT and SAT scores are used for college admissions decisions and awarding merit-based scholarships. Most colleges do not prefer one test over the other. Plan to take either test at least 3 times. The general recommendation is to take them at least twice during the spring of your junior year and then at least once during the fall of your senior year.

COLLEGE REQUIREMENTS

Students must meet the following admissions requirements for most state colleges/universities. Community college admission standards are not as rigorous - however, to avoid remediation at the college level, the following course pattern is still recommended.

4 years English

3 years Math (4 **strongly** suggested)

3 years Social Studies (4 **strongly** suggested)

3 years Lab Science (4 **strongly** suggested)

*2 consecutive years World Language/Art/Music/Career and Technical Studies

*(minimum of 2 consecutive years of World Language **strongly** suggested)*

**Most colleges/universities require two consecutive credits of World Language. Some colleges will accept any combination of World Language, Art, Music or Career and Technical Studies.*

COLLEGE STANDARDIZED TESTING

PSAT INFORMATION

All 9th, 10th, and 11th grade students will take the PSAT 9, PSAT, and PSAT/NMSQT tests respectively in October. All 11th grade scores on the PSAT/NMQST will determine a student's eligibility to enter any National Merit Scholarship Programs and competitions.

SAT/ACT INFORMATION

SAT REGISTRATION SITE: www.collegeboard.org

ACT REGISTRATION SITE: www.actstudent.org

Remember to designate Pope John Paul II High School as your current school by using our CEEB code when you register for either test. Our code is **394-303**.

GRADUATION REQUIREMENTS

Pope John Paul II High School will award a diploma to students for the successful completion of the prescribed course of studies outlined in the Academic Affairs section of the handbook.

THE HIGH SCHOOL GUIDANCE EXPERIENCE

Throughout the student's high school experience, guidance counselors are available to assist with any barriers to success. While each individual student experience will be different, each student will at a minimum experience a personal interview with their guidance counselor each academic year and participate in classroom guidance lessons designed to help students grow academically and socially with the primary focus of each year as follows:

9th grade

- Transition to high school
- Developing good study habits and healthy peer relationships
- Encouragement to get involved in activities

10th grade

- Strengthening and maintaining academic performance and peer relationships
- Maintaining involvement in extracurricular activities
- Begin career exploration

11th grade

- Continued maintenance of good grades, study skills and peer relationships
- Encouragement to engage in extracurricular leadership opportunities
- College searches and post-secondary planning

12th grade

- Assistance and oversight of the college application process
- Stressing the importance of maintaining strong academic performance and extracurricular engagement.

The Guidance Counselor will schedule the one-on-one appointments. Any student who wishes to make any additional appointments or needs to see their counselor before their scheduled time can request an appointment with their counselor by sending them an email appointment request.

INTERVENTION SERVICES

C.A.R.E. PROGRAM

“Dear young people, let yourselves be taken over by the light of Christ, and spread that light wherever you are.” –Saint John Paul II

In a continued and committed effort to meet the needs of all students, Pope John Paul II High School has created and implemented the CARE (*Collaborative at Risk Evaluation*) Program. CARE is designed to review the academic and behavioral issues of students, as referred by PJP professional personnel (teachers, counselors, nurses, and administrators), and to implement strategies and interventions in an effort to address the challenges of students as we collaboratively strive to help every child successfully reach their potential. These services include consultative, evaluative and prescriptive services for students who are experiencing academic and behavioral difficulties. The CARE Team is comprised of the PJP administration, school counselors, and school nurses.

CRISIS POLICY

When the guidance staff is informed by a student or staff member of concerns regarding a student's behaviors, comments and/or recent mood the following procedure is followed:

1. The counselor will meet with the informer to gather all reasons for concern. This could include conversations that they have had with the particular student, text messages, and/or photos they have received from them or viewed on the internet and/or social networking mediums.

2. The counselor will meet with the student of concern individually to determine the severity, validity, and nature of the situation. During this conversation the counselor informs the student that a phone call home needs to be made to inform their parents of the concerns that were raised. The student is present when the counselor calls the parents. If the parents are already aware of the situation and already have a plan in place to get the student assistance, then the student is dismissed back to class and the counselor follows up with them periodically as needed. If the student is found to be in a state of crisis and poses a potential risk to themselves or others, during that conversation with the parents they will be told that the student must be picked up immediately and an emergency evaluation must be completed before the student is allowed to return to school.
3. The Director of Guidance and Assistant Principal of Student Services will be informed of the situation and outcome.

STUDENT ASSISTANCE PROGRAM (SAP)

SAP is designed to improve the quality of education in our schools by providing assistance to students troubled by mental health or drug/alcohol related problems. Utilizing school staff and community resources, SAP focuses on identifying student behavior which adversely affects learning. SAP is coordinated by a group of concerned members of the professional staff who have received training in recognizing student behaviors that inhibit educational growth.

Referrals to SAP may be made by school staff, a student's parents, guardians, peers, by the student themselves, or any other concerned individual such as a minister, priest or rabbi. Referrals are made when success in school is affected by personal problems and /or inappropriate behavior. Referrals are kept confidential and are made by contacting any member of the SAP Team. After receiving the referral the SAP Team collects information from the members of the professional staff who may have contact with the student. Parents are also contacted and encouraged to participate in the SAP process. An individual interview may then be conducted with the student and in some instances with his or her parents or guardians. The SAP Team might next meet with the student and his or her family to present recommendations based upon all the information which has been gathered. The SAP Team might continue to monitor and to provide support for the student. Confidentiality between the student and school personnel will be respected and maintained with the best interest of the student.

NCAA ELIGIBILITY REQUIREMENTS

Divisions I and II Initial-Eligibility Requirements

Divisions I and II student-athletes are subject to academic initial-eligibility standards, which take into account standardized test scores, number of core courses taken in high school and the grades earned in those core courses. In addition to NCAA requirements, they also must also meet the unique acceptance requirements of the university they plan to attend (those requirements may exceed NCAA standards). Students should speak with their counselor about their performance and specific requirements and be aware that not all courses required by Pope John Paul II High School are considered core courses by the NCAA. The Eligibility Center will recalculate the student-athletes GPA considering only those credits approved by the NCAA.

For more specific and detailed information about the eligibility requirements for each division, please visit the NCAA Eligibility Center website at: <http://web3.ncaa.org/ecwr3>.

SELECTIVE SERVICE REGISTRATION

Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service.

THE OFFICE FOR HEALTH SERVICES

CONCUSSION POLICY

The mission of Pope John Paul II High School Concussion Management Team (PJP CMT) is to ensure each student who is diagnosed with a concussion receives the best possible care that a Christian, academic-based, learning institution can provide. PJP takes a proactive approach in managing concussions in the school setting so that each student can resume his/her pre-concussion activities and lifestyle as soon as possible.

PJP's Concussion Management Team (CMT) works in conjunction with the teachers to assist each student in appropriately resuming his or her academic routine and workload. The CMT consists of

- Administration
- Guidance Department
- Nurse
- Athletic Department
- Athletic Trainer

The PJP CMT's provides the resources necessary to help each student meet his/her academic requirements, based on PJP's philosophy and mission statement, and supports each student as he or she returns to his or her full pre-concussion potential.

If a parent or guardian, school nurse, trainer, or coach believes that their student has a concussion, he or she will be removed from practice, competition, or activity to be evaluated by a licensed physician (MD or DO) who is trained in the evaluation and management of concussions. Early detection and management is the key to preventing other conditions, such as, post-concussion syndrome and second impact syndrome.

It is important for parents and guardians to be familiar with the signs and symptoms of a concussion. For more information on what a concussion is and the guidelines of concussion management please see www.cdc.gov/concussion or [Section IV of the PIAA Handbook: Sports Medicine Guidelines](#).

As an official diagnosis is obtained, the following information is needed to provide the best possible care to each concussed student:

- Concussion Management Checklist (completed by parent)
- Consent to Obtain/Release of Information (completed by parent)
- Return to Academics Form (completed by physician)

To locate these forms, please see the PJP Concussion Policy located on the PJP website under the "Student Services" tab (select Health and Wellness).

PJP will update its faculty and staff on current concussion management procedures and best practices in the classroom. All head coaches are required to complete PIAA and NFHS sanctioned courses annually.

*All of PJP's policies are based on recommendations from the Centers of Disease Control, the Pennsylvania Interscholastic Athletic Association (PIAA) and the National Federation of High School Associations (NFHS) rules and regulations.

IMMUNIZATION REQUIREMENTS

All students who attend Catholic schools are required to receive all vaccines that are identified by Pennsylvania Law. The provisions require that all students in **secondary schools** have the following vaccinations:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday; Usually given as DTaP, DTP, DT, or Td)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella (Usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) or evidence of immunity
- 1 dose of tetanus, diphtheria, and acellular pertussis (Tdap)
- Meningococcal Conjugate(MCV or Menactra): 1st dose given in 7th grade (required for entrance into high school); Second dose required at age 16 or entry into 12th grade

Medical exemptions from a physician are accepted when immunizations would endanger life or health. The Policy does not recognize exemptions for religious, moral, or ethical reasons.

In addition to these vaccinations, all international students from areas of high risk must have tuberculosis screening in the United States.

MANDATORY 11th GRADE PHYSICAL EXAMINATION

The Pennsylvania Department of Health requires students in the 11th Grade to have a physical examination. The medical examination required by School Health Act includes assessment of blood pressure, skin, teeth, hair and scalp, ear, nose and throat, lymph glands, heart, lungs, abdomen, extremities, neuromuscular system, male genitalia, the spine and history of concussion.

Physical exam forms are available on the school website under Health and Wellness. **Please have your doctor complete the form and return to the attention of the school nurse no later than September 30th.** *We can accept a physical dated anytime within the previous school year.*

The PIAA sports physical will be accepted in place of the State physical form: *Make a separate copy of the PIAA physical form, attach a current immunization record and label the envelope Attn: School Nurse.*

STUDENT ILLNESS

If a student becomes ill at school, the student should obtain a pass from the teacher to report to the nurse. In the nurse's absence, the student must report to Student Services. If it is necessary, parents will be called. For this reason, it is important to keep the Health Emergency Information form (completed at the beginning of each school year) up to date. If a student needs medication during the day parents should do the following:

- Complete the form "Authorization for School Medication Administration" which requires both *PARENT and PHYSICIAN* signatures.
- Parent/Guardian should *HAND DELIVER* the medication to the school in the labeled prescription bottle and/or original over the counter container. **ALL MEDICATIONS MUST BE DISPENSED IN THE NURSE'S OFFICE WITH THE EXCEPTION OF INHALERS AND EPIPENS. NO STUDENT SHOULD BE CARRYING ANY OTHER MEDICATIONS IN SCHOOL.**
- If the medication is to be changed or discontinued, notify the school nurse in writing with a physician's note and your written instructions.
- Provide the school with a written list of all medication currently taken by the child.

OFFICE OF STUDENT AFFAIRS

PHILOSOPHY AND MISSION

Pope John Paul II High School strives to educate students both in and out of the classroom. The Office of Student Affairs oversees and coordinates the education outside of the classroom through activities, clubs, teams, and organizations. Through the efforts of students, parents, teachers, coaches, moderators and staff every student is given the opportunity to develop: intellectually, spiritually, morally, physically, emotionally, and socially. Every student is strongly encouraged to participate in extracurricular activities in search of their God-given talents and interests.

Requirements

- All clubs and organizations must be recognized by the Assistant Principal for Student Affairs; with the final approval coming from the Principal.
- All clubs and organizations must have a moderator who is selected and approved by the Assistant Principal for Student Affairs and the Principal. Student supervision is imperative.
- Membership must be open to all students, unless it is an honor society with specific requirements or has a purpose that requires qualifications.
- All club, organization, and team funds must be held in the school account and follow school financial procedures. Funds should be raised and expended only for worthy purposes. Fundraising or soliciting must be approved by the President.
- Students are expected to behave in a respectful and responsible manner upholding the ideals of Pope John Paul II High School. Students who attend school sponsored events are accountable to the Pope John Paul II Code of Conduct, regardless of the place of the event.
- Students are required to wear the school uniform when participating in school sponsored activities off-campus, unless specifically recommended otherwise.
- There will be times during the school year when students are ineligible to participate in or attend activities or sports. Ineligibility will likely be the result of failure to meet the minimum requirements related to: (A) attendance; (B) academics; (C) discipline; and/or (D) finances. Below you will find further detail and clarification of minimum requirements. The Assistant Principal for Student Affairs has the final right of interpretation regarding participation in and/or at school events.
 - A) Attendance in school is a prerequisite for participation in school activities. If a student is absent on a school day, he/she may not participate in school activities or sports practices that day. Students must be in a minimum of 4 (four) periods to be considered present and eligible. Please refer to the Absent and Lateness sections of the handbook under Student Services.
 - B) Students must maintain certain academic standards to be eligible to participate in extra and co-curricular activities. Refer to the “**ACADEMIC INELIGIBILITY**” section of the Academic Affairs portion of the handbook for further clarification.
 - C) There are several discipline situations which may cause a student to be ineligible. Please refer to the Student Services section of this handbook.
 - D) Tuition must be current and school fees must be paid in order for students to participate in certain programs. Purchasing a school ring, attending the proms and class dances and participation in graduation ceremonies are examples of privileges, which require financial obligations to be current in order to participate.

ANNOUNCEMENTS

All announcements for the PJPTV Club and public address system must be emailed to the PJPTV Club prior to seventh period the day before the announcement is to be made. Only the moderator of an activity may submit an announcement and all announcements must come from the moderator's email address. The current day's announcements are posted daily on Schoology. A printed version is posted daily in the cafeteria on the bulletin board by the Student Affairs Office.

CLASS RINGS

The school ring design and the name "Pope John Paul II High School, Upper Providence, PA" or any of its forms are protected by copyright laws. The school name and ring design may not be used without explicit written permission from the principal. The official Pope John Paul II High School ring may be ordered through Jostens, who is the exclusive ring provider for all Archdiocesan High Schools. A deposit will be needed at time of order. Please be aware that all tuition and fees must be paid in full in order to receive a ring. Rings will be blessed and distributed at a special Mass for the Junior class and their families. All students will receive a class pin and certificate, even if a ring was not purchased. **Participation in the Class Mass is mandatory for all members of the Junior Class in order to attend the Junior Prom.**

CLUBS AND ORGANIZATIONS

Please check the school website under the Student Life tab for up to date information concerning clubs and organizations at PJPII.

COMMENCEMENT ACTIVITIES: Baccalaureate Mass and Graduation

The Baccalaureate Mass and the Graduation Ceremony, as well as any simulcast within PJPII, are ticketed events. No one will be admitted to these events without a ticket. For qualified seniors, attendance at both Baccalaureate and Graduation practices is mandatory. Failure to attend practices will make the senior ineligible to attend both ceremonies. Attendance at the Baccalaureate Mass is mandatory for participation in the Graduation Ceremony.

DANCE POLICY AND DRESS CODE

The policy emerges from our shared mission in promoting the Catholic Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle. Participation in school activities including the class prom/dances is a privilege that may be revoked for the following reasons (A) attendance; (B) academics; (C) discipline; and/or (D) finances (see above). The Administration reserves the right for all final decisions on this issue.

Dance Rules: All school rules are enforced during school dances, whether on or off campus. All students and guests in attendance must provide a photo ID upon request from school personnel or chaperones. In the event of any violation of these rules or any other behavior deemed inappropriate, the administration will be notified. In the event of any violation of these rules or any other behavior deemed inappropriate by guests, the administration of the guest's school will be notified.

For some dances at Pope John Paul II High School, a limited number of guest tickets are available. Students wishing to bring a guest must return a completed Guest Form to the Pope John Paul II Administration at the time of ticket purchase prior to the dance. This includes acquiring the administrative information from the guest's school. Non PJPII students attending dances must be at least in 9th grade and have not reached the age of 20. Guests must enter with and leave when the host student leaves. Guests will be asked to present photo ID before admittance and may be asked to hand ID over to an administrator for the duration of the dance. Guest Forms and specific information about guests will be made available prior to the sale of tickets. Pope John Paul II students are responsible for the behavior of their guests, and guests may be required to leave the event for misbehavior or violations of Pope John Paul II rules, regulations, and policies.

Students must arrive at the dance no later than 30 minutes after the stated start time. No one will be admitted after that time without prior permission from the Administration. Doors remain closed until the stated end time. Parents will be notified if a student does not arrive by 30 minutes after the stated start time.

No student or their guest may leave a dance prior to the stated end time without a written note from a parent/guardian submitted to the Assistant Principal for Student Affairs at least three days prior to the date of the dance.

Pope John Paul II does not permit students to bring bags or backpacks into dances, whether on or off campus. Students are urged to leave bags in cars or make other arrangements. Young ladies are permitted to bring a small purse into dances which may be subject to inspection by school personnel.

The possession/use of controlled substances, tobacco, or alcohol is not permitted. For serious violations (violence, weapons, possession/use of controlled substances), the local police will be contacted. This policy applies to Pope John Paul II students and their guests.

All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel in attendance will be the final judges of the appropriateness of dance style. School personnel will address any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to, any dancing that has sexual innuendo or otherwise inappropriate or dangerous dancing.

For the duration of the dance, Pope John Paul II students and their guests are expected to be in compliance with the stated dress code for that dance.

Dress Code: The specific dress code for each dance will be published prior to the availability of tickets. In general, students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Any interpretation, judgment and final authority in these matters lies with the Administration. No transparent material is permitted. Clothing displaying any offensive or sexually-suggestive language, or anything related to tobacco products, alcohol, or other illegal drugs will not be permitted. Clothing should be clean, hemmed, and not ripped. Students not in compliance with the Dress Code may be asked to leave.

In addition to the policies mentioned, the following regulations are also in effect:

- No one may leave the dance to go to a car for any reason.
- The instructions of school personnel must be obeyed immediately.
- Students absent from school the day of the dance may not attend.
- Students violating these rules will have their parents notified and will be asked to leave the dance without a refund.

Students who are in violation of school policies will also be subject to school disciplinary procedures up to, and/or including, parent conference, detention, suspension from school or future school events, or possible dismissal.

With health and personal hygiene always in mind, no bare feet are permitted. Students must bring tennis socks or flip flops if they choose to remove their shoes for dancing.

Junior Prom

The Junior Prom will be held at Pope John Paul II High School. Couple (opposite gender) and single tickets will be available for purchase by Pope John Paul II High School juniors only. Outside dates (opposite gender) are invited with the completed and approved Guest Form. **Participation in the Class Mass is mandatory for all members of the Junior Class in order to attend the Junior Prom.**

The Administration reserves the right to make final decisions on dress code/appearance. This is a semi-formal affair for Juniors. Attire should be something a student can wear for other dressy occasions. Neatness, good grooming and modesty are expected of students who attend extracurricular events, regardless of fashion trends. If a student is inappropriately dressed, a parent will be notified and asked to come for the student. Students attending formal school dances or proms should choose neat and clean clothing that reflects modesty. If you are bringing a date from another school, it is your responsibility to make the date aware of our dress code policy. We hope to maintain the integrity and formality of these special events by implementing this dress code. Any questions about the appropriateness of formal dance attire should be directed to the Assistant Principal for Student Affairs.

Ladies: Appropriate ladies attire includes dresses or pant suits. Dress length and neckline should be appropriate, and no bare midriffs or sides are permitted. Two-piece dresses must overlap at the waist. Backless dresses are unacceptable and any opening in the back must be no lower than the waist. Strapless and spaghetti-strap tops are allowed insofar as they do not reveal cleavage and are appropriate length.

Gentlemen: Appropriate gentlemen's attire includes a dress shirt and tie, a suit, or sport coat with dress slacks and dress shoes.

Non PJPII students attending the Prom must be at least in 9th grade and have not reached the age of 20.

Any PJPII student attending the Prom will not be permitted to have an early dismissal. All students attending the Prom must be in school on the day of the Prom. Tuition & fees must be up-to-date before prom payment will be accepted. Prom payments are made through the family's FACTS account online.

Senior Prom

The Senior Prom will be held off campus. Couple (opposite gender) and single tickets are available for purchase by Pope John Paul II High School seniors only. Outside dates (opposite gender) are invited with the completed and approved Guest Form.

The Administration reserves the right to make final decisions on dress code/appearance. This is a formal affair for Seniors. Attire should be something a student can wear for other dressy occasions. Neatness, good grooming and modesty are expected of students who attend extracurricular events, regardless of fashion trends. If a student is inappropriately dressed, a parent will be notified and asked to come for the student. Students attending formal school dances or proms should choose neat and clean clothing that reflects modesty. If you are bringing a date from another school, it is your responsibility to make the date aware of our dress code policy. We hope to maintain the integrity and formality of these special events by implementing this dress code. Any questions about the appropriateness of formal dance attire should be directed to the Assistant Principal for Student Affairs.

Ladies: Appropriate ladies attire includes dresses or pant suits. Dress length and neckline should be appropriate, and no bare midriffs or sides are permitted. Two-piece dresses must overlap at the waist. Backless dresses are unacceptable and any opening in the back must be no lower than the waist. Strapless and spaghetti-strap tops are allowed insofar as they do not reveal cleavage and are appropriate length.

Appropriate gentlemen's attire includes suits or tuxedos with dress shoes (no athletic shoes). Non PJPII students attending the Prom must be at least in 9th grade and have not reached the age of 21.

Any PJPII student attending the Prom will not be permitted to have an early dismissal. All students attending the Prom must be in school on the day of the Prom. Tuition & fees must be up-to-date before prom payment will be accepted. Prom payments are made through the family's FACTS account online.

DRESS DOWN DAYS

Periodically, PJP will offer dress down days. The Office for Student Affairs will announce the dress down days through email and will indicate the theme of the day. A few dress down days will be conducted as a fundraiser for a particular organization and a donation will be accepted. Students who do not have or wish not to participate in the dress down theme may wear PJP spirit wear or PJP Uniform in place of the designated dress.

Dress Down Day Rules:

- Students may wear sweatpants or jeans.
- Clothing must be appropriate for school.
- IDs must be worn and visible.
- Students may not wear shorts or leggings/tights/yoga pants.
- Students may not wear clothing with inappropriate slogans/sayings.
- Students may not wear open toed/open heeled footwear.
- Students may not wear ripped/torn clothing or shirts without sleeves.

INSURANCE

All students are covered by the Archdiocesan Student Accident Insurance policy during the school day and while participating in school activities outside of the school day; this is included in the school fee. Requests for information or claim forms should be directed to the Assistant Principal for Student Affairs.

LOST AND FOUND

Students who find lost items are requested to bring them to the Office of Student Affairs located next to the cafeteria.

POSTERS/FLYERS

Students are not permitted to display or distribute materials on school premises without the permission of the Assistant Principal for Student Affairs. If permission is granted, the Assistant Principal will determine the location to be used for display or distribution.

STUDENT PUBLICATIONS

All student publications are subject to final authorization by the administration. Specific permission from the administration must be given for the distribution of any written material.

TRAVEL: Group Travel and Study for Students and Teachers

The school system takes no official position of encouraging or discouraging programs for student travel outside the school year, nor does it evaluate the various agencies offering travel and study opportunities.

The following regulations are in effect in all archdiocesan high schools in relation to travel and study programs.

A. No archdiocesan high school and no department or extra-curricular activity of an archdiocesan high school, or school related organization, may sponsor, organize, or conduct a travel and study program for students or for teachers on its own, or in conjunction with another sponsoring school or group, during the school year or during the summer.

B. The archdiocesan high schools will assume no responsibility or liability of any kind for any students or faculty members who participate in such programs.

C. No faculty member or student may be excused from school to participate in such programs, regardless of sponsorship.

D. Any faculty member who wishes to organize a travel or study program apart from regular school time must do so as a private individual and not in a capacity as a member of an archdiocesan high school faculty. Parents and students must be made aware that such programs are not sponsored by the school.

E. School sponsored trips outside the mainland United States are not permitted under any circumstances.

DEPARTMENT OF ATHLETICS

DEPARTMENT OF ATHLETICS MISSION STATEMENT

The goal of the Athletic Department is to provide student-athletes the opportunity to compete at the highest level of high school sports. Student-athletes will have the opportunity to compete in athletics while reinforcing the social, emotional, physical, and spiritual aspects which Pope John Paul II High School strives to teach.

CLASSIFICATION

Pope John Paul II High School (PJP) is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and therefore must comply with the rules and regulations set forth by the PIAA. Size classification (A through 6A) varies from sport to sport based on number of classifications for that sport and school enrollment.

District 1: Bucks, Chester, Delaware, Montgomery.

PJP is a member of the Pioneer Athletic Conference (PAC) along with: Boyertown, Methacton, Spring-Ford, Pottstown, Pottsgrove, Upper Perkiomen, Perkiomen Valley, Owen J. Roberts, Phoenixville, Upper Merion, and Norristown.

LEVELS OF PLAY

Varsity

The highest level of interscholastic competition in a sport sponsored by a senior high school. This level is to be distinguished from junior varsity and junior high/middle school competition (PIAA Constitution and By-Laws, 45).

Any student-athlete rostered on the varsity team will receive a varsity letter. Specific criteria for being placed on the varsity roster will vary from sport to sport. First time student-athletes qualifying for varsity will receive a PJP letter in each sport for which he or she meets the criteria for varsity. Subsequent years (2nd, 3rd, 4th years on varsity), student-athletes will receive a pin for that sport.

Junior Varsity (JV, JV-A, JV-B)

A non-varsity level of interscholastic competition in a sport sponsored by a senior high school. This level is to be distinguished from varsity and junior high/middle school competition (PIAA Constitution and By-Laws, 44).

A junior varsity team can consist of 9th, 10th, 11th and 12th grade students. Students who are rostered on JV can be brought up to play at the varsity level at the coach's discretion.

Ninth graders who play on JV are not allowed to play at both the freshman and JV level.

Players are allowed to play a game and a half. For example if a basketball player plays an entire JV game, he or she would only be allowed to play half of the varsity game (when applicable).

Freshmen

A team that consists of 9th graders only. A freshmen team only competes against other teams that are designated as freshmen teams.

PJP will offer freshmen teams only when the number of freshmen and upperclassmen participants allow. The following sports have a freshmen team option: field hockey, football, boys' basketball, girls' basketball, baseball, girls lacrosse. All other sports do not have a freshmen team option.

Number of Participants

The number of participants allowed varies by sport. The coach of each individual sport is responsible for deciding if, when, and how cuts are made. This information will be made available to parents and student-athletes at the beginning of the season.

SEASONS AND TIMELINES

The academic year consists of three sports seasons—Fall, Winter, and Spring. Each season is separated into a preseason, regular season, and postseason. Outside of the designated season is considered out of season for that particular sport.

Days Per Week

No team, no individual member or members of such a team, and no individual representing any PIAA member school, may practice or participate in a practice, inter-school practice, scrimmage, contest, and/or open gym on more than six days in any calendar week. (PIAA Constitution and By-Laws, 25).

Preseason

The period of time between the first practice day and the first regular season contest day of a sport, inclusive of the first scrimmage or inter-school practice day in that sport (PIAA Constitution and By-Laws, 44).

Regular Season

The period of time between the first regular season contest day and the last regular season contest day of a sport, exclusive of district and inter-district championship contests (PIAA Constitution and By-Laws, 45).

Postseason

The period of time between the last regular season contest day and the PIAA championships deadline of a sport, inclusive of district and inter-district championship contests (PIAA Constitution and By-Laws, 44).

PJP teams must have a record of .500 or better in order to compete in postseason play.

Out of Season

The time period after the last regular season or postseason contest and the following preseason of the next academic year.

All activity in a sport, including practice, must terminate by the last regular season contest day in that sport unless the team is entered into district or inter-district championship contests. If the team is entered into those championship contests, all activity in the sport must terminate on the day of elimination from such championship contests. With the approval of the District Committee, regular season contests which have been postponed may be rescheduled and played between the last regular season contest day in that sport and the district deadline in that sport. For purposes of the immediately preceding sentence, the date of playing of the last such postponed regular season contest constitutes the last Regular Season contest day in that sport (PIAA Constitution and By-Laws, 34).

PIAA member schools may not sponsor teams in that sport.

PIAA member schools, coaches and/or students of PIAA member schools may be involved with sports activities such as training programs, recreational activities, open gyms, clinics, and camps provided that any participation by coaches and/or student-athletes is as private citizens and is voluntary as described below.

Coaches and/or student-athletes acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with PIAA member schools during the out of season period. Coaches and other PIAA member school personnel may not require student-athletes to participate in a sport or a training program for a sport outside of the PIAA-defined sport's season. The participation of students in any sports activity that occurs outside of its defined season must be voluntary and open to all interested students.

The school's name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, and interscholastic athletic health/first-aid supplies may not be used by community organizations and groups. The school's name, nickname and interscholastic athletic uniforms may not be used by students; however, the principal, with the exception of football equipment, may permit students to use the school's interscholastic athletic equipment and the school's interscholastic athletic health/first-aid supplies (PIAA Constitution and By-Laws, 33).

ELIGIBILITY

ACADEMIC ELIGIBILITY

Please reference the Academic Ineligibility policies outlined in the Academic Affairs section of this handbook.

PIAA ELIGIBILITY

A student who participates in interscholastic athletics at Pope John Paul II High School must comply with PIAA eligibility rules. If a student fails to comply with these rules, he or she will lose his or her eligibility to participate in interscholastic athletics. If participation takes place while ineligible, the student, team, and PJP will be penalized. PIAA eligibility rules can be found on pages 11-26 in the PIAA Constitution and By-Laws.

Prerequisite for Daily Participation

Attendance in school is a prerequisite for participation in school activities. If a student is absent on a school day, he/she may not participate in school activities that day. Students must be in a minimum of four periods to be considered present and eligible. Please refer to the Absence and Lateness sections of the Student Handbook under Student Services.

ATHLETIC RULES AND REGULATIONS

Locker Room Rules

Due to limited space, only those teams in season will have access to lockers. Students should bring their own locks for the duration of the season, and remove their lock when the season is complete. Teams that do not clean and care for their locker room may lose privileges.

Out of season student-athletes should not use lockers for long term storage. If a student-athlete wishes to use a locker after school, they may find an open locker for the day. Students must remove all items and lock at the end of the day.

Students will not have access to the locker rooms until 7:40 AM.

All clothing, equipment, shoes, bags etc. should be stored in the student's athletic locker. No items should be left on the floors or common areas of the locker room. Items will be removed if left in common areas.

Food and drink must be disposed of properly. Food should not be stored in lockers.

The locker rooms will be cleared at the end of each season. All items must be removed from common areas and lockers. **Students must remove locks and clean out lockers on or before uniform turn in day.**

No photo or video is allowed to be taken in the locker rooms.

The locker room is PJP property. Any student found guilty of damaging or vandalizing property may have locker room privileges revoked, and may be required to pay restitution to the school.

PJP is not responsible for items lost or stolen when items are not properly secured in lockers.

Athletic Wing Rules

Students may not loiter unattended in the athletic wing, weight room, locker rooms, or gymnasiums after school. If students are waiting for an event to begin, they must wait in the Cafeteria.

Only those students present for a scheduled game or practice should be in the athletic wing after 3:00 PM.

Students are not allowed to enter any storage closets or remove any equipment at any time unless directed by a coach.

Team Issued Uniforms and Equipment

All uniforms and equipment issued by the school are property of PJP and must be returned at the conclusion of the season. This includes: Jerseys, shorts, pants, belts, helmets, goalie equipment, pads, warm ups.

There will be a UNIFORM COLLECTION DAY at the end of each season. The date of the uniform collection day will be announced at the Parent Meeting at the beginning of the season and will be posted on the athletic website.

Students MUST return their uniforms and equipment on uniform collection day. Students will have one week to return all equipment before they are charged. Parents and students will be notified that they have not returned items and will be charged. **STUDENTS WHO DO NOT RETURN ALL OR PART OF THEIR UNIFORM/ EQUIPMENT WILL BE CHARGED A FINE OF \$300.00 DIRECTLY TO THEIR FACTS TUITION ACCOUNT.**

POLICIES

HAZING POLICY

Definition: "Hazing." Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of [a student] a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization [operating under the sanction of or recognized as an organization by an institution of higher education]. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding (Anti-Hazing Act of 1986, Enforcement Amendment, 2016).

All members of the PJP community have the right to protection against bullying and hazing behaviors and the right to file a complaint if they believe they have been a victim of bullying or hazing behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

Any student victim or bystander, parent, coach, or other adult may **initiate a complaint by completing a confidential reporting form and returning it to the Assistant Principal of Student Services**. Reports of bullying and hazing are taken seriously and shall be dealt with quickly and effectively. If a student or team is found guilty of bullying or hazing behavior the consequences shall depend on the results of the investigation and the severity of the incident.

Consequences may include but are not limited to: a parent conference, counseling, demerits, detention, dismissal from team or activity, disbandment of team for remainder of season, suspension, expulsion, or referral to a local law enforcement agency.

**Philadelphia Catholic League/ Archdiocese of Philadelphia
Policy Against Threats, Bullying, Intimidation, Hazing, and/or Initiation Ceremonies**

The Office of Catholic Education, the Board of Governors and the Board of Directors firmly believe that students must be protected from threats, bullying, intimidation, hazing and/or initiation ceremonies. All verbal, written, electronic and physical conduct that harasses, humiliates, or persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences will not be tolerated. This policy applies to hazing behavior that occurs on or off school property and before, during and after school hours.

No coach, sponsor, volunteer or diocesan employee shall plan, permit, direct, assist or engage, condone or tolerate any of the above stated activities.

Any apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any student found, after investigation, to have engaged in any forms of this misconduct would be subject to disciplinary actions as defined by the member schools.

Furthermore, any coach and/or student who witnesses or has knowledge of such misconduct activities and fails to report such actions will also be subject to appropriate disciplinary actions as defined by the member schools.

PJPII Athletics will follow and enforce all policies listed in this handbook (Concussion Policy, Substance Abuse Policy, Universal Search Policy, Responsible Use of Technology Policy).

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2023

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable and real-world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

GOALS

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

USER RESPONSIBILITIES

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia (AoP), we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AoP user authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing AoP-owned resources, computers or networks.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Responsible Use: Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

Responsible Use of School Hardware/Devices: All AoP users are responsible for the general care of School issued hardware/devices. Users must report any damage to the school's hardware/device. Local school policy may further define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents or guardians using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator’s personal numbers, email or social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Digital Security: Digital security must be at the forefront of every user’s mindset. Users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access.

Storage Devices: Use of external removable hard drives, flash or “thumb” drives is strongly discouraged - due to the possibility of information loss, theft and other digital security concerns. The limited use of external drives in special circumstances may be allowed as long as specific attention is given to the security of these devices.

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action.

Note - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs’ Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI programs for student use. The AoPTech Team is happy to help evaluate any AI tools or programs.

Electronic and Mobile Devices, Cell phone/Wearable technology: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
 - To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
 - Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
 - Where able, only use first name and last initial to identify yourself via video conferencing software.
 - Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
 - Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
 - Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
 - This Responsible Use Policy applies to students using personal devices for remote instruction.
 - Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

Examples of Unacceptable Uses –

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
 - The following activities are strictly prohibited, with no exceptions:
 - Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly

authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the users normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Any virus or phishing protection software installed on school or school issued devices must not be disabled or bypassed .
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Any attempt to alter data, the configuration of a school issued device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

All school personnel are reminded that all computer, network, and Internet use will be monitored and there is no assurance of privacy or warranty of any kind, either expressed or implied.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. This includes: Posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites, or any other unauthorized sharing with the intention to harm/harass.

- **Examples:**

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.

"Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student's face or voice without prior parental authorization.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day and / or school sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts.

Social media postings from school sanctioned accounts should refer to students by using their first name, last initial. Schools should avoid linking posts to students' personal accounts.

School sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be created with a school issued account. Accounts should be maintained and controlled by a minimum of two school appointed adult moderators.

In regards to student athletes and coaches:

- No coach, teacher or administrator is permitted to have access to or control of a student's personal social media account.

- Students should never include their email nor their cellphone number in their social media bios.
- Coaches should never tag a student’s account when posting social media messages. Coaches may want to post specific highlights, game / season achievements or accolades on either the coach’s professional page or on a school’s social media page. Students should be mentioned by name only.
- Per the PIAA bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

Esports/Gaming Clubs

Esports — “electronic sports” — refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events. Though relatively young compared to other popular sports, the esports industry may be a viable career option for avid gamers, and is gaining participation at the collegiate level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for students interested in playing esports at the collegiate level.

School sanctioned programs and gaming sessions should have, at minimum, one adult coordinator supervising the session both if the team is meeting in person and when the team is meeting virtually.

Games rated E for Everyone or E 10+ are recommended for the Elementary grade level. At the Secondary level, games with a rating of - E, E10, and Teen may be considered. Caution should be used when selecting games with a Teen rating as they may contain content that is only suitable for students ages 13 and over. Games rated as Teen, may contain violence, suggestive themes, crude humor, minimal blood, and the infrequent use of strong language. Parents/Guardians should receive advance notice of game titles that will be used in the esports club - Game title, ESRB rating and link to Common Sense Media review or the ESRB rating review.

Games rated higher than Teen are not recommended for Elementary school students.

For students playing esports at the Secondary level, games with a Mature (17+) rating must be cautiously evaluated by school administration, and the club supervisor and / or students’ parents and guardians prior to approval. Collegiate level esports programs often compete and may offer scholarships for games that are rated Mature (17+). These games often contain content that is only suitable for ages 17 and over, and content may contain intense violence, blood and gore, sexual content, and strong language. Extreme caution must be exercised if selecting a game that is either unrated or rated Mature.

Some examples of popular esports games include:

(The following are examples only, and their appearance here should not be considered as approval or endorsement.)

Game Title	ESRB Rating	School Level
Call of Duty (COD)	Mature (17+)	Secondary
Counter-Strike: Global Offensive (CS:GO)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LoL)	Teen	Secondary
Just Dance (2023)	Everyone	Elementary/Secondary
Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary
For ratings of all games, please visit the ESRB Website at esrb.org .		

All school sponsored esports activities should have appropriate parental consent forms in relation to the activity.

The following permission forms are offered as templates that schools may use, and maybe customized for their specific needs.

[Link to Sample Permission Form \(Elementary\)](#)

[Link to Sample Permission Form \(Secondary\)](#)

[Link to Sample Permission Form for specific games \(K-12\)](#)

Parent permission must be granted for titles outside of the recommended ratings, and for any game with a Mature rating. Permission for specific game titles is in addition to obtaining parent permission for overall esports club participation.

Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program. Schools must consider security of the devices when they are not in use, the ability of the device to access the school's network and to be mindful of the possibility for potential damage or theft of student's personal gaming devices.

Schools should be aware that many of these games are hosted on platforms such as Discord or Twitch that are not designed for schools and often contain areas, boards, and / or posts that are not school appropriate. School coordinators should make every effort to limit access to their esports space so that only school members may access the site and that school sites are not accessible by general members of the public.

Club advisors should configure game settings, whenever possible, to reduce or disable violence, gore or language settings.

Network security, web filtering, and firewall configuration must be reviewed by the AoPTech Senior tech team prior to the start of any esports program. The setup and network configuration process takes both considerable time and planning to ensure the safety of all participants. Each new game added will require additional network / firewall setup and configuration. **Please allow a minimum of three weeks for the AoPTech senior techs to configure and test the school's firewall and network settings prior to deploying the game to the students.**

Schools should adopt a Code of Conduct for the esports Teams/Clubs based on the Code of Conduct for the Network of Academic and Scholastic Esports Federations (NASEF). To review the NASEF Code of Conduct, please refer to the following links:

- [NASEF Code of Conduct \(PDF Download\)](#)
- [Code of Conduct NASEF \(Webpage\)](#)

Within their esports code of conduct, schools need to include the following topics:

- In-game chat, game message boards, screen names and player avatars must be school appropriate, may not contain language or images that are harmful, defamatory or otherwise offensive.
- The mis-use of school logos is a violation of the RUP, and students and advisors should exercise caution when developing their avatars or team logos.

Policy Violations

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Removal from the esports club or limited from participating in public esports competitions
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Student Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for educational, professional and authorized purposes only in adherence to AoP policies. When I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Pope John Paul II High School.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student Name/ID _____

Student Signature _____

Date _____ / _____ / _____

Graduation Year _____

Room Number (if elementary) _____

Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of
Philadelphia Student Internet Access - Parent Guardian

I hereby release Pope John Paul II High School and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for Pope John Paul II High School.

I hereby give my permission for my child to use the Internet and will not hold Pope John Paul II High School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____

Date _____

Archdiocese of Philadelphia
Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

In order to provide continuity of instruction during flexible instructional days, the Catholic schools in the Archdiocese of Philadelphia will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I understand that my child's instructor may conduct virtual classroom activities. Be aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. Video recordings will be available for download so that School students may access said recordings during remote learning, but such use will be limited to School students only. School students can view them online or offline in coordination with their daily instruction. Any use of said virtual academic content outside of School's instructor or administrator approved use, such as uploading or sharing of said video content to a third-party website, personal website, or a social media account is strictly prohibited. This prohibition also extends to sharing such recordings to non-School students.

The recordings will be stored, accessed, and disposed of in accordance with the guidelines established by the Office of Catholic Education for the Archdiocese of Philadelphia.

The instructor will provide advance notice of recording a classroom activity. If you have questions or need assistance with virtual classroom activities, please contact your child's instructor or techsupport@pjphs.org.

I hereby consent to the School's collection, use, and/or disclosure of information about my child through video conferencing and recording applications and other manual and/or electronic procedures utilized within course instruction. I understand that my child is participating in a virtual academic setting, and that the information collected is a part of the remote classroom experience currently being utilized. This consent form covers all forms of remote learning courses. The information supplied to the instructor and/or School is meant solely for educational and class related use.

**Archdiocese of Philadelphia
Virtual Classroom Video/Audio Recording**

Parent/Guardian Acknowledgment Form

By signing below, I acknowledge that my child's name, image, likeness, speech, their typed or written content, as well as their grade and course information may be transmitted during video portions of remote learning and online instruction.

Student's Name: _____

Classroom Teacher's Name: _____

School: _____

Parent/Guardian Signature: _____

Parent/Guardian Name (Please print): _____

Date: _____

Student Signature (if high school): _____

Date: _____

****Please return this acknowledgement form to the Student Services Office.***

CHROMEBOOK POLICY, PROCEDURES, AND INFORMATION

POPE JOHN PAUL II CHROMEBOOK PROGRAM

The policies, procedures and information within this document apply to all Chromebooks used at Pope John Paul II High School, including any other devices considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

CHROMEBOOK STUDENT/PARENT AGREEMENT

Students - Receiving your Chromebook

Parents and students must sign and return a Chromebook agreement before the Chromebook can be issued to the student.

CHROMEBOOK OWNERSHIP AND RESPONSIBLE OWNERSHIP

- The Chromebook is owned by Pope John Paul II High School and will remain the property of PJP II.
- Students who terminate enrollment at Pope John Paul II High School for any reason must return their Chromebook and charger/power cord.
- If a student fails to return the Chromebook and accessories upon termination of enrollment they will be billed for a replacement unit, accessories, and shipping costs.

CARE AND RESPONSIBILITY

- The student is responsible for the general care of the Chromebook that has been issued by the school.
- Chromebooks that are broken or fail to work properly must be taken to the Tech Support Office, located in the office next to Guidance, for an evaluation of the equipment.
- Chromebooks that can be repaired on the spot will be repaired and returned to the student.
- If the Chromebook must be sent out for repair it will take 10-15 days to repair the unit and ship it back. Shipping is covered under warranty.
- The warranty covers manufacturers defects (NON-ACCIDENTAL DAMAGE)
- Any cost associated with the repair or replacement of a unit that is not covered in the warranty will be the responsibility of the student/family.
- Chromebooks that are lost or stolen must be reported immediately to the Technology Department and to the Student Service's Office. The school will provide a replacement Chromebook and any cost associated with the replacement of the unit will be the responsibility of the student/family.
- Lost power adapters will be replaced by the Help Desk and any cost associated with the replacement will be the responsibility of the student/family.
- Both the serial number and name stickers on the Chromebook will be used to identify its assigned student in case of loss or theft. These stickers must not be removed.
- Students will not attempt to disassemble any part of their or anyone else's Chromebook nor will they attempt any repairs.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of Pope John Paul II High School.
- The student is responsible for keeping the Chromebook's battery charged in preparation for each school day. Loaners will NOT be provided for uncharged Chromebooks.
- The student must bring the Chromebook to school every day. A loaner will NOT be provided to those who forget.

- The Chromebook is school property and all users must follow this policy and the Responsible Use Policy for Technology that is located in the Student Directives.
- Students who withdraw, are dismissed or terminate enrollment at PJP must return their individual school **Chromebook and charger/power cord** (in good condition & working properly) to the Main Office on the date of termination. If a student fails to return the **Chromebook and charger/power cord** (in good condition & working properly) upon termination of enrollment at PJP, that student will be responsible for the full replacement cost of the **Chromebook and/or charger/power cord**.
- Graduating seniors are required to return their **Chromebook and charger/power cord** (in good condition & working properly) at the end of the school year on the scheduled Chromebook inspection & collection dates. If a graduating senior fails to return the **Chromebook and charger/power cord** (in good condition & working properly) on the scheduled Chromebook inspection & collection dates, that student will be responsible for the full replacement cost of the **Chromebook and/or charger/power cord**.

General Precautions

- Take care when carrying the Chromebook so as not to drop it. If it is in your backpack be sure not to throw your backpack or put anything heavy on top of it.
- Take care when leaving the Chromebook in your locker. If it is in your locker be sure that your locker is neat and organized so that the Chromebook does not fall out when the locker is opened.
- Do not drink or eat while using your Chromebook as liquid spilled on the keyboard will damage the computer.
- When not using your Chromebook, always store it in a secured location.
- Chromebooks should be taken home every night and not left in your locker over nights, weekends or holidays.
- Chromebooks must never be left in an unlocked locker, an unlocked car or any unsupervised area.

Using your Chromebook

- You must bring your Chromebook to school every day with a fully charged battery.
- Your teachers will determine whether or not use of the Chromebook is appropriate for the day's lesson, and it is up to their discretion as to when it is used.
- Inappropriate media may not be used as background images, screensavers or profile pictures.
- Visual representation of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols and other inappropriate content is not acceptable and use of such material may result in disciplinary actions and/or loss of privileges.
- Sound and music must be muted at all times in class unless permission is obtained from the teacher for instructional purposes.

Students of Pope John Paul II High School agree to the responsible use of their Chromebook and other school issued electronic devices, adhering to the following principles:

- I will use my Chromebook in ways that are appropriate, meet PJP expectations and are educational.
- I will use appropriate language when communicating. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of PJP.
- I will follow the policies outlined in the *Chromebook Responsible Use Policy*.
- I will take good care of my Chromebook.
- I will never leave the Chromebook unattended and I will know where it is at all times.
- I will protect my Chromebook by only carrying it while in a suitable protective case.

- I will never loan out my Chromebook or give my password to other individuals.
- I will not let anyone else use my Chromebook other than my parents or guardians.
- I will charge my Chromebook's battery daily and arrive at school with my device charged.
- I will keep food and drink away from my Chromebook.
- I will clean the screen with a soft antistatic cloth ONLY; no cleaners.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will not place decorations on the Chromebook or do anything to permanently alter the Chromebook in any way.
- I will not remove or deface the serial number or other identification on any Chromebook.
- I will file a police report in case of theft, vandalism, and inform the Technology Department/Student Services Office immediately.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cord in good working condition.
- I agree to the stipulations set forth in the above Chromebook Policy and Responsible Use Agreement.

HOME INTERNET ACCESS

Students are allowed to connect their Chromebook to their home wi-fi network to assist them with use while at home.

MANAGING YOUR FILES & SAVING YOUR WORK

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

NETWORK CONNECTIVITY

PJP makes no guarantee that the school wireless network will be up and running 100% of the time.

PRINTING

Printing will be available from the Chromebook in school in the Guidance Office. Printing can be done from home. **Please check on your printer vendor's website to see if your printer supports printing from a Chromebook.**

+TUITION POLICY OF THE ARCHDIOCESE OF PHILADELPHIA

TUITION

Tuition for students is \$11,700 for the 2023-2024 academic school year, starting June 15, 2023 and ending on April 15, 2024.

Families with two or more students in Archdiocesan high schools pay full tuition for two students, thus when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Tuition office with a list of the students name, their grade and high school.

The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese.

RATES

- All students, excluding international students, for the 2023-2024 school year the tuition rate is \$9,850

FEES (Required non-refundable fees)

- Registration Fee \$ 200.00 *(Billed in February-non refundable or transferable)*
- School Fee \$1,850.00 *(Billed through selected payment plan)*
- Graduation Fee \$ 300.00 *(Billed in April)*
(Seniors Only)

School Fee	\$1,850.00
● Athletics*	Included
● Band Fee	Included
● Chorus	Included
● Drama	Included
● Locker	Included
● Music	Included
● School Dances- except Cotillion and Proms	Included
● Student Admission into PJP Athletic Events <i>(regular season)</i>	Included
● Student Admission into PJP School Shows	Included
● Transcript	Included
● Technology	Included
● Yearbook Fee	Included
● Studio Art Supplies	Included
● 3D Art 1	Included
● 3D Art 2	Included
● Private Instrumental Lessons	Included

() Athletics may require additional approved fundraising fees that are not included in the school fee.*

ADDITIONAL FEES*:

● AP Test	\$98.00
● School Day SAT	\$60.00
● Panthers’ Learning Center (PAWS Program)	\$2,000.00
● Kairos Retreat (will not be billed unless attended)	\$285.00
● AVLI One Semester Course	\$280.00
● AVLI Full Year Course	\$415.00
● Lost ID	\$5.00
● Lost Access ID Card	\$30.00
● Lost Lock	\$10.00
● Parking Fee	\$50.00
● Roster Change 1st Semester	\$40.00
● Roster Change 2nd Semester	\$60.00
● Saturday detention	\$5.00
● Seniors only: Graduation Fee Due April 15, 2024	\$300.00
● School Field Trips	TBD
● Special Dances: Cotillion, Junior Prom and Senior Prom	TBD
<i>Cotillion, Senior and Junior Proms (Price varies depending on location selected)</i>	

**Please note during the school year, additional fees may be applied to your FACTS Tuition account.*

Pope John Paul II High School reserves the right to change any of the above fees if circumstances dictate. Such changes would be communicated to PJP families in a timely manner.

Dual Enrollment College/University Partnership

- Ursinus University and Immaculata University bills directly to the family.

TUITION DISCOUNTS

Family Rate Discount. Families with two or more students in Archdiocesan high schools pay full tuition for two students, thus when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide PJP’s tuition office with a list of the students' names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese.

Shared Time Discount. A shared-time discount is applied when a student attends a public Vo-Tech school in addition to attending an Archdiocesan high school. The Academic Affairs Office coordinates the student’s roster and will notify PJP’s Tuition Office of students eligible for this discount.

TUITION ASSISTANCE

PJP annually awards tuition assistance. At PJP II Scholarships and Financial Aid are divided into three categories:

- Academic (Merit) Scholarships
- Financial Aid
- Other Scholarships and Grants.

No student may receive more than 80% of their tuition and fees through any combination of scholarships and tuition assistance.

Academic (Merit) Scholarships are awarded as four year scholarships for outstanding academic student performance on the PJP scholarship exam.

Financial Aid

Financial aid is granted solely on demonstrated need and is applied each year. Any family who feels unable to afford the full cost of tuition is encouraged to apply for financial aid. The level of need a family may have is determined by both the school, family, and an instrument called FACTS. PJP re-evaluates family financial need via the FACTS application process along with available school funds. Although tuition continues to be an excellent value as compared to the tuition in other dioceses and in private schools, we realize that it puts a serious strain on some budgets. In order to assist families in providing for a Catholic school education, the Tuition Assistance Program (TAP) and BLOCS have been established.

If a student receives scholarships or tuition assistance from other sources, the School/ Archdiocese reserves the right to reduce awards so that these funds can be allocated to other needy students. Notification of adjustments to awards will occur in August or within 30 days of the school's notification of the other awards.

If you receive a scholarship or grant, it will be allocated to the student's account each month according to your FACTS payment plan schedule.

You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

To qualify for financial aid families must complete the FACTS application and submit all required materials by the announced deadlines. If you need assistance please contact our Tuition office, information can be found on the website as well as through periodic announcements.

How to Apply for Financial Aid

Any family who feels unable to afford the full cost of tuition is encouraged to apply for financial aid. The level of need a family may have is determined by both the school, family and FACTS GRANT & AID.

Parents must complete the FACTS GRANT & AID application by the required deadline. A link to the FACTS GRANT & AID Tuition Assistance Application is located on the school's website. Families currently receiving tuition assistance must reapply each year for the next school year.

If a student receives scholarships or tuition assistance from multiple sources, the school reserves the right to reduce awards so that these funds can be allocated to other students with financial need.

Other Scholarships and Grants

If a student receives a scholarship or tuition assistance from other sources, the Archdiocese reserves the right to reduce the financial aid so that these funds may be allocated to other students needing financial aid. Notification of adjustments to financial aid will occur by August 15th or within 30 days of the school's notification of the other awards. No student may receive more than 80% of their tuition and fees through any combination of scholarships and tuition assistance.

If a student receives a scholarship or grant, it will be awarded to the student's account by August. Families are responsible for paying the net amount due each month (starting in June) to keep your tuition account current. Delinquent accounts will be subject to the Archdiocese delinquent policy. Please refer to this section of the handbook for more details.

If the student withdraws during the academic year, the full amount of the grant or scholarship will not be credited to the student's account; the amount will be prorated based on the time the student has been enrolled.

FACTS Tuition Payment Schedule

FACTS Tuition provides tuition management services for all Archdiocesan high schools and is used by many schools locally and over 6,500 schools nationally.

Services for parents include online account access, tuition and fees invoicing, payment processing and 24 hour customer service. New and returning families will receive information from FACTS Tuition regarding enrolling in FACTS Tuition for the year.

A one-time annual \$42 FACTS Fee is billed in your first payment for the school year. Families who pay their tuition and school fee balance in full in June or in two payments in June and December this fee will be waived.

Families that sign up and make all payments electronically will receive a \$120 credit at the end of the school year. The monthly late fee if tuition is not paid on time is \$30.

For families selecting to spread their payments throughout the year, the tuition and school fee will be billed in (11) installments beginning in June and ending in April. Families have the option of having their payments due on the 1st or the 15th of each month.

You may check your personal account or make payments online (online.factsmgt.com) or mobile from the convenience of your home or office anytime.

The FACTS service center is available 24 hours a day, 7 days a week, and 365 days a year at 866-441-4637.

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments. A returning family must have paid their tuition balance from the previous school year in order to be billed for the new school year.

Per Archdiocesan policy, any outstanding tuition balance from the previous school year will result in the student not receiving a roster, transcripts or a report card. Please refer to the section titled Delinquent Accounts.

FACTS Tuition Payments

All payments, made by mail, credit card or direct debit from your bank account, must be handled by FACTS Tuition. Families may access their accounts by logging onto

- <https://online.factsmgt.com/Signin.aspx>
- Or call (866)441-4637

If paying by check, please make checks payable Facts Tuition Management. This must include the following information:

- FACTS Tuition Family ID#
- Student Name

Mailing information:

FACTS Management Company
P.O. Box 2597
Omaha, NE 68103-2597

Please call FACTS Tuition's customer service number, 1-866-441-4637, should you have questions regarding your account.

FACTS Registration

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments. A returning family must have paid their tuition balance from the previous school year in order to be billed for the new school year.

Automatic Payments

If a parent signs up for automatic payments, they will receive an email reminder 7 to 10 days in advance of the payment. If a parent signs up to be invoiced, an invoice will be created 20 days before the due date. Payments are due on or before the due date. If your payment is not made by the due date or if you are carrying an outstanding balance, a late fee of \$30 will be applied to your account.

Additional fees will be applied by FACTS Tuition for failed payments process via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees for these transactions. Changes to banking information must be made at least three business days before your next scheduled debit. You can update your banking or recurring credit/debit card information by logging into your account at <https://online.factsmgt.com/Signin.aspx> or you can call (866)441-4637.

FACTS Tuition Login and Customer Service

Once enrolled in FACTS, parents are able to do the following:

- Make a payment
- Review payment history
- Change/edit your payment information
- Update your personal information
- View and print invoices (if you are not on automatic debit)
- See an itemized breakdown of tuition, fees and discounts billed to your account

Parents can call FACTS Tuition's customer service center at (866) 441-4637 and a FACTS Tuition Representative will be happy to assist in answering questions. The service center is available 24 hours a day, 7 days a week, and 365 days a year.

TUITION REFUNDS & PRORATED TUITION

Once a student is registered the family is liable for the registration fee and the school fee. Tuition and school fee refunds will be prorated based on the month the student withdraws from PJP.

Transcripts will not be released until the account is resolved. All other fees billed to the family at the time of withdrawal are also due in full.

Students leaving school prior to April 1st, either voluntarily or because of a violation of school policies, receive a prorated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1st of the school year, since the resources have been allocated for the student's education. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

Delinquent Tuition

PJP provides a high quality Catholic education with the good-faith expectation that our families will keep current on their financial obligations. Any actions taken as a result of delinquent tuition are done so reluctantly, but also in recognition that justice demands that everyone involved deserves to be paid for their services they have rendered.

According to Archdiocesan policy, delinquency in payment of tuition and fees has the following results:

1. No student will be permitted to start a new school year with any outstanding balance from a previous year.

2. Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.
3. Students may not begin the second semester unless they have made the first five monthly payments for the year.
4. Families may not be more than 90 days in arrears on tuition payments at any time. Failure to cooperate may result in administrative dismissal for non-payment of tuition.
5. Students may not attend a class dance (Cotillion, Senior Prom, Junior Prom, Sophomore/Freshman dance) unless they are current in their tuition payments.
6. Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies, will not release transcripts, and will not be granted a diploma regardless of the total amount owed.
7. Transcripts may not be released for students who are not current with payments.
8. Students may not purchase a class ring or participate in any ring functions.
9. Report Cards may not be released if there is an outstanding balance.
10. Students involved with athletics or co-curricular activities may not be eligible to participate until they are current with payments.

INTERNATIONAL STUDENTS

A non-refundable registration fee is due upon acceptance at the school. If enrolling for the fall, the full tuition charges must be paid before the school year begins. If accepted during a school year, the full tuition and fee charges apply unless the student is enrolled in the second semester. If that is the case, one half of the tuition and fee charges are due.

International Tuition Rates

- Tuition is \$9,550
- International Tuition \$1,950
- International Student School Fee \$2,750

Fees required non-refundable fees

- Nonrefundable Registration and Processing fee \$200.00 (Billed in Feb)
- Graduation Fee \$300.00 (*Seniors Only*)

International Tuition Fee

\$2,750.00

FEES (Required non-refundable fees)

- Registration Fee \$ 200.00 (*Billed in February-non refundable or transferable*)
- School Fee \$1,850.00 (*Billed through selected payment plan*)
- Graduation Fee \$ 300.00 (*Billed in April*)
(Seniors Only)

School Fee

\$1,850.00

- Athletics* Included
- Band Fee Included
- Chorus Included
- Drama Included
- Locker Included
- Music Included
- School Dances- except Cotillion and Proms Included
- Student Admission into PJP Home Sporting Events (regular season) Included

- Student Admission into PJP School Shows Included
- Transcript Included
- Technology Included
- Yearbook Fee Included
- Studio Art Supplies Included
- 3D Art 1 Included
- 3D Art 2 Included
- Private Instrumental Lessons Included

(*) Athletics may require additional approved fundraising fees that are not included in the school fee.

ADDITIONAL FEES*:

- AP Test \$98.00
 - School Day SAT \$60.00
 - Panthers’ Learning Center (PAWS Program) \$2,000.00
 - Kairos Retreat (will not be billed unless attended) \$285.00
 - AVLI One Semester Course \$280.00
 - AVLI Full Year Course \$415.00
 - Lost ID \$5.00
 - Lost Access ID Card \$30.00
 - Lost Lock \$10.00
 - Parking Fee \$50.00
 - Roster Change 1st Semester \$40.00
 - Roster Change 2nd Semester \$60.00
 - Saturday detention \$5.00
 - Seniors only: Graduation Fee Due April 15, 2024 \$300.00
 - School Field Trips TBD
 - Special Dances: Cotillion, Junior Prom and Senior Prom TBD
- Cotillion, Senior and Junior Proms (Price varies depending on location selected)*

**Please note during the school year, additional fees may be applied to your FACTS Tuition account.*

Pope John Paul II High School reserves the right to change any of the above fees if circumstances dictate. Such changes would be communicated to PJP families in a timely manner.

Prorated Tuition and Tuition Refunds

If a student withdraws during the first semester of the school year, tuition and school fees paid for the second semester will be refunded. The International Tuition Fee (\$1,950.00) is non-refundable. **If a student withdraws after the second semester has begun, no refunds are issued.**

MEMORANDUM OF UNDERSTANDING CATHOLIC SCHOOL PARENTS

As a Parent or Guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of Catholic education is to form students in the faith of Jesus Christ revealed in the Gospels and through the teaching Magisterium of the Church.
2. Catholic schools of the Archdiocese of Philadelphia are distinctive religious educational institutions of the Church; they are not independent schools but are administered and supported by parishes and the Archdiocese of Philadelphia.
3. Attending Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activities (i.e. sports, clubs, etc.) are important, fidelity to the Catholic identity and mission of the school are fundamental priorities, as well as, attendance at Mass on Sundays and Holy Days of obligation in the worshipping parish community that supports the education of the whole child.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activities.
6. In matters of faith, morals, doctrine and Church law the final determination rests with the Archbishop of Philadelphia. As a parent or guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold the principles and policies that govern a Catholic school.

BELL SCHEDULE

REGULAR (45 min)

Warning Bell	7:40
Warning Bell	7:45
HR	7:50-8:05
1st Period	8:08-8:53
2nd Period	8:56-9:41
3rd Period	9:44-10:29
4th Period	10:32-11:17
5th Period	11:20-12:05
6th Period	12:08-12:53
7th Period	12:56-1:41
8th Period	1:44-2:29

ASSEMBLY A (37 min)

Warning Bell	7:40
Warning Bell	7:45
1st Period	7:50-8:27
2nd Period	8:30-9:07
HR/Assembly	9:10-10:29
3rd Period	10:32-11:09
4th Period	11:12-11:49
5th Period	11:52-12:29
6th Period	12:32-1:09
7th Period	1:12-1:49
8th Period	1:52-2:29

EXTENDED HOMEROOM (43 min)

Warning Bell	7:40
Warning Bell	7:45
HR	7:50-8:21
1st Period	8:24-9:07
2nd Period	9:10-9:53
3rd Period	9:56-10:39
4th Period	10:42-11:25
5th Period	11:28-12:11
6th Period	12:14-12:57
7th Period	1:00-1:43
8th Period	1:46-2:29

ASSEMBLY B (37 min)

Warning Bell	7:40
Warning Bell	7:45
HR	7:50-8:05
1st Period	8:08-8:45
2nd Period	8:48-9:25
3rd Period	9:28-10:05
4th Period	10:08-10:45
5th Period	10:48-11:25
6th Period	11:28-12:05
7th Period	12:08-12:45
8th Period	12:48-1:25
Assembly	1:25-2:29

LITURGY (35 min)

Warning Bell	7:40
Warning Bell	7:45
1st Period	7:50-8:25
2nd Period	8:28-9:03
HR/Liturgy	9:06-10:41
3rd Period	10:44-11:19
4th Period	11:22-11:57
5th Period	12:00-12:35
6th Period	12:38-1:13
7th Period	1:16-1:51
8th Period	1:54-2:29

2 HOUR DELAY (30 min)

Warning Bell	9:40
Warning Bell	9:45
HR	9:50-10:05
1st Period	10:08-10:38
2nd Period	10:41-11:11
3rd Period	11:14-11:44
4th Period	11:47-12:17
5th Period	12:20-12:50
6th Period	12:53-1:23
7th Period	1:26-1:56
8th Period	1:59-2:29