



**Pope John Paul II High School
2017 / 2018
Student Handbook**

Vision Statement

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

Mission Statement

Pope John Paul II High School assists in the formation of Catholic students to be full and practicing members of the Church while simultaneously recognizing and respecting the cultural diversity of our student body. We are a center of academic excellence rigorously preparing students to be contributing members of the global community with the ultimate goal of eternity in Heaven.

Pope John Paul II High School Heritage

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

St. 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.

St. Pius X High School of Pottstown was established in 1954. St. 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 St Pius X and Kennedy-Kenrick High Schools were welcomed into Pope John Paul II High School.

General Information

Website: www.pjphs.org Twitter: @pjphs
Address: 181 Rittenhouse Road, Royersford, PA 19468
Telephone: 484-975-6500
Fax: 610-792-3082
Motto: "Be not afraid to seek the splendor of truth and live the Gospel of life."
School Colors: Blue & Gold
School Mascot: Golden Panthers

Administration

Mr. Jason B. Bozzone, President
jbozzone@pjphs.org

Reverend Brian M. Kean, Principal
frkean@pjphs.org

Ms. Diana Graeber
Assistant Principal for Academic Affairs
dgraeber@pjphs.org

Mrs. Stephanie Rowland
Assistant Principal for Student Services
srowland@pjphs.org

Mr. Joseph Lynn
Assistant Principal for Student Affairs
jlynn@pjphs.org

Directors

Mr. Nicholas Tonneson
Director of School Ministry
ntonneson@pjphs.org

Mr. Marc D. Collazzo, Esq.
Executive Director for Advancement and Engagement
mcollazzo@pjphs.org

Mrs. Mary Frances Traywick
Director of Guidance
mtraywick@pjphs.org

Mrs. Bonnie Delciotto
Director of Admissions
bdelciotto@pjphs.org

Mr. Bill Moffett
Director of Technology
bmoffett@pjphs.org

Ms. Meghan Callen
Director of Marketing and Communications
mcallen@pjphs.org

Ms. Nicole McMullen
Director of Athletics
nmcmullen@pjphs.org

Mr. Michael A. Duffy
Director of Alumni Relations/Special Events
mduffy@pjphs.org

DIOCESAN AND SCHOOL POLICIES

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. Any modification will be in **RED**.

Archdiocesan 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. Our 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.

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.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Preamble

Catholic Schools of the Archdiocese of Philadelphia Revised May 2017

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 prayer 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 use 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 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 responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Responsible Use Policy for Technology* 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 outside use of technology threatens a likelihood of substantial disruption in school, including 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 AUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, text messaging, email, voice over ip, chat rooms, and instant messaging.

GOAL

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.

RESPONSIBILITIES OF USER

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 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.
- Respect Intellectual Property: Responsible users will suitably cite any and all use of websites, books, media, etc...
- Protect Intellectual Property: Responsible users will request to use the software and media others produce and license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/Responsible Use: School 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 of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

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, email and/or phone number
- Teacher created, educationally focused networking sites
- Remind Communication app

Teachers, administrators or staff member 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 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 networking sites, the teacher or

administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cellphones/Wearable: 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 educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, 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 false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security or to bypass software protections.
- 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, 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 system employees
- Harm the goodwill and reputation of the school or system in the community
- 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.
- Loading 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 add this policy at any time without notice.

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, Vine, Kik, and Yik Yak.*

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

“Friending” or “Following” of current students by teachers is forbidden on a teacher’s personal social networking site. 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 accounts and parents are encouraged to follow for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media

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.
- Issuance of demerits/detentions, if applicable.

Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

Chromebook/iPad Use Agreement 2017-2018 School Year

This handbook information is in addition to and in conjunction with all the policies and procedures outlined in the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

The focus of the Chromebook/iPad program at Pope John Paul II High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational programs. Access to technology is essential for our students at PJP II. The use of Chromebooks/iPads are a way to empower our students to maximize their full potential and to prepare them for college and the workplace.

Learning happens when students, educators, parents and the extended community work together. The use of technology does not diminish the vital role of the teacher. Technology, on the other hand, transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks/iPads integrates technology into the curriculum anytime and anyplace.

The policies, procedures and information within this document apply to all Chromebooks/iPads 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/iPad USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of Chromebook/iPad, between Pope John Paul II High School (“PJPHS”), the student receiving an Chromebook/iPad (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Chromebook/iPad, software, and related materials (the “laptop”) for use while a student is at Pope John Paul II High School, hereby agree as follows:

Equipment

Ownership: PJPHS retains sole right of possession of the Chromebook/iPad and grants permission to the Student to use the Chromebook/iPad according to the guidelines set forth in this document. Moreover, Pope John Paul II administrative staff retains the right to collect and/or inspect the Chromebook/iPad at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

Equipment Provided: Efforts are made to keep all Chromebooks/iPads configurations the same; ample RAM and hard-disk space, software, and other miscellaneous items. PJPHS will retain records of the serial numbers of provided equipment. Do not remove labels or identifying information.

Substitution of Equipment: In the event the Chromebook/iPad is inoperable, PJPHS has a very limited number of spare Chromebooks/iPads for use while the Chromebook/iPad is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Chromebook/iPad, or to avoid using the Chromebook/iPad due to loss or damage. Please note that if the Student forgets to bring the Chromebook/iPad or power adapter a substitute will not be provided.

Responsibility for Electronic Data: Google Drive, Docs, Slides, & Sheets should be used as the standard apps. These are all cloud based apps. It is the sole responsibility of the Student to backup such data as necessary. Students will be provided with a file share folder accessible via traditional computer labs only.

Return of Equipment: At the end of Senior year the student’s Chromebook/iPad will be collected for maintenance and reimaging. **Students should back up all documents, music and other information stored on the device.** If a student leaves PJPHS during the school year, it is the responsibility of the student and parent to return the

Chromebook/iPad to the Director of Technology prior to departure. Failure to do so will result in the full charge for the Chromebook/iPad and its accessories.

Damage or Loss of Equipment

Responsibility for Damage: The Student is responsible for maintaining a **100%** working Chromebook/iPad at all times. Major components are covered by warranty. Warranty coverage does not include damage that is intentional or the result of accident, neglect or misuse. There is no cost for warranty repairs. The warranty does not cover lost power supply or cosmetic damage. The student is responsible for the full cost of replacing these items, if needed. The Student shall use reasonable care to ensure that the Chromebook/iPad is not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following:

FOR CHROMEBOOKS ONLY

First incident

For any incident that Dell determines is eligible for Service under this Agreement (a “Qualified Incident”), Service coverage is limited to one Qualified Incident per Supported Product per 12 month period commencing from the start date of the term of Service. The ability to submit an incident does not accumulate or carry over to any subsequent 12 month period. However, each Qualified Incident will be applied to the 12 month period during which it is reported, even if such incident is resolved during a subsequent period. Once the Qualified Incident limit is reached, **(Student/Parent)** will be charged for the repair of the supported product.

Second incident

If student’s Chromebook is damaged for a second incident during the 12 month period, the student/parent will be charged the amount for the repair of the Chromebook.

FOR IPADS ONLY – CLASS OF 2018

First incident

Students will be given a one-time only occurrence for the repair of broken iPad. The student will be issued a replacement iPad at no charge.

Second Incident

Student/parent will be charged the amount for repair of broken iPad not to exceed the cost of the iPad. Please note student will not be issued a replacement iPad.

Examples of gross negligence include, but are not limited to:

Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook/iPad while at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)

Lending equipment to others other than one’s parents/guardians.

Using equipment in an unsafe environment.

Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

Responsibility for Loss: In the event the Chromebook/iPad is lost or stolen, the Student and Parent may be billed the full cost of replacement.

Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology. If the Chromebook/iPad is stolen or vandalized while not at or at a Pope John Paul II sponsored event, the Parent shall file a police report and inform the Director of Technology.

Legal and Ethical Use Policies

Monitoring:

PJPHS will monitor Chromebook/iPad use using a variety of methods for monitoring. The Director of Technology has the ability to monitor student use while on campus and connected to the PJPHS-Internet network. On site, the Chromebook/iPad is subject to routine monitoring by teachers, administrators and technology staff. PJPHS reserves the right to examine all data stored on the Chromebook/iPad to assure compliance with PJPHS’s AUP. Email and file folders are property of the school and are subject to school monitoring as needed.

GoGuardian Info:

We are pleased to announce that, starting this year, we will be implementing GoGuardian filtering & monitoring (24/7) for all of the student **Chromebooks**. This allows some of the following features for a safer internet environment in school and at home:

- See detailed browsing histories of every user in your organization.
- View trends in your user's' searches, videos, docs, apps and extensions.
- Push stolen devices in anti-theft mode, enabling geolocation, screenshots, keylogs, and webcam pictures (of thief).
- Filter content with a powerful, built-in blacklist and set up custom blacklisting, flagging, and notification alerts.

In no way can we control the webcam of the student's Chromebook. The webcam is controlled by the **student only** unless the Chromebook has been reported as stolen. GoGuardian in no way is meant as an invasion of privacy. We have been asked by parents in the past if there was any tool/utility like this. Now there is, GoGuardian.

Allowable Customizations

Students are not permitted to change or modify the Operating System at the system level in anyway. Students are permitted to apply software updates for the installed operating system and applications.

Addendum

STANDARDS FOR PROPER Chromebook/iPad CARE

This document is an important addendum to the Student Chromebook/iPad Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook/iPad.

Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property. Unsupervised Chromebooks/iPads will be confiscated. Bring the Chromebook/iPad and charging unit to PJPHS every school day. (If you forget them, substitutes will NOT be provided.) Students without Chromebooks/iPads will need to complete assignments via alternate means.
- Chromebooks/iPads are able to be used in the school for academic reasons. If, however, the teacher requests that Chromebooks/iPads be temporarily put away students are to comply. The use of the Chromebook/iPad must support the instructional activities currently occurring in each classroom and lab. Chromebook/iPad sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The student must turn off and put away the Chromebook/iPad when requested by a teacher. The student should never use another student's Chromebook/iPad.
- At school, connect only to the school network (PJP-Students only). Do not connect to auxiliary networks such as personal or private cell networks.

- Keep the Chromebook/iPad either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook/ iPad stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook/iPad in a secure place assigned by your coach/moderator and arrange to return to school to retrieve it after the activity. Chromebooks/iPads left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- FOR IPADS - The location services for the “Find my iPad” app is required to be enabled.
- It is strongly suggested to secure the Chromebook/iPad with a cover/case to avoid damages.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Chromebooks/iPads in school buses/vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Chromebook/iPad in a car other than in a locked trunk. Avoid leaving the Chrombook/iPad in environments with excessively hot or cold temperatures. Do not leave devices in your car overnight.
- Do not let anyone use the Chromebook/iPad other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Chromebook/iPad will be your full responsibility.
- Adhere to PJPHS School’s Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask an administrator, technology coordinator or teacher.
- Back up your data. Never consider any electronic information safe when stored on only one device. Since all students will have accounts in Google Docs as well as network storage, they are encouraged to utilize these areas to store important files.
- Read and follow general maintenance alerts from school technology personnel.
- If the student withdraws from PJPHS, all equipment must be turned in prior to departure or will be charged the full amount to replace the Chromebook/iPad with a new Chromebook/iPad.

How to Handle Problems

- Promptly report any problems to the Director of Technology.
- Complete a claim notification form.
- Report to the Technology Office to pick up any repaired Chromebook/iPad within 3 days of notice.
- Don’t force anything (e.g., connections, buttons). Seek help instead.

- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Chromebook/iPad screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook/iPad.
- Do not do anything to the Chromebook/iPad that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Chromebook/iPad.

Carrying the Chromebook/iPad

- It is strongly suggested that the Chromebook/ iPad have a protective cover/case to avoid damages.
- Always place the Chromebook/iPad in a protective cover/case and backpack prior to moving from one class to the next.

Screen Care

- The Chromebook/iPad screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook/iPad charging overnight. A full charge should last approximately 8-10 hours depending upon usage of device.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- For best battery life, do not recharge until the battery reaches a low level.

Photos

- Photo/image storage on the Chromebook/iPad will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

Sound, Music, Games, or Programs

- Students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher.

- Music is only allowed on the Chromebook/iPad if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds will be permitted at the administration and/or teacher discretion.
- Non-educational games are not allowed on the Chromebook/iPad.

Printing

Printing will be available with the Chromebook/iPad to the printer located in the Guidance Office.

Home Internet Access

Students are allowed to connect their Chromebook/iPad to their home wi-fi network to assist them with Chromebook/iPad use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook/iPad and the correct app.

TELEPHONE DIRECTORY

When the automatic attendant (recording) answers your call, you may dial directly into any of the offices by entering the extension number during the message.

Main School Number	484-975-6500
Absentee Line	ext. 3015
President	ext. 3001
Principal	ext. 3000
Academics	ext. 3007
Student Services	ext. 3012
Student Affairs	ext. 3016
School Ministry	ext. 3020

Bursar's Office	ext. 3010
Admissions/Marketing	ext. 3002
Advancement	ext. 3006
Athletic Department	ext. 3050

OFFICE HOURS

The Main Office is staffed between 7:30 A.M. and 3:30 P.M.,
(Monday through Friday)

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.

SCHOOL EMERGENCY

CLOSING NUMBER:

1332

(KYW 1060AM or kyw.cbslocal.com)

Fox 29 and 6ABC will also carry emergency school closings

www.pjphs.org

You will also receive a call from School Messenger

OFFICE OF CATHOLIC EDUCATION TUITION POLICY

Tuition Rates

- Catholic students for the 2017-2018 school year Tuition rate is \$8,550.
- Non Catholic students for the 2017-2018 school year Tuition rate is \$9,050.

Fees

In addition to tuition, the school has the following fees:

Registration Fee	\$ 200.00	<i>(non refundable fee for enrollment)</i>
School Fee <i>June - April</i>	\$1,650.00	<i>(Billed over 11 months)</i>
Graduation Fee (Seniors Only)	\$ 300.00	<i>(Billed in November)</i>

List of School Fees

2017-2018 School Year
Pope John Paul II High School

Fee Amount Per Student

Type of Fee	Amount
School Fee / Fundraising Fee (US Students)	1,650.00
Athletic Fees	Included
Drama Fee	Included
Show Fee	Included
Band Fee	Included
Yearbook Fee	Included
Transcript Fee	Included
Locker Fee	Included
Student Admission into PJP Sporting Events	Included
Student Admission into PJP School Shows	Included
Music Fee	Included
Chorus Fees	Included
Art to Design/Studio Fee	Included
Ceramics 1 Fee	Included
Ceramics 2 Fee	Included
Sculpture 1 Fee	Included
Sculpture 2 Fee	Included
Watercolor Painting Fee	Included
Administrative Fees	Amount
Registration Fee	200.00
Parking Fee	50.00

Kairos Retreat	260.00
Tech Fee	100.00
Private Bus Fee	900.00
Seniors Only: Graduation Fee	300.00
Roster Change Fee	30.00
Lost Lock	10.00
Lost ID Card	30.00
AP Test Fee	90.00
JVLA One Semester Course	265.00
JVLA Full Year Course	370.00
On Campus College Courses (3 College credits)	370.00

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 Bursar 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 Bursar of students eligible for this discount.

Financial Aid

PJP awards tuition assistance on a yearly basis. We re-evaluate family financial need indicated through Smart Aid along with available school funds at the end of each year to ensure we maximize our ability to provide a quality of catholic education at an affordable cost. 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 a scholarship or tuition assistance from other sources, the Archdiocese reserves the right to reduce the TAP grant so that these funds may be allocated to other students of financial need. Notification of adjustments to TAP awards will occur by August 15th or within 30 days of the school's notification of other awards.

If a student receives a scholarship or grant, it will be allocated to the student's account in August. Families are responsible for paying the net amount due each month (starting in June) to keep your tuition account current.

If the student withdraws during the academic 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.

At PJPII Scholarships and Financial Aid are divided into three categories:

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

Academic (Merit) Scholarships are awarded as four year scholarships for outstanding academic student performance on the PJP scholarship exam. Financial Need based grants are one year grants which will be evaluated the following year based on financial need via Smart Aid and the availability of funds at PJP.

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 and family and an instrument called SMART AID.

Parents must complete the SMART AID application by the required deadline. A link to the Smart 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.

Tuition Loans

The school's Tuition Office (Bursar) can provide information on how to apply for education loans which provide eligible borrowers with up to the cost of education including tuition, fees and related expenses. Your interest rates and loan fees are based on your credit history. You may also wish to talk to your bank or credit union to see if they will provide you with a loan.

Smart Tuition Payment Schedule

Smart Tuition provides tuition management services for all Archdiocesan high schools. 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 Smart Tuition regarding enrolling in Smart Tuition for the year.

A one-time annual \$35 Smart 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 \$100 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 the main 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.

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, report cards, and etc... Please refer to the section titled Delinquent Accounts.

Smart Tuition Payments

Tuition payments are no longer collected by PJP's Bursar's Office. All payments, made by mail, credit card or direct debit to your bank account, must be handled by Smart Tuition. Families may access their accounts by logging on to parents.smarttuition.com

If paying by check, please make checks payable to Smart Tuition and must include the following information:

- Smart Tuition Family ID#.
- PJP School Code: 13067
- Mail payments to Smart Tuition,
PO Box 11371, Newark, NJ 07101-4731.

Please call Bursar/Smart Tuition's customer service number, 1-888-868-8828, should you have questions regarding your account.

Parents who pay tuition under the 11 month installment plan are encouraged to set up automatic payments in Smart Tuition. Under the automatic payment plan, the amount will be deducted from your bank account on the due date you selected. As a special incentive, if a family makes these payments electronically each month throughout the year, the Office of Catholic Education will credit the family with \$100.

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 Smart 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 www.parent.smmituition.com or you can call (888)868-8828.

Smart Tuition Login and Customer Service

Once enrolled in Smart, 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 Smart Tuition's customer service center at (888) 868-8828 and a Smart Tuition Representative will be happy to assist in answering questions. The service center is available 24 hours a day, 7 days a week, 365 days a year! The team of specialists is able to:

- Provide you with balance & account information
- Take a payment
- Review your payment history
- Update your payment information
- Update your personal & contact information
- Provide or change your online username and password
- Address concerns regarding your account

Please contact PJP's Bursar to answer any questions Smart Tuition is not able to address.

Pro-Rated Tuition and Tuition Refunds

Once a student is registered the family is liable for the non-refundable registration fee and the school fee. Even though the school fee is paid in installments, the full amount is due regardless of whether the student actually attends class or withdraws during the year. All other fees billed to the family at the time of withdrawal are also due in full.

Students who enroll late or withdraw during the year pay a prorated tuition according to the refund schedule published annually with the tuition rates.

Students who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a pro-rated 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

Per Archdiocesan policy, if a student's family is not current in its payment of tuition and fees, the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year.
- Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.
- 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.
- 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.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshmen dance) unless they are current in their tuition payments.
- Transcripts may not be released for students who are not current with payments
- Students may not purchase a class ring or participate in any ring functions.
- Report Cards may not be released if there is an outstanding balance.
- Students involved with athletics or co-curricular activities may not be eligible to participate until they are current with payments

International Students

- Tuition is \$10,300, which includes the international tuition fee of \$1,750.
- International Student School Fee is \$3,150.00
- Non refundable International Application Processing Fee is \$50.00
- Registration Fee is \$200 (non refundable fee for all PJP students)

OFFICE OF SCHOOL MINISTRY

The School Ministry Office serves the entire school community of Pope John Paul II providing pastoral care, promoting Catholic values, and strengthening their faith-life through the reception of the Sacraments, the celebration of the liturgy, and the planning of other spiritual activities. The goal of the entire school is to deepen our personal relationship with Jesus Christ.

EUCCHARISTIC DEVOTION:

MASS: Daily - 7:20 A.M. in Chapel.

SCHOOL WIDE LITURGIES: Scheduled each month throughout the school year, various liturgical celebrations are planned to enhance the spiritual life of the entire community and to keep it connected with the life of the Church.

EXPOSITION OF THE BLESSED SACRAMENT: Takes place each Friday during the school year.

SACRAMENTAL MINISTRY:

RECONCILIATION: School wide 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 offered upon request and each week during the season of Lent.

ANOINTING OF THE SICK: The Anointing of the sick can be administered 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 is scheduled for a mandatory retreat day during the school year.**

KAIROS: Adapted to mean "God's time", is a three day, two night retreat program for seniors at Pope John Paul II High School. Throughout the Kairos retreat, the young person grows in his or her relationship with God, others and self. This growth is accomplished through a series of talks given by student and adult leaders which are based on the exercises of Saint Ignatius of Loyola. The Kairos Retreat is conducted four times each year at a designated retreat center.

SENIOR ONE DAY RETREAT: Those Seniors who do not participate in the Kairos Retreat attend a one-day retreat within the school year. A senior retreat is mandatory for graduation

PASTORAL CARE:

ASSEMBLIES: Throughout the school year assemblies are held, such as Stations of the Cross, Rosary, Chastity Days, sports team and athletic season prayer services.

SPIRITUAL COUNSELING: For those seeking guidance and wishing to discuss matters of faith or morals.

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: This offers all the opportunity to spread the message of Jesus Christ, especially by personal example. The Director of School Ministry encourages Catholics to remain regularly active in their Parish/Sunday Mass celebrations and encourages non-Catholics in the practices of their faith, welcoming their interest.

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

VOCATIONAL DISCERNMENT: This helps young people understand the meaning of and encourages them to actively pursue a life dedicated to following Jesus Christ and serving the Church as a priest, religious sister or brother, or in the married life.

POPE JOHN PAUL II HIGH SCHOOL ~ CHRISTIAN SERVICE PROGRAM

Students of Pope John Paul II High School are required to fulfill Christian Service each year during their four years as a student.

Total service hours per class are as follows:

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

Who to serve?

- The elderly, Homeless and Needy, Children and disabled, the Sick
- A recognized non-profit agency
- Soup kitchens, Catholic Social Services, Nursing Homes
- Your parish

The following do NOT count for service hours – but are not limited to:

- ❖ Family members (Mom, Dad, brothers/sisters etc.) nor extended family (grandparents, aunts, uncles, cousins, etc.)
- ❖ Babysitting, dog walking or pet sitting
- ❖ Service for businesses

- ❖ A student may NOT accept any sort of payment or remuneration for his/her service.
- ❖ Service hours done for Christian Service cannot fulfill another requirement for example: assisting as an Altar server, cantor or lector for your Parish meets your Sunday Mass obligation not Christian Service.
- ❖ PJP sports teams service projects and PJP ambassadors do not qualify as Christian Service hours.

A student may NOT skip any part (or the whole) of a school day to complete service.

Sophomore, Junior, and Senior service hours applied to PJP are limited.

- Seniors no more than 10 hours.
- Juniors no more than 8 hours.
- Sophomores no more than 6 hours.

Failure to complete service hours will result in failure of 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. No student will graduate until they complete their Christian Service Hours.

Supervisors must be adults, (21 and over) they must provide a signature and daytime phone number.

Completed log and reflection questions are to be turned in to the School Ministry Office in early March.

OFFICE OF ACADEMIC AFFAIRS

Profile of a Graduate at Graduation

This statement represents the intentionality of the four year high school program at Pope John Paul II Catholic High School: to prepare and shape each student for a lifetime of success and contribution in an ever changing world. We offer this statement as an articulation of the kind of individual we are striving to form. The Pope John Paul II High School graduate is rapidly approaching young adulthood. The movement from childhood toward adulthood has involved physical, emotional, intellectual, and spiritual development. During the four years prior to graduation, the adolescent has begun to realize that one can do some things well, sometimes very well, but there have been failures and disappointments. All of these experiences have helped the student to mature.

During high school, the graduate has begun to realize the complexity of the adult world. While not yet understanding this complexity, he or she is seeking the means to clarify it. Despite the inner turmoil of these developing years, the graduate looks out on the adult world with a growing desire to enter the world. As confidence with peers has grown, the graduate can reasonably and intelligently react to given social situations, some of which demand mature and ethical choices carrying serious consequences.

In describing the graduate, qualities were chosen which seem desirable not only for this threshold period, but also those which seem most desirable for adult life. The qualities characterize the type of individual who can live as a “Person for Others.” They were divided into five categories: Open to Growth; Intellectually Prepared; Catechetically Formed; Relational, and Committed to a Just and Service-Oriented Lifestyle.

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.

- 000 Theology: four required courses**
- 100 English: four required courses**
- 200* Social Studies: four required courses for the Class of 2018**
- 200 Social Studies: three required courses**
- 300 Mathematics: three required courses**
- 400 Science: three required courses**
- 600 Technology: one required course**
- 700 Health: one required course**
- 700 Physical Education: one required course**

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
0.5 credits	Health
0.5 credits	Physical Education
7.5 credits	Electives

Freshmen and sophomores are required to take seven credits each year. Juniors and seniors are required to take six credits each year. Juniors and seniors are strongly encouraged to register for a seventh class.

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

Required: Theology 1, ELA 1, World History, Mathematics (Algebra 1 or Geometry), Science (Honors Biology or Physics 9), Technology, Foundations in English

Electives: Instrumental Music, Vocal, Studio Art, Language or Study Skills

SOPHOMORE YEAR

Required: Theology 2, ELA 2, American Government and Politics, Mathematics (Geometry or Algebra 2), Science (Chemistry), Physical Education/Health

Electives: Instrumental Music, Vocal, Studio Art 2, Language or Study Skills

JUNIOR YEAR -- **Required to take 6 courses**

Required: Theology 3, ELA 3, US History 1846-Present Day, Mathematics (Algebra 2 or Trig/PreCalculus), Science (Chemistry, Physics or Environmental Science)

Electives: One or two electives

SENIOR YEAR – **Required to take 6 courses**

Required: Theology 4, ELA 4, Comparative Government/Economics (Class of 2018)

Electives: 4 or 5 electives

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 summer school.
2. **A failure in conduct** on the final report or a major breach in the school's disciplinary code;
3. **Excessive absences and excessive lateness:** the student will have to attend summer school.(see Student Service section for further information)
4. **A failure to fulfill financial requirements** (which include tuition, senior fees, mandatory school fees, and optional fees); diploma is not received until payment is made in full; transcripts are not issued until financial obligations have been cleared.

Participation in Graduation Speech Contest: The top ten (10) students of the graduating class are invited to participate in the competition of composing and delivering one of the speeches (Welcome Address and Commencement Address).

ABILITY PROGRAMS

Accelerated/Honors Program and College Prep 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 in both programs depending on his/her abilities in varied disciplines.

In addition to the two programs, a unique course of study is offered at the Advanced Placement level in some disciplines. Please review more specifics in the Advanced Placement section of the Course Selection Catalogue.

Assignment of upperclassmen to programs is made by the current teachers after the first semester assessments, prior to the course registration process. Program placement is re-evaluated each year, and the re-assignment is based on the student's individual development within the assigned program. In general, students requesting consideration for placement in the Accel/Honors program for the following year need to be performing at a level of 95 or above in the College Prep program. Further, students performing at a level below 85 in the Accel/Honors program may be recommended to move down to the Academic program. Freshmen are initially placed in a program level using data from several sources: standardized testing results, the seventh and eighth grade marks, and grade school teachers' recommendation. Freshmen parent input is extremely important.

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.

Advanced Placement Program

The College Board sponsors the Advanced Placement Program of study in high schools nationwide.

Students must take a placement test in order to be rostered for any of the AP courses. These placement tests are given during the Course Selection period.

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. The AP fee of \$95 is due by the end of January.

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 Diocesan Scholars. 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 colleges. The student takes four courses at the home school and two courses each semester at the college.

Montgomery County Intermediate Services

Montgomery County, under the auspices of the Intermediate Unit, offers a program titled Study Strategies. Students whose academic history suggests that they will benefit from these services are registered for this course.

Dual Enrollment Programs

Students in 12th grade are eligible to be considered for Dual Enrollment Programs. In a Dual Enrollment Program a student at Pope John Paul II takes a college level course offered at PJP or on a college campus. Credits are listed on a college transcript and may be transferable. There is a tuition and book charge beyond PJP’s tuition. Currently there are courses being offered by Rivier College in Nashua, New Hampshire and Montgomery County Community College. The Rivier College classes will take place in our distance learning room. All courses are 3 credits, and grades will be listed on school report card as well as college transcript.

Academic Honesty 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.

Two forms of academic dishonesty are especially destructive to the learning process: cheating and plagiarism.

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 standards for appropriate documentation of sources shall be those maintained by the English Department.

The penalty for any act of academic dishonesty may include a grade of "F" for the examination or assignment.

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.* In the event that a student is unable to contact the teacher, he/she should contact the Academic Affairs Office.

Student/Family Vacations

Pope John Paul II strongly discourages the scheduling of vacations during the academic year.

Academic Probation

The minimum passing grade in all courses is 70.

Academic Probation is imposed upon any student who has received two or more failures on his/her Report Card. A student with two or more failing grades is suspended

from participation in all co-curricular activities beginning the day Report Cards are issued.

The student will be reviewed at Progress Report time/ Report Card time and if they are passing all rostered courses then the student will be reinstated in the co-curricular activities the day the Progress Report/Report Card is given to the student. Please note: the student must be passing in all their subjects in order to be reinstated, not just the subject that they had failed.

Grading Policies

In the secondary school we maintain a policy of generating classroom grades by means of testing students on a regular basis in each of the courses in which they are enrolled. In addition to traditional testing instruments, students complete a summative assessment in each course at the end of each semester, which is designed by the teacher to evaluate the quality of the student's understanding of the course material studied during that semester.

Numeric grades are reported four times a year, and a report is sent home at the conclusion of each quarter with the student. At the end of each semester the student's rank in class is calculated, based on the grade earned in each course. The First Semester grades reflect the student's performance at each of the two previous quarters and factors in the performance on the semester examination. The Second Semester grades reflect the students' performance at each of the two previous quarters. At the end of the academic year, grades earned in each semester are worth 45% of the final grade and the end of year assessment is worth 10% to create a final grade in each course.

It is the policy of the Office of Catholic Education of the Archdiocese of Philadelphia that no student who makes a reasonable effort shall receive a failing grade.

Online Grade Program

Pope John Paul II uses an online site where students and parents may monitor grades. This can be reached through the Pope John Paul II website. Both students and parents have access to this site.

RANKING

Students are ranked within their classes using 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 does not publish class rank on the report card but does publish on the college transcript. Any parent or student wishing to know their class rank and/or GPA may request that information via email from the Principal.

Quality Point Table for Class Rank

<u>GRADE</u>	<u>AP</u>	<u>Accel/Honors</u>	<u>College Prep</u>
100	54	48	44
99	53	47	43
98	52	46	42
97	51	45	41
96	50	44	40
95	49	43	39
94	48	42	38
93	47	41	37
92	46	40	36
91	45	39	35
90	44	38	34
89	43	37	33
88	42	36	32
87	41	35	31
86	40	34	30
85	39	33	29
84	38	32	28
83	37	31	27
82	36	30	26
81	35	29	25
80	34	28	24
79	33	27	23
78	32	26	22
77	31	25	21
76	30	24	20
75	29	23	19
74	28	22	18
73	27	21	17
72	26	20	16
71	25	19	15
70	24	18	14
69	23	17	13
68	22	16	12
67	21	15	11
66	20	14	10
65	19	13	9
64	18	12	8
63	17	11	7
62	16	10	6
61	15	9	5
60	14	8	4

PROGRESS REPORTS

Progress Reports are given during each of the four quarters in homeroom. If the Progress Report states Possible Failure for the Quarter or Semester then a student's quality of work is at the failing point or there is some question as to whether a student's work will be sufficient for a passing grade for the quarter or semester. Progress Reports and/or Failure Warnings can be sent late in the marking period if the student's progress has taken a dramatic change.

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 distributed to the students in home room.

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**

FAILURES

The school follows the Archdiocesan Policy regarding failures.

- The passing grade is 70. Seniors in danger of failing will be notified by registered mail the first week of May.
- Underclassmen will be notified about course failure(s) during special schedules the last week of school. Students who fail for the year must attend On-line Summer School. This will take place at PJPII for 5 weeks.

Parent-Teacher Meetings

Parent-Teacher 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.

Cycles and Test Days

The 6-Day Cycle promotes continuity in class preparation and instruction. Whenever a holiday or longer vacation interrupts the cycle, class resume with the next day of the cycle.

Test Days

Theology B, E
Mathematic B, E
Fine Arts B, E

English C, F
Science C, F
Health/Phys. Ed. C, F

Social Studies A, D
World Language A, D
Business A, D

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. The code of conduct applies to all students and at all school sponsored events.

MUTUAL RESPECT POLICY

Pope John Paul II's Mutual Respect Policy exists to maintain learning and working environment which promotes respect for each of its members, and is free from harassment and any intimidation of a verbal or physical nature. It is the responsibility of each member of the PJP II community to maintain acceptable standards of personal behavior. This policy covers mutual respect in general but also includes offensive behaviors and sexual harassment. It is PJP II's policy that mutual respect violations directed at any of its members are strictly prohibited.

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.

HARASSMENT PROHIBITED

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, 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

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 object 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.

CONCLUSION

All members of the Pope John Paul II family 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.

DEMERIT SYSTEM

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 may not participate in graduation services.

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 may 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.

DISCIPLINE INFRACTIONS:

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
- No I.D. 1 demerit
- Late to School 3 demerits
- Gum 2 demerits
- Dress Code 2 demerits
- Disrespect 5 demerits/1 after school detention
- Disobedience 5 demerits/1 after school detention
- 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:

- Contraband Liable for Dismissal
- Truancy Liable for Dismissal
- Bullying/Harassment Liable for Dismissal
- Fighting Liable for Dismissal
- Stealing Liable for Dismissal
- Vandalism Liable for Dismissal
- Possession/Use of Drugs/Alcohol Liable for Dismissal
- Purchasing Drugs or Alcohol Liable for Dismissal
- Selling of Drugs/Alcohol Dismissal

THE 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.

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. Students are notified of after school detentions via their school email. 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. School dress regulations are in effect for all Saturday detentions. Notification of the Saturday detention will be sent home with the student.

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

Students who do not complete assigned detentions before the end of the school year must complete their detentions during Conduct Summer School.

PERSONAL APPEARANCE

We firmly believe that attention to personal appearance is an important part of the maturation process for Catholic young men and women. 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, skirts, ties, shoes, stockings and socks are available in the Student Services. 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 bathrooms.
- White button-down shirts and blouses must be tucked in, not worn outside the pants or skirt. Golf shirts may be worn on the outside of the pants or skirt.
- 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.
- 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.
- 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 no longer than the top of the collar. Young ladies may not wear excessive jewelry or make-up.

- No visible tattoos are permitted on any student. No visible body piercing is permitted on any student (except for one pair of earrings for the ladies). This includes piercing of the tongue, eyebrows, lips and/or nose.
- 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.

Female Students

- An official PJPII plaid Flynn & O'Hara skirt (www.flynnohara.com). The length of the skirt **CAN BE NO SHORTER THAN ONE INCH ABOVE THE KNEE.**
- A white button-down blouse (long or short sleeve). Sleeves may not be rolled up and all but the top button of the blouse must be buttoned. Undershirts must be white, no words or logos. Blouses must be tucked in so the waist-band of the skirt shows.
- Navy blue tights; During the first and fourth quarter official navy blue knee socks purchased from Flynn and O'Hara may be worn.
- 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.
- Small earrings, one earring in each ear, may be worn but should not be larger than a quarter or extend more than an inch below the ear.

Male Students

- Official grey 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. 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 Penny Loafers (\$59) or the Timberland Cardinal Black Oxford – sold by Flocco's, 110-114 Fayette Street Conshohocken, PA 19428 (www.floccos.com) with dress socks. Shoes must be tied and worn properly.

- Males must be clean shaven. This includes mustaches and sideburns. Hair length should not fall below the top of the shirt collar, nor be longer than two inches. Bleached, braided or dyed hair is not permitted.
- Male students are not permitted to wear earrings.

Male and Female Students

- No unusual or exaggerated fashions, colors, or hair styles may be worn. This includes styles that become fashionable and cause a distraction in school. This determination is made by the Student Services Office. Visible tattoos are not permitted. If a student has a tattoo, it must be covered by the school uniform. All students must enter and leave the school building in complete dress code.
- Any student with a **LEGITIMATE** reason for coming to school in violation of the dress regulations must present a parental note of explanation at the Student Services Office in the morning before reporting to homeroom. At the office the student may obtain a dress code pass. Doctor's notes should be presented for medical reasons. The doctor's note should specify the need for the dress code change and the length of time the pass is required. Dress code passes will not be issued for young men who are not clean shaven.
- Seniors have the option to replace the school sweater with a senior fleece purchased through the school. This is a privilege for seniors only. Sport team fleeces are not permitted.
- During the first and fourth quarter, 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. This navy blue shirt with an embroidered school seal is 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.

ATTENDANCE

Absences

- Class attendance is required to earn credit. According to the policies of the Office of Catholic Education, **“students who have missed 22 or more days without a medical note must attend Conduct Summer School at their local school. Any student who fails to attend this week may not return to any Archdiocesan School in the fall.”** Any senior who is absent for 22 or more days without a medical note will not be permitted to participate in graduation ceremonies.
- An absence is excused only when accompanied by a doctor's note or a court order.
- If a student is sick 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 9:00AM to report and explain the absence. Please have student name, student number and homeroom available. An absence note must be returned to the Student Services Office upon the student's return to school.

- College Visitations are considered unexcused absences. Please plan these visits on weekends or on days when school is not in session
- Any student attending less than **FOUR** class periods a day will be considered absent for the day.
- Any student who is absent, 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 window of 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.
- Any student with 21 or more unexcused latenesses for the year will be recommended for Conduct Summer School. Any senior with 21 or more unexcused latenesses for the year will not be permitted to participate in graduation ceremonies.
- 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 at least one day 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 fourth period, or the day will be considered a day of absence. If the appointment is earlier the student must return to school.
- In an extreme emergency, a parent or guardian must arrive in person to take the student home early. A telephone call does not give the school sufficient authorization to permit a student to leave early.

- 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 can 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 the Saint John Paul II Student Center until the end of 8th period.

BOOK BAGS

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

BULLYING

All members of the PJP community have the right to protection against bullying behaviors and the right to file a complaint if they believe they have been a victim of a bullying 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 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 a 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 Acceptable 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.

CAFETERIA REGULATIONS

Students must go to their lockers before going to the cafeteria for lunch. Students will move directly to their seats upon entering the cafeteria. After all students are quiet, Grace will be said. Students will then be dismissed by their moderators to line up in the service area. 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. Food and beverages are not permitted in the classrooms or any other area outside of the cafeteria or student center. This includes before and after school hours.

CELL PHONES/ELECTRONIC DEVICES

Cell phones, music players and digital cameras may be used in a classroom setting at the discretion of the classroom teacher for academic purposes. Any electronic devices that are confiscated will be returned at the end of the day at the Student Services Office.

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.**

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.

DISMISSAL

A student who is dismissed 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.).

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.

FIGHTING

Since Christian values espouse non-violence, 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. 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 plan posted under the Student Services tab on our webpage (www.pjphs.org) for details.

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.

HOMEROOM

The time spent in 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 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. No one may be in the corridors during prayers and announcements. Students are held responsible for the contents of the daily announcements; hence the importance and necessity of silence and attention during announcements. "I didn't hear the announcement" is never an acceptable excuse for failure to respond to directives or instructions given over the P.A. system. The moderator checks attendance at the beginning of homeroom period. Since 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 Absentee Sheet, that student should report to the Student Services Office to have the record corrected.

IDENTIFICATION SWIPE CARD/SECURITY CARD

Students are required to have their Pope John Paul II High School ID card on their person all times. The ID card should be in the clear case connected to official Pope John Paul II High School lanyard. A fee of \$30.00 will be assessed for replacing a lost or stolen card. Students will be issued 1 demerit for not being able to produce their ID card when asked. Pope John Paul II High School ID cards are required for entrance to the school building, and for admission to home athletic and social events.

INCLEMENT WEATHER

Pope John Paul II High School utilizes 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 also be reported at www.pjphs.org, KYW 1060AM, Fox29-TV, and 6ABC-TV. The school closing number for Pope John Paul II High School is 1332.

Those students who ride public school buses must determine if transportation will be available by listening for 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.
- Students who are transported by our Metz, our private transportation company, follow the Pope John Paul II High School schedule.
- 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.

Parents are strongly urged to encourage their son/ daughter to use public school transportation instead of driving to school if the weather is questionable in the morning. **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.

SAINT JOHN PAUL II STUDENT CENTER

The Saint John Paul II Student Center is open from 7:30 a.m. to 4:00 p.m. This is an area for reading, writing, research and collaboration. Students must be respectful of each other and maintain an academic environment. Areas for collaboration and silent study are available and should be used appropriately.

Students are admitted to the Saint John Paul II Student Center in the following ways:

- **Before school, early dismissal and after school:** students must sign in and out.
- **Junior and Seniors with a rostered study hall or lunch:** obtain a pass from moderator and sign in and out.

Students may use the computers provided or work on their own device. Food and drink is prohibited at the computer terminals. With the use of the internet whether on a school computer or personal device comes responsibility and accountability that is clearly stated in the Acceptable Usage Policy.

Students who need to leave the Student Center for any reason must obtain permission from the moderator.

Students are not permitted to purchase food from the Student Center during or between rostered classes except during lunch or study hall.

The administration reserves the right to change policy during the year.

LOCKERS

Each student is assigned a locker by the Student Services Office. Incoming students are to purchase a combination lock for \$10 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. Other locks 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 or exchange combinations. 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.

LOST AND FOUND

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

MORNING PROCEDURES

Students who arrive before 7:20 am are to report to the Student Commons. After 7:20 am students will assemble in the cafeteria. After the warning bell at 7:40 am students are to go to their lockers and then to their homerooms. 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.

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. This fee is not prorated.

- Student must park in the numbered space that is on 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 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.
- For the safety of all drivers on the property, ball playing of any kind in **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.

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

PREGNANCY POLICY

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.

ABORTION POLICY

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.

SMOKING

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. All articles considered contraband will be confiscated. **Violators of the non-smoking rule will receive 10 demerits and will be fined \$25.00.**

SUBSTANCE ABUSE POLICY

Substance abuse is the use, sale, or possession of any controlled substance at school, school related events, or outside of school. Any student in possession of, using, selling, or trading a controlled substance and having any type of a controlled substance in his/her system will be subject to disciplinary action and/or dismissal. For purposes of this policy, controlled substances include, but are not limited to drugs, hallucinogens, alcoholic beverages of any kind, mood altering substances, any substance which prevents the detection of drugs in a person's system, drug-related paraphernalia, or prescription drugs. This policy shall apply regardless of where the substance abuse occurs, whether it on campus or off campus, whether or not school is in session, and it is not limited to school sponsored or school related events. The administration shall make all decisions concerning discipline under this policy. All students and parents/guardians shall agree to abide by and cooperate in the enforcement of this policy, without exception, as a condition of enrolling and continuing as a student in good standing. Refusal to comply shall result in denial of admission to or continuance as a student at Pope John Paul II High School.

Students remaining at Pope John Paul II High School after violating the substance abuse policy will be referred to Guidance and the Student Assistance Program. 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.

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	North Penn	Souderton
Downingtown	Owen J Roberts	Spring-Ford
Great Valley	Perkiomen Valley	Tredyffrin-Easttown
Methacton	Phoenixville	Upper-Perkiomen
Norristown	Pottsgrove	

Arrangements have been made for private transportation from Daniel Boone and Pottstown School Districts. There is an additional fee for students who utilize the private transportation.

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.

HEALTH SERVICES

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 information card current. If a student needs medication during the day parents should follow the following procedures:

- 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 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.

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 (1 dose on or after the 4th birthday)
- 4 doses of diphtheria (1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles
- 2 doses of mumps
- 1 dose of rubella (German measles)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease
- 1 dose of tetanus, diphtheria, and acellular pertussis (Tdap)
- 1 dose of meningococcal

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 December.** *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 envelop Attn: School Nurse.*

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)

These forms can be found under the Health and Wellness at www.pjphs.org.

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.

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, and personal 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. Any student may request an appointment with their counselor by filling out an appointment form which is available in the Guidance Suite. 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 including applications, recommendations and financial information.
- 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 difficulties.
- 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, and counseling and evaluations with a school psychologist. These services are provided through the Montgomery County Intermediate Unit.

CARE 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 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 for every child to 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.

SAP – Student Assistance Program

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.

Referral 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.

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:

First, the counselor meets with the informer to gather all reasons for concern. This could include conversations that they have had with the particular student, text messages they’ve received from them, pictures and internet social networking mediums.

Next, the counselor meets with the student of concern individually to determine the severity, validity, and nature of 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.

The Director of Guidance and Assistant Principal of Student Services will be informed of the situation and outcome.

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.

GRADUATION REQUIREMENTS

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

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 years World Language/Art/Music/Vocational

*Most colleges/universities will accept any combination of World Language, Art, Music or Vocational Education. Some colleges require World Language.

NCAA ELIGIBILITY REQUIREMENTS

Divisions I and II Initial-Eligibility Requirements

Core Courses

- NCAA Division I and Division II requires 16 core courses.
- NCAA Division I will require 10 core courses to be completed prior to the seventh semester (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the seventh semester and cannot be retaken for grade improvement.

*Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.

Sliding Scale A		
Use for Division I prior to August 1, 2016		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT	ACT
	Verbal and Math ONLY	
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

For more information, visit the NCAA Eligibility Center website at www.eligibilitycenter.org.

Sliding Scale B			
Use for Division I beginning August 1, 2016			
NCAA DIVISION I SLIDING SCALE			
GPA	GPA	SAT	ACT
for Aid and Practice	for Competition		Sum
3.550	4.000	400	37
3.525	3.975	410	38
3.500	3.950	420	39
3.475	3.925	430	40
3.450	3.900	440	41
3.425	3.875	450	41
3.400	3.850	460	42
3.375	3.825	470	42
3.350	3.800	480	43
3.325	3.775	490	44
3.300	3.750	500	44
3.275	3.725	510	45
3.250	3.700	520	46
3.225	3.675	530	46
3.200	3.650	540	47
3.175	3.625	550	47
3.150	3.600	560	48
3.125	3.575	570	49
3.100	3.550	580	49
3.075	3.525	590	50
3.050	3.500	600	50
3.025	3.475	610	51
3.000	3.450	620	52
2.975	3.425	630	52
2.950	3.400	640	53
2.925	3.375	650	53
2.900	3.350	660	54
2.875	3.325	670	55
2.850	3.300	680	56
2.825	3.275	690	56
2.800	3.250	700	57
2.775	3.225	710	58
2.750	3.200	720	59
2.725	3.175	730	60
2.700	3.150	740	61
2.675	3.125	750	61
2.650	3.100	760	62
2.625	3.075	770	63
2.600	3.050	780	64
2.575	3.025	790	65
2.550	3.000	800	66
2.525	2.975	810	67
2.500	2.950	820	68
2.475	2.925	830	69
2.450	2.900	840	70
2.425	2.875	850	70
2.400	2.850	860	71
2.375	2.825	870	72
2.350	2.800	880	73
2.325	2.775	890	74
2.300	2.750	900	75
2.275	2.725	910	76
2.250	2.700	920	77
2.225	2.675	930	78
2.200	2.650	940	79
2.175	2.625	950	80
2.150	2.600	960	81
2.125	2.575	970	82
2.100	2.550	980	83
2.075	2.525	990	84
2.050	2.500	1000	85
2.025	2.475	1010	86
2.000	2.450	1020	86
	2.425	1030	87
	2.400	1040	88
	2.375	1050	89
	2.350	1060	90
	2.325	1070	91
	2.300	1080	93

Test Scores

- Division I and II uses a sliding scale to match test scores and core grade-point averages (GPA).
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from

the testing agency. Test scores that appear on transcripts will not be used.

Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your PJP's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- Division I students enrolling full time before August 1, 2016, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.
- Division I GPA required to receive athletics aid and practice on or after August 1, 2016, is 2.000 (corresponding test-score requirements are listed on Sliding Scale B).
- Division I GPA required to be eligible for competition on or after August 1, 2016, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B).
- The Division II core GPA requirement is a minimum of 2.200.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

Division 1 and Division 2

16 Core Courses

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

THE COLLEGE PROCESS

Timeline for College Bound Students

Freshman Year:

- Adjust to the high school environment
- Develop good study habits
- Earn good grades
- Research careers using school software
- Join school activities
- Take the PSAT in October

Sophomore Year:

Fall Semester

- Earn good grades
- Continue researching careers
- Continue in school activities
- Develop good writing skills
- Take the PSAT in October

Spring Semester

- Earn good grades
- Start researching colleges on the computer

- Look into summer opportunities to get ahead
- Make good choices for Junior year course selections

Junior Year:

Fall Semester

- Earn good grades
- Take the PSAT in October—this is the year that counts for National Merit Consideration
- Continue researching colleges and major
- Visit with college reps in the school cafeteria
- Attend college fairs

Spring Semester

- Meet with your counselor during course selection
- Take the SAT and/or ACTs twice in the spring during this year
- Meet with your counselor for the Junior interviews
- Look into summer college opportunities
- Visit colleges during breaks and in the summer
- Get teacher recommendations
- Start researching scholarship opportunities and requirements
- Earn good grades

Senior Year:

Fall Semester

- Meet with your counselor for the Senior interview
- Take the SATs and/or ACTs one or more times before Christmas
- Attend college fairs and Open Houses
- Meet with the college reps in the cafeteria
- Apply for Financial Aid beginning October 1st
- Review the scholarship bulletins
- Send applications to colleges before Christmas break
- Attend Financial Aid Night in October
- Use school holidays to visit colleges – see calendar
- Earn good grades

Spring Semester

- College decision must be made by May 1st
- Bring ALL acceptance letters, scholarship awards, and Financial Aid packages to the Guidance Office
- Request that your final transcript be sent to the school you will be attending
- EARN GOOD GRADES!

SAT/ACT INFORMATION

Pope John Paul II High School is a testing site for both the SATs and the ACTs. These tests are administered following the national guidelines and procedures.

SATs

Plan to take the SATs 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. Per

college admission counselors, it is recommended that you should take the SAT with Writing, at least once.

Remember to designate Pope John Paul II High School as your current school by using our CEEB code when you register. Our code is **394-303**. Register for the SATs at www.collegeboard.com

ACTs

If you plan on taking the ACT as a replacement for the SATs, you should take the ACT with Writing, at least once.

Register for the ACTs at www.actstudent.org.

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 extra-curricular 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, our rules and regulations, 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 “Academic Probation” 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.

Clubs and Organizations

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

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.

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.

Dance Rules: All school rules are enforced during school dances, whether on or off campus. All students and guests in attendance must provide student 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, students may bring one guest to a dance and a completed Guest Form must be submitted to the Pope John Paul II Administration at the time of ticket purchase, which must be prior to the dance. This includes acquiring the administrative information from the guest’s school. Guests must enter with and leave when the host student leaves. Guests will be asked to present photo ID confirming birth date before admittance and maybe 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.

For dances that run from 7:00 p.m. until 10:00 p.m., the doors will close at 7:30 p.m. No one will be admitted after 7:30 p.m. without prior permission from the Administration. Doors remain closed until 10:00 p.m. A phone call will be made to a parent/guardian if a student does not arrive by 7:30pm and is on the student dance list.

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 school personnel reserve the right to inspect anyone carrying purses and backpacks before admittance to the dance. Pope John Paul II is not responsible for any confiscated items. Students are encouraged to leave purses and backpacks at home. Students bring valuables at their own risk.

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 contact parents and have them pick up their students. 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 sale 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. Clothing should be clean, hemmed, and not ripped. 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. Students not in compliance of 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.

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 are invited with the completed and approved Guest Form.

This is a semi-formal affair for Juniors. Attire should be something a student can wear for other dressy occasions. Skirt/dress length must stay no more than three inches above the knee (including the top of the skirt slit). The top may not show bare midriff or sides, 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 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.

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 are invited with the completed and approved Guest Form.

This is a formal affair for Seniors. Attire should be something a student can wear for other dressy occasions. Skirt/dress length must stay no more than three inches above the knee (including the top of the skirt slit). The top may not show bare midriff or sides, 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 as an escort 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.

Commencement Exercises: 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.

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. Rings will be blessed and distributed at a special Mass for the Junior class and their families. Please be aware that all tuition and fees must be paid in full in order to receive a ring.

Lost and Found

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

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.

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.

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 available on the PJPII website under the Quicklinks tab and a printed version is posted in the cafeteria on the bulletin board by the Student Affairs Office.

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 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 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 post-season 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

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 lock when the season is complete.

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 ect 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 student commons or student center.

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

Student are not allowed to enter any storage closets or remove any equipment at any time unless direct 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 SMART 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 a 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, Acceptable Use of Technology Policy).

BELL SCHEDULE

REGULAR (45 min)

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

LITURGY (35 min)

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

EXTENDED HR (43 min)

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

2 HOUR DELAY (30 min)

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

ASSEMBLY “A” (37 min)

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

ASSEMBLY “B” (37 min)

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

PERFORMANCE SERIES SCHEDULE (37 min)

Warning Bell	7:40
Warning Bell	7:45
HR (Grades 9, 10, 11)	7:50 – 8:00
Performance Series Testing (Grade 9, 10, 11)	8:00 – 9:00
Seniors Report to HR	9:00
HR (All Grades)	9:00 – 9:09
1 st Period	9:12 – 9:49
2 nd Period	9:52 – 10:29
3 rd Period	10:32 – 11:09
4 th Period	11:12 – 11:49
5 th Period	11:52 – 12:29
6 th Period	12:32 – 1:09
7 th Period	1:12 – 1:49
8 th Period	1:52 – 2:29