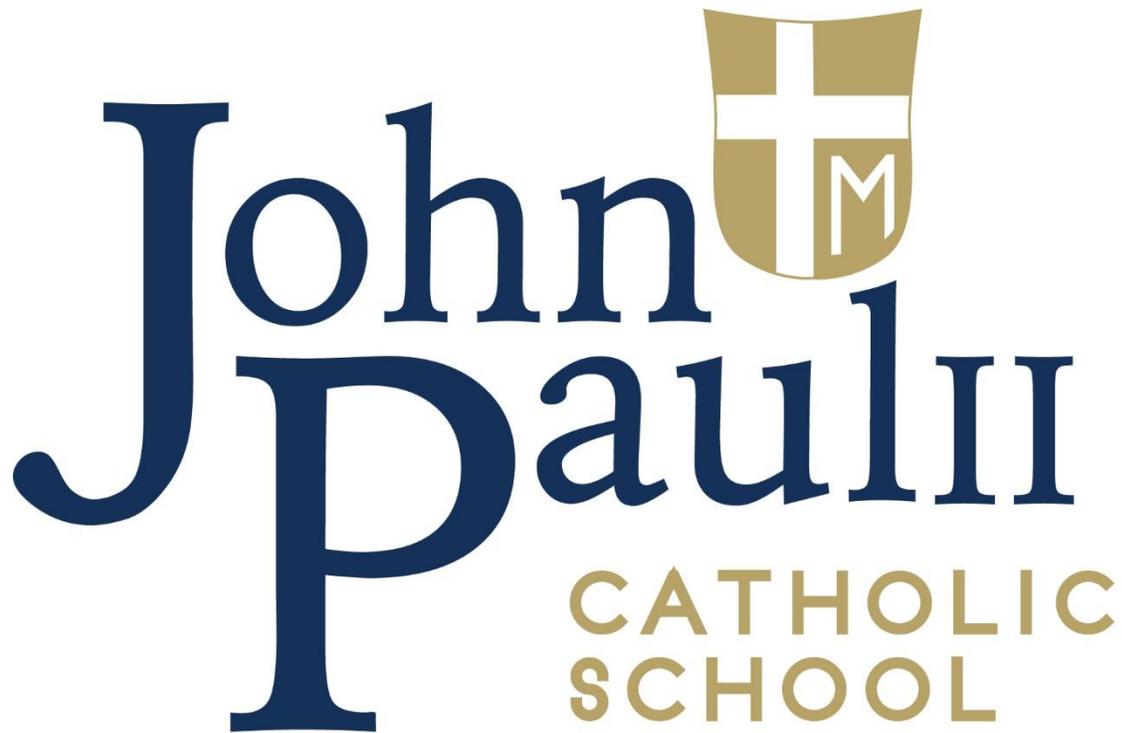


2022-2023

STUDENT-PARENT HANDBOOK



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JOHN PAUL II CATHOLIC SCHOOL

ADMINISTRATIVE TEAM

John McCarthy
Principal

Heather Rembold
Assistant Principal for Academics

Andrea Williamson
Assistant Principal for Student Life

Robert Collar
Dean of Students

Louise Sanders
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1. FORWARD

Diocese of Charleston Secondary Schools: Common Foundational Belief

Bishop England High School, Cardinal Newman School, John Paul II Catholic School and St. Elizabeth Ann Seton Catholic School, the four secondary schools that are owned by the Diocese of Charleston, offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”. This foundational belief informs the schools’ missions, visions and approaches.

Similarly, all four schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.” *Catechism of the Catholic Church, 2270-2275.*

In *Evangelium Vitae*, St. John Paul II said, “The Gospel of life is at the heart of Jesus’ message...Even in the midst of difficulties and uncertainties, every person sincerely open to truth and goodness can, by the light of reason and the hidden action of grace, come to recognize in the natural law written in the heart (cf. **Rom 2:14-15**), the sacred value of human life from its very beginning until its end, and can affirm the right of every human being to have this primary good respected to the highest degree. In a special way, believers in Christ must defend and promote this right, aware as they are of the wonderful truth recalled by the Second Vatican Council: ‘By his incarnation the Son of God has united himself in some fashion with every human being.’ This saving event reveals to humanity not only the boundless love of God who ‘so loved the world that he gave his only Son’ (**Jn 3:16**), but also the incomparable value of every human person.”

“Through the words, the actions and the very person of Jesus, man is given the possibility of ‘knowing’ the complete truth concerning the value of human life. From this ‘source’ he receives, in particular, the capacity to ‘accomplish’ this truth perfectly (cf. **Jn 3:21**), that is, to accept and fulfil completely the responsibility of loving and serving, of defending and promoting human life.”

As Roman Catholic co-educational institutions, all four Diocese of Charleston secondary schools defend and promote the sanctity of all human life. They believe in the dignity of and respect for all human beings from the moment of conception to natural death. This fundamental principle applies to all races, ethnicities, and socio-economic groups, to the unborn child as well as to the terminally ill adult. Creation in the image and likeness of God bestows upon every person a dignity that cannot – must not – be taken away. Every human person has a value that confers upon him/her an importance that must not be dishonored or degraded. This principle of human dignity is at the heart of everything these schools do.

Lord God Almighty, our Creator, we celebrate our existence, we rejoice to be alive. Teach us to understand more and more profoundly that every human life is sacred, whether it belongs to an unborn infant, or to a terminally ill patient; to a handicapped child, or to a disabled adult; to people who live next door, or to those who live far away. Remind us, Heavenly Father, that whatever a person's age, race, color or creed, each individual has been made in Your image and likeness; and has been redeemed by Christ. This makes them precious in Your sight. Help us to see other people with Your eyes, so that we may reverence, preserve, and sustain Your gift of life in them and use our own lives more faithfully in Your service. We ask this through Christ, our Lord. Amen.

*From the **Pro-life Prayer Book***

Cardinal G. Basil Hume, O.S.B., Archbishop of Westminster

Further, the radical appreciation that all of the Diocese of Charleston's four secondary schools have for the value of human life leads them to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. (See the "**Diocese of Charleston Secondary Schools Statement of Diversity, Equity, Inclusion: A Guideline for Curriculum, Resources, and Professional Development**" that follows this statement.) Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

As Pope Francis teaches, "No one will ever openly deny that [those who are different from us] are human beings, yet in practice, by our decisions and the way we treat them, we can show that we consider them less worthy, less important, less human. For Christians, this way of thinking and acting is unacceptable, since it sets certain ... preferences above deep convictions of our faith: the inalienable dignity of each human person regardless of origin, race or religion, and the supreme law of fraternal love." **Fratelli Tutti**

Roman Catholic Diocese of Charleston Secondary Schools
Statement of Diversity, Equity, and Inclusion:
A Guideline for Curriculum, Resources, and Professional Development

Diversity:

After this I looked, and behold, a great multitude which no man could number, from every nation, from all tribes and peoples and tongues, standing before the throne and before the Lamb” Revelation 7:9

Catholic Schools in the Diocese of Charleston value and welcome all families, staff, students and supporting communities, acknowledge their unique gifts, and believe diversity is a blessing that enriches our community. With great enthusiasm, we celebrate diversity among our school community inclusive of differences in race, ethnicity, sex, abilities, socio-economic status, national origin, and religious beliefs. Catholic Schools will empower and encourage students to identify and challenge all forms of prejudice, discrimination, and injustice within a global society with love.

Equity:

There may be no discord in the body, but that the members may have the same care for one another. If one member suffers, all suffer together; if one member is honored, all rejoice together.” 1 Corinthians 12:25-26

Equity in education is the commitment to each student’s academic, social, and spiritual growth, taking into account inequalities of privilege, access to resources, and other effects of marginalization based on prejudice or unjust systems. In Catholic schools, love moves us to seek the fulfillment of each student’s potential as we encounter each other as brothers and sisters in Christ.

As equitable Catholic educators, we must take direct and deliberate steps to change our own actions as well as group, institutional, and systemic practices that harm others by denying them their full, complex, individual humanity, or by dismissing their experiences as members of a racialized or marginalized group.

We must understand how our own individual awareness and biases are shaped by our identity, cultural and otherwise, so that we can meet others with a spirit of authenticity, humility, and openness.

Inclusion:

Rejoice with those who rejoice, weep with those who weep. Romans 12:15

In Catholic schools, every individual’s perspective and identity must be taken into account to create a learning environment where all students feel accepted, safe, empowered, supported and affirmed.

An inclusive Catholic educational community must ensure that all members of the community have a voice. As a result of being inclusive, this creates a community in which every member is a valued stakeholder and shares responsibility in creating purposeful conditions in which each member can perform their roles successfully.

THE SCHOOL

Mission Statement

John Paul II Catholic School educates students of all faiths in a caring, distinctively Catholic, Christ-centered environment. We prepare students to be *scholars with a soul* in accordance with the traditions of the Catholic faith through intentional commitment to our core beliefs of service, high expectations, innovation, excellence, leadership, and discipleship.

Philosophy

As a Catholic diocesan school, John Paul II participates in an established tradition of faith formation, community engagement, and academic excellence where the dignity of every person is recognized. To fulfill our mission as community educators, teaching methods are designed to reach a wide range of abilities and circumstances. Education is viewed as a holistic process that utilizes a faith community of parents, pastors, and faculty to model Christian behavior and encourage intellectual curiosity. This holistic approach creates confident, reflective, and engaged students who are prepared to meet contemporary issues with a global perspective that reflects Catholic moral teachings.

Core Values – Our SHIELD

- **Service**
We know, love and serve God by loving and serving others
- **High Expectations**
We set high expectations for academic excellence and respectful behavior
- **Innovation**
We inspire creativity to innovate and solve problems in new and meaningful
- **Excellence**
We strive to do our best in the classroom, on the field and stage, and modeling a Christian lifestyle
- **Leadership**
We empower students to be courageous Christian leaders
- **Discipleship**
We form intentional disciples who follow Jesus Christ

The School has the Right to Pursue its Mission

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the family-school partnership is irrevocably broken. In the event the Principal determines that a student or member of the student's family has interfered with the school's obligation to pursue its mission, the Principal may determine that John Paul II Catholic School is not an appropriate venue for the student to continue his/her education and may require the student to withdraw.

School Colors and Mascot

The school colors are Blue and Gold

The image of the Golden Warrior, inspired by these verses from the Letter of St. Paul to the Ephesians, is the school mascot:

“Draw your strength from the Lord and his mighty power. Put on the armor of God so that you may be able to stand firm against the tactics of the devil. . . . Resist on the evil day and . . . hold your ground. So stand fast with your loins girded in truth, clothed with righteousness as a breastplate, and your feet shod in readiness for the gospel of peace. In all circumstances, hold faith as a shield, to quench all the flaming arrows of the evil one. And take the helmet of salvation and the sword of the Spirit, which is the word of God.”—Eph 6:10-11, 13-17

History

After more than a decade of planning and collaboration, John Paul II Catholic School opened its doors to students in grades 7 through 9 in August 2013. Most Reverend Robert Guglielmone, Bishop of Charleston, the Diocesan Finance Council and the Buildings and Renovation Commission, in conjunction with the Catholic Schools Office, authorized the school’s founding and construction with the goal of housing grades 7 through 12 by the beginning of the 2016-2017 academic year.

While the school construction proceeded, the pastor and congregation of Okatee Baptist Church graciously offered to host the first students and faculty in their education building. Classes began there on August 17, 2013. With a certificate of occupancy given on December 31, 2013, the school opened at its permanent site on January 6, 2014, with 57 students, 5 full-time and 4 part-time faculty. In August 2014, the school commenced its second year with double the original number of students and faculty with grades 7 through 10 and an expanded curriculum. With growth in faculty and student body each year, the school reached its full complement of grades 7 through 12 in the 2016-2017 school year and graduated its first senior class.

In January of 2020 a new strategic plan was implemented that would ambitiously grow the school over the next five years to reach a target of 500 students. In August of 2022 the school added Grade 6 to assist with this growth. Planning was initiated to add a second academic building to the campus that would serve as the high school, with the existing school building designated as the middle school. Modular classroom buildings were added to assist with growth during construction. An expansion of athletic fields was also planned to meet growing demand.

Patron Saint

The school’s patron, Saint John Paul II, was Pope from 1978-2005. Karol Wojtyła, later known as John Paul II, was a distinguished scholar, athlete, laborer, musician, playwright, and author of numerous philosophical and theological works. A survivor of World War II who endured great personal hardship, John Paul II was a world leader who promoted inter-cultural understanding and cooperative relations among members of diverse religious groups. In the spirit of its patron

saint and as a Catholic institution, John Paul II Catholic School is committed to a pro-life ethic and to the pursuit of peace and justice in accordance with Catholic social teaching.

Accreditation and Affiliation

As a school of the Catholic Diocese of Charleston, John Paul II Catholic School is part of a state-wide school system which has been accredited by Cognia, in accordance with the standards of the Southern Association of Colleges and Schools. It also holds membership in the National Catholic Education Association and the South Carolina Independent Schools Association (SCISA).

Non-Discrimination Policy

John Paul II Catholic School is part of the system of schools of the Catholic Diocese of Charleston and is accredited by Cognia. The school does not discriminate because of race, religion, or ethnic background in relation to employment or student admission.

This Handbook

This handbook is intended to be used by students and families as a guide to the mission, policies, and procedures of John Paul II Catholic School. Enrollment as a student at John Paul II Catholic School implies the willingness of both parents and students to comply with the mission, decisions, policies, and procedures of the school. By signing, parents and students verify they have received the handbook and agree to support the mission and policies of the school.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right at any time to amend, adjust, and adapt policies based on the needs of the school and to assure the wellbeing of all students. The administration will be responsible for interpreting the rules and regulations contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration reserves the right to institute any course of action that is consistent with current Diocesan policies and John Paul II Catholic School's educational mission.

Parents as Partners

John Paul II Catholic School holds that the education of a student is a partnership between the parents and the school. As partners in the educational process at John Paul II Catholic School, we ask our parents:

- To set rules, times, and limits so that your child:
 - ✓ Arrives at school on time and is picked up on time at the end of the day or after a school activity
 - ✓ Is dressed according to the school dress code
 - ✓ Completes assignments on time
- To actively participate in school activities and fulfill volunteer requirements
- To notify the school when the student will be absent
- To notify the school office of any changes of address or important phone numbers

- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notifications, emails and newsletters and to show interest in the student's total education
- To support the religious and educational mission of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers and other school staff with respect, courtesy and confidentiality in discussing student problems or other issues.

A Parent's Role in Education

We, at John Paul II Catholic School, consider it a privilege to work with parents in the education of children because we believe in the long-standing Catholic tradition that parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of John Paul II Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at John Paul II Catholic School, we trust you will be loyal to this commitment. No matter what age your child is, s/he needs constant support from both parent(s) and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parent(s) nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parent(s) and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parent(s) must make investigation of the complete story as your first step. This evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a student take responsibility for his/her actions, behavior, and grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

2. ADMISSIONS

Acceptance of New Students

Acceptance is contingent upon space availability and a number of factors, including an applicants' academic and disciplinary records, standardized test scores, recommendations, and student interview. Because the primary mission of the school is to serve the Catholic community of the Diocese of Charleston, priority is given to those students currently enrolled in Catholic schools.

Once the school has reached capacity for enrollment in any one grade, the following weighted criteria is used to determine acceptance*

1. Sibling of currently enrolled student
2. Currently enrolled in St. Gregory the Great Catholic School, St. Francis by the Sea Catholic School, or St. Peter's Catholic School
3. Catholic students actively members of a supporting parish
4. Catholic transfer students from outside the Beaufort Deanery
5. All other qualified applicants

* The school reserves the right to modify these criteria as may be necessary. In all cases above, meeting published deadlines and requirements for enrollment is mandatory for acceptance.

Grade 6 Admissions Policy

Students applying to Grade 6 will be admitted on a space available basis. Capacity will be set prior to the start of the enrollment period. Since the objective is to increase enrollment of students not currently enrolled at one of our three feeder schools, all of whom offer Grade 6, students applying from local public and private schools, as well as those moving into the area, will have priority up to the application deadline. The exception will be for children of JPII Faculty and Staff who will have priority status.

1. Once the application deadline has passed, and if space is available, students from feeder schools will be admitted in according to the following criteria; Siblings of current students enrolled at John Paul II Catholic School
2. Order of application

There will be no tuition discounts offered for Grade 6, other than targeted Promise Scholarships (designed to increase racial, ethnic and economic diversity), as well as discounts afforded to JPII faculty and staff. All other families will pay the non-parish middle school rate with no Catholic, sibling, or Bishop's Grant discount.

Students with Special Needs

It is the policy of the Diocese of Charleston to admit students with exceptional needs and/or learning challenged whenever it is possible, provided that the school has the means to reasonably accommodate the student's needs. A student with learning challenges may be admitted to John Paul II Catholic School's college preparatory program through the use of an assistance plan that is custom-designed by our **Marian Center for Learning**. To qualify for such a plan, a student

must have been tested within the previous three years, either through the public school of residence or by a qualified third-party medical evaluator (psychologist, physician, psychiatrist, counselor, etc.) who makes accommodation recommendations based on the student's testing results. When a student with learning challenges applies for enrollment, the student's testing results should be submitted to the school for evaluation. We will not accept a student if we are unable to adequately accommodate his/her specific needs.

Registration

Registration is not complete until each of the following is on file with the school:

- A completed online registration form signed by the custodial parent/guardian
- A South Carolina Certificate of Immunization
- Previous school records
- Payment of the non-refundable new student application fee and registration deposit
- Signed tuition policy agreement
- Verification of enrollment in FACTS for online tuition payments (unless tuition has been paid in full)
- Signed parish membership if applicable

Students who have not completed all of the above will not be issued a schedule or school laptop until all required documents and obligations are submitted.

Transfer Students

Local transfer students must attend John Paul II Catholic School for their last three terms of high school unless there are extenuating circumstances, as determined by the Principal on a case by case basis. Typically, the school will not accept local rising seniors or local senior transfers. Similarly, students will not ordinarily be accepted after the end of the third quarter of the year, except in the case of family relocation or other extenuating circumstances.

Transfer of Grades

John Paul II Catholic School accepts credits from accredited institutions only. No adult education courses are accepted for secondary school students. Transcripts of students leaving John Paul II are forwarded only if all financial obligations have been met.

Tuition and Fees

John Paul II Catholic School is not only a ministry but also a business with employees who must be paid on time as well as with financial obligations to vendors and suppliers. Therefore, families are expected to meet their financial obligations fully and on time so as not to cause difficulty for John Paul II Catholic School to meet its financial obligations.

- Families are given an option of paying tuition in full or participating in the FACTS Tuition Program. In order to receive the parishioner discount on tuition, families must be active, participating, contributing members of a Beaufort Deanery Catholic parish.
- If a student's tuition and fees are not current at the end of the term, the student's exams will NOT be graded and processed, grades of "I" (Incomplete) will be placed on transcripts, and report card(s) will not be distributed until the account balance is paid in full.

- Any tuition account that falls 60 days or more past due will result in the school disabling the family’s RenWeb Parent Portal Account and holding all information having to do with grading and progress.
- Students graduating 12th grade must have a zero (\$0) balance for all financial obligations to the school in order to participate in graduation ceremonies, have grades processed, and have transcripts forwarded to other institutions.
- Students withdrawing from John Paul II Catholic School prior to the end of the school year are required to pay tuition according to the schedule that follows. (The application fee and deposit are non-refundable.) Transcripts will not be released until the balance owed is paid in full. The following withdrawal schedule will be followed to determine balance due.
 - Prior to the start of the academic year 0 Due
 - Prior to week 6 of the academic calendar 25% Due
 - Prior to week 16 of the academic calendar 50% Due
 - Prior to week 23 of the academic calendar 75% Due
 - After week 23 of the academic calendar 100% Due

Tuition Assistance

Tuition assistance is requested by the students’ parent/guardian utilizing the FACTS Grant and Aid Assessment online. Families may register with FACTS by clicking the link on the school website. Once family financial data has been verified, FACTS provides the school administration a detailed report, which is used to assist in determining the amount of assistance the school is able to offer. Tuition assistance is provided as funds are available, and in the order in which requests are received. **Student applications or re-enrollment forms must be complete before requests for assistance can be processed.**

The funds for tuition assistance are generated through the generous giving of the many supporters of JP II and through school fundraising events. Parents of students receiving tuition assistance are required to volunteer in support of the school as needed. Each year the school will identify volunteer opportunities and the number of service hours expected. Failure to meet this minimum requirement may result in the forfeiture of aid given.

3. ACADEMICS

Academic excellence is a hallmark of Catholic schools. Students at John Paul II are expected to apply themselves seriously to their studies and to be diligent about homework, research projects, and long-term assignments. Students need to make preparation for classes, quizzes, tests, and term examinations a high priority. Serious students will take advantage of the expertise of the faculty and the technological benefits offered at the school.

Middle School Academic Program

Sixth, Seventh and Eighth Grade students follow John Paul II Catholic School's prescribed curriculum for middle school in the following subject areas:

Core Subjects: Religion, English Language Arts, Mathematics, Science, Social Studies, and 8th Grade World Language

Enrichment Subjects: Art, PE, Music, Performing Arts, Technology, and Introduction to World Languages in Grades 6 and 7.

- Incoming 6th graders will be placed in unlevleled courses and classes will be differentiated based upon ability.
- All rising and incoming 7th grade students are required to complete the John Paul II Catholic School placement test. Test results are used to help us determine placement in Advanced Language Arts and Mathematics. All other subjects are unlevleled at the middle school level.
- Honors/pre-AP placement for 8th grade students is determined by 7th grade final averages, 7th grade PSAT scores, 7th grade MAP scores, as well as teacher recommendations.
 - All 8th grade students may earn high school credit in pre-AP English and Algebra I and Spanish I or Mandarin I by earning a grade of 70 or above. These courses will be factored into high school grade point average. A student may opt out of high school credit at the conclusion of the third quarter.
 - Note: If a middle school student opts to retake a high school credit course, all courses shall remain on the transcript. However, only the highest grade will be used in figuring the student's GPA.
- Specific details concerning courses and course requirements can be found in the Program of Studies, which is updated each year prior to the start of the scheduling process.

High School Academic Program

Academic Levels:

The academic program at John Paul II Catholic School is consistent with our philosophy of striving to meet the diverse needs of our students. We offer courses at three instructional levels:

1. Emerging Scholars (ES):

While we believe all students admitted to the school have the potential to complete a college preparatory program, circumstances in a student's past academic career may have caused them to fall two grade levels, or more, behind in English or Mathematics. The Emerging Scholars courses are designed to provide remediation in these subjects.

2. College Preparatory (CP):

This program provides a challenging curriculum for the majority of our students. Some independent study and a fast learning pace characterize this level of study. Students selected for this program follow a rigorous college preparatory course of study.

3. Honors (H), pre-AP, or AP/College Credit:

These programs challenge students to pursue their studies in greater depth. Extensive independent study, research, analysis, and critical thinking characterize the curriculum. Students enrolled in these programs must demonstrate maturity and the capacity for independent learning to remain at this level. These programs are weighted accordingly in the calculation of John Paul II's weighted Grade Point Average (GPA)

Academic Placement

A high school student's placement into the appropriate academic level for a course is determined by school administration in accordance with the student's prior academic achievement in a subject area and his/her performance on the PSAT/SAT/ACT assessment. These determinations will not ordinarily be changed by parent or student request. However, we recognize that a parent is a child's primary educator, and if a parent wishes to override a class recommendation made by the teacher/administration, then a Class Waiver Form can be completed by both the parent and student to fully acknowledge their understanding of the consequences that may occur from taking a class that may not meet the needs of that student.

Scheduling and Schedule Changes

Every effort will be made to schedule students in the requested courses for which the student is eligible to enroll. However, please note that final schedules and academic placement are subject to course availability. If the student is unable to be scheduled into a course s/he will be scheduled into a comparable course that meets the needs of the student.

Parents and students are encouraged to resolve all scheduling issues prior to the start of the school year. Once the school year begins only the principal or the assistant principal for academics may approve course changes. Within the first 2 weeks of class a student or parent may request a course change for an acceptable reason. For instance, the student is misplaced academically. Unacceptable reasons are the student does not like the class or the student wishes to be in a class with his/her friends. Ordinarily, course changes will not occur beyond the Tuesday following the Labor Day weekend.

GRADING

Grades: Depending on the nature of the subject matter, term grades may be calculated on the basis of tests, quizzes, projects, laboratory reports, oral exercises, demonstrations, artistic productions, homework, classwork, and other criteria deemed appropriate by the instructor. The weighting of these particular efforts is reported in the online grading record in Ren-Web.

Make-Up Work, Late Work, and Extra Credit: Policies will be explained by instructors for their individual courses at the beginning of the school year.

Term Grades:

High School Credit Courses

Term Grade	80%
Term Exam	20%

Middle School Course

Term Grade	88%
Term Exam	12%

Final Course Grade: The final grade for year-long courses will be determined by calculating the numerical average of the two term grades, including term exams.

Incomplete Grades: When students are missing term, or final grades due to extended excused absences, the classroom teacher or assistant principal will set a reasonable date by which time all make-up work must be completed. If a student does not make up the work missed by the assigned date, the teacher will record zeroes for all work not completed.

Term Exams

- All core academic courses and most electives will administer an exam at the end of each term of study. The course syllabus will indicate if term exams are to be administered.
- Each exam will be a comprehensive assessment of the students' mastery of the concepts, skills, and performance objectives taught during the term in which it is administered.
- With the exception of seniors, all students will take term exams.
- The only accepted excuses for not taking an exam at the scheduled time are personal illness (doctor's note required) or an extraordinary family situation as determined and approved by the Principal.
- A student without an acceptable excused absence who fails to take an exam during the scheduled time will receive a zero on that exam.
- Exams for all courses that will be awarded high school credit will count for 20% of the term grade for the respective courses. This includes courses such as Spanish I, Spanish II, Mandarin I, Mandarin II, PreAP Algebra I, PreAP Geometry, and PreAP English I for middle school students.
- Exams for all middle school courses not being awarded high school credit will count for 12% of the term grade for each course.

Exam Exemptions

- All students will be required to take first term exams.
- Because of their senior project requirement, term exams will be optional for all seniors.
 - A senior may choose to take an exam if s/he feels it could help to raise her/his final grade. Once a senior chooses to take an exam, the exam will count towards the final grade whether or not it raises the grade.
- Students in grades 7—11 who have earned an average of 90 or above for the first semester and second term shall be exempt from taking second term exams.
 - Teachers will inform students if they are exempt from an exam at least 2 days prior to the start of the exam period.
- Instructors in AP courses may use the scheduled term 1 exam period for further instruction or to administer an exam/assessment at the instructor's discretion. All AP students will be administered an AP exam near the end of term 2 and are therefore not required to take an exam for that course during the term 2 exam period.

Grade Reporting

Parents and students may utilize the Parent Portal of our RenWeb Student Information System to view grades and review other significant academic information at any time. Parents will receive instructions on acquiring a user name and password from the Assistant Principal of Academics. Parents are encouraged to monitor grades, as this will give an indication of student progress and afford enough time to improve before the final term grading occurs.

Parents and students are expected to use RenWeb to keep up with grade reporting. Traditional “Report Cards” will not be mailed home at the conclusion of each grading period. Parents and students will be notified when term grades are complete. A final grade report will be emailed home at the conclusion of the school year.

Parent Conferences

Parent-teacher conferences to discuss student progress will be offered during the 1st term. However, parents may request a conference with teachers anytime they are concerned about the progress of their child by contacting the appropriate teacher(s) through the JP II website or by calling the school office.

Procedure to Resolve Teacher Issues

Should a student or a parent be experiencing a difficulty with or have a complaint about a teacher or a particular class, the following are the steps that should be followed to try to resolve the issue:

- Either the student or the parent must first speak directly to the teacher about the difficulty
- If no satisfactory resolution is reached, the student or the parent should contact the Assistant Principal for Academics
- Parent(s) and students may meet with the Assistant Principal and the teacher to seek resolution.

Promotion Standards

IMPORTANT NOTE: In order for a John Paul II student to receive credit for any course s/he takes at John Paul II Catholic School, s/he must earn a minimum grade of 70% as calculated on the John Paul II Grading Scale.

A student who fails three or more classes may not be invited to return to John Paul II Catholic School. A student may not be promoted to the next grade level if they fail more than one core subject, or if they have not earned enough credits to be on track for graduation. Note: for students completing four years of high school at JP II, a minimum of 29 credits must be earned to graduate while a student transferring into the school after 9th grade must at a minimum meet the South Carolina requirement of 24 credits. Students not on track to meet these requirements may be required to complete five years of high school in order to graduate.

Students who fail to pass a course may choose to retake that course, with the approval of the Principal, at any other accredited public, private, virtual, or online school. Students planning to

attend summer school must check with the Counseling Office and the Assistant Principal for Academics to make sure that the chosen school meets accreditation standards. Ordinarily, credit will not be awarded for tutoring, for courses taken through non-accredited schools, or for new (as opposed to credit recovery) courses.

Academic Probation

Students who fail two or more classes for any given term will be placed on Academic Probation. Students and parents will meet with the Assistant Principal of Academics and instructors to discuss the academic difficulty. Students on Academic Probation are not allowed to participate in athletic practices or games. If the student fails three or more classes in the subsequent term, s/he may be asked to withdraw from the school.

Academic Eligibility to Participate in Extra-curricular Activities

Extra-curriculars are defined as those activities that take place outside the school day. Included in these are: athletic try-outs, practices, and games or matches; drama try-outs, practices, and performances, robotics competitions; as well as any others deemed so by the administration. Co-curricular activities are those directly related to an academic courses, such as field trips, and are not affected by this policy. Spiritual activities are not included. Dances are not included. Note: Disciplinary issues such as number of demerits and detentions will also impact athletic and extra-curricular eligibility. For more information on athletic eligibility, please consult the SCISA Bluebook under General Athletic Policies.

Athletic Eligibility

Participation in athletics is an important part of the JP II educational experience. However, participation is a privilege that must be earned by meeting the school's academic and behavioral standards. We hold students accountable for their actions, while providing the support and motivation for students to earn the privilege of participating. For students to participate in athletic practices and games they must be failing no more than one core course. A core course is defined as credit towards meeting graduation requirements.

Eligibility for the fall season will be based on the second term grades of the previous academic year. Interim grade reports will be calculated on the 3rd Friday in October. Any student failing two or more core courses at that time will be placed on academic probation for a minimum of ten (10) school days. They will only be removed from academic probation once they are passing all core courses. A student ineligible at the start of the year is able to regain eligibility by passing all courses on this date. Students on academic probation will be prohibited from playing fall or winter sports (to include practices) until such time as they are removed.

Eligibility for the winter and spring seasons will be based on first term grades. Any student failing two or more core courses will be ineligible to participate. Interim grade reports will be calculated on the 3rd Friday in March. Any student failing two or more core courses at that time will be placed on academic probation for a minimum of ten school days. A student ineligible at the start of the second term is able to regain eligibility by passing all courses on this date. Students on academic probation will be prohibited from playing fall or winter sports (to include practices) until such time as they are removed.

John Paul II Catholic School Grading Scale

The following grading scale will be used to calculate cumulative GPA's for John Paul II Catholic School students at the end of each term of study.

Numerical Average	Letter Grade	College Prep	Honors/pre-AP	AP or College Credit
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	D	2.400	2.900	3.400
73	D	2.300	2.800	3.300
72	D	2.200	2.700	3.200
71	D	2.100	2.600	3.100
70	D	2.000	2.500	3.000
69	F	1.900	2.400	2.900
68	F	1.800	2.300	2.800
67	F	1.700	2.200	2.700
66	F	1.600	2.100	2.600
65	F	1.500	2.000	2.500
64	F	1.400	1.900	2.400
63	F	1.300	1.800	2.300
62	F	1.200	1.700	2.200
61	F	1.100	1.600	2.100
60	F	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.500	1.000

South Carolina Uniform 10-Point Grading Scale

Numerical Average	Letter Grade	Academic Track (College Prep)	Honors	AP or College Credit
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.500	1.000

Cumulative GPA

John Paul II Catholic School calculates two cumulative GPAs to be reported on the students' transcripts at the end of the school year.

The first is based on the South Carolina Uniform Grading Policy (SCUGP) which is considered in awarding Palmetto Fellows, LIFE, and HOPE scholarships. Under South Carolina state guidelines, the cumulative GPA reported on the final transcripts is calculated using the SCUGP 10-point scale found on page 19 of this Handbook.

The second is the John Paul II Catholic School GPA based on the grading scale found on page 18 of this handbook.

Class Rank

John Paul II Catholic School calculates class rank at the end of each school year for all students in grades 9 through 12 based on the South Carolina Uniform Grading Policy. Because of the size and academically competitive nature of our student body, the school does not ordinarily disclose rank to colleges during the college application process unless specifically requested.

Academic Honors

Honor Rolls:

- PRINCIPAL'S HONOR ROLL recipients earn an average of 95 or above on all courses for the term*
- ALPHA HONOR ROLL recipients earn an average of 90 or above on all courses for the term*
- BETA HONOR ROLL recipients earn an average of 80 or above on all courses for the term*

* No quarter or exam grade below a 70

Honor Society: Membership in the National Junior Honor Society (NJHS) or the National Honor Society (NHS) is determined by a faculty committee which considers grade point average, an application submitted by the student, and evidence of good character, leadership, good citizenship, and service. More details about NJHS and NHS criteria are posted on the school website.

Graduation Requirements

- Each Diocesan-owned secondary school sets its own credit requirement for earning a high school diploma. All Diocesan-owned secondary schools require all of their graduates to have met the graduation standards set by the South Carolina Department of Education plus all additional standards internal to the school.
- In order for a student to receive credit for a course that s/he is taking at John Paul II Catholic School, s/he must earn a minimum final grade of 70% as calculated using the John Paul II Grading Scale.
- Students in Diocesan-owned secondary schools must have completed eight terms of high school in order to graduate. Ordinarily, students may not graduate prior to completing eight terms.

- Students must have earned a minimum of 29 credits, including all requirements of the State Department of Education, in order to graduate from John Paul II Catholic School.

Graduation Credit Requirements	
Credits	Academic Discipline
4	Theology ¹
4.5	English ²
4	Mathematics ³
4	Science ⁴
3	Social Studies ⁵
3	World Languages ⁶
0.5	Health
0.5	Physical Education ⁷
1	Technology
1	Fine Arts
3.5	Elective ⁸
29	Total Credits Required

1. A theology course is required each year a student attends JPPII.
2. An English course is required each year in grades 9-12.
3. A mathematics course is required each year in grades 9-12. The courses must include Algebra I, Geometry, Algebra II, and one additional course beyond Algebra II.
4. Courses must include Biology and Chemistry or Engineering/Physics.
5. Courses must include U.S. History, U.S. Government, and Economics.
6. Must be the same foreign language.
7. A student may earn a maximum of 0.5 credits in P.E. by participating in a JPPII varsity or junior varsity team sport.
8. Credits earned beyond the minimum requirements listed will fulfill the Electives requirement. Additional courses in all subjects will be considered Electives.

Specific details concerning courses and course requirements can be found in the Course Catalog, which is updated each spring prior to the start of the scheduling process.

Other Graduation Requirements:*

- Attend and participate in the JPPII Senior Retreat
- Successfully complete the Senior Research Project
- Attend and participate in the Senior Mission Trip
- Attend and participate in Commencement and the Baccalaureate Mass

* a student who fails to meet any of the above requirements will not earn a JPPII Diploma unless a written exception is provided by the Principal.

Commencement and Baccalaureate Exercises

- Participation in the Commencement ceremony and the Baccalaureate Mass is required
- Students who do not meet the criteria for graduation (i.e. successfully completing credit requirements or completing other requirements) are prohibited from participation in the ceremony.

- All financial obligations to the school must have a zero (\$0) balance in order for the student to be eligible to have transcripts forwarded.

Valedictorian and Salutatorian

The valedictorian and salutatorian of the senior class occupy the first and second places in the class rankings at the end of eight (8) terms. To be eligible a student must have earned more than half of his/her high school credits at John Paul II Catholic School. Home School, Homebound, Summer School credits, off-site College Courses, and courses from non-accredited institutions are not eligible for consideration.

AP Capstone Diploma

Students may earn the AP Capstone Diploma by successfully completing AP Seminar, AP Research and scoring a 3 or higher on the exams, as well as score 3 or higher on at least four other AP Exams.

V. STUDENT EXPECTATIONS

ATTENDANCE

Success in school is largely determined on active participation and reliable presence at school for the duration of each school day. Students should be present and on time whenever school is in session.

1. Absences are tracked daily. Any student who, in the morning, arrives after the conclusion of the first Block of the day, or first two periods for middle school, will ordinarily be charged with a half day of absence regardless of the circumstances.
2. Families will receive written notification from the school office when a student accumulates 7 total absences (excused or unexcused).
3. Any student who accumulates ten (10) absences from a year-long course or five (5) absences from a term course may be denied credit for that class. If a student is in danger of losing credit due to absences, parents **MUST** meet with the Assistant Principal and the Guidance Counselor. After ten (10) absences, students are required to have a doctor's note for each subsequent absence. Absences for **CHRONIC** or **EXTENDED** illnesses or extreme hardships may be approved by the Principal only when verified by a physician's statement.
4. Juniors and seniors will be permitted to miss two extra days for college visits, provided that they get approval from school administration in advance of the anticipated visit. Upon return to school, the student must submit documentation to the office verifying the student's visit to the college.
5. Students must be present at least 50% of the school day to participate in extra-curricular activities. Any segment of the day missed must be the result of an excused absence. Extra-curricular activities include athletic practices and games or matches, drama practices, and evening school activities such as dances, drama performances, and athletic contests.
6. Students who leave school due to illness, may **NOT** return to participate in extra-curricular activities after school or in the evening. This includes attendance at school dances and athletic contests.

When a student must be absent, the parent must telephone the school prior to the beginning of school on the day of the absence. If a receptionist is not available at the time of the call, the parent is to leave a recorded message. The message should include the name of the student, the date of the absence, the reason for the absence, the caller's name, and a number at which the caller can be reached during the school day. Absences due to illness, medical, dental, or surgical procedures, bereavement, or special family event (approved prior to the event) are excused. Family vacations should be planned when school is not in session, and students are expected to observe scheduled holidays without early departure or late return.

Failure to follow appropriate attendance procedures may result in disciplinary and/or academic consequences including the student not being able to make up missed class work.

Unaccounted for and Unexcused Absences

When a student is absent, and the school has not been notified, every effort will be made to reach the family by telephone or email at home and work numbers. Failure to call the school will result in an unexcused absence. Any “cuts” from school or otherwise unexcused absences will be penalized with zeroes for the day and one or more detentions.

Appointments

Insofar as possible, medical, dental, and other appointments should be scheduled after school hours. When this is not possible, any student requesting an excused absence or early dismissal for a medical appointment must present a dated note, signed by the parent, to the office in the morning prior to the student leaving for the appointment. The note must describe the reason for the appointment and the time to be dismissed. If returning from a medical appointment to school the same day, the student must present a doctor’s/dentist’s note to the office with the date and time the student left the medical office. Parents must come to the school reception area to sign students in or out for appointments. The class periods missed are recorded as absences.

Extended Absence

In case of an extended absence (3 or more consecutive days), students must provide a medical excuse upon return to school. Materials and information needed for school make-up work should be accessed online and/or picked up from the school.

Missed Classes Due to School-Sponsored Activities

Students who miss class for school-sponsored activities, including athletics, field trips, class trips, college visits, etc., accept the responsibility of securing assignments and making up work based on reasonable teacher expectations.

COVID-19 Related Absences

Due to recommendations from the Center for Disease Control, students exhibiting illness during the time of moderate to significant spread in our area, are strongly encouraged to remain at home so as to not infect other students and staff. If symptoms persist, or the student suspects they may have been exposed to someone who has tested positive for COVID-19, they are strongly encouraged to receive a COVID-19 test. All exposures and positive tests must be reported to the school nurse immediately. Students who are absent due to COVID-19 related reasons will receive an excuse for that absence and it will not count towards the maximum number of absences allowed.

Arrival and Departure from School

The school doors open at 7:45AM. Students proceed to the Commons area or Athletic Center lobby with faculty supervision. The first bell will ring at 8:20AM for all students to report to their first period/block class, which officially begins at 8:25AM. Any student arriving after 8:25 is considered late and must report to the main office. Teachers and administrative staff are assigned a rotation of supervision to assure student safety upon arrival at school. School dismissal is 2:40PM. Advisory and D.O.C.S. (Daily Opportunity for Classroom Success) occurs after school, Tuesday through Thursday, until 3:25PM. All middle school students are required to stay for Advisory on Tuesday, Wednesday and Thursday. Buses depart 10 minutes after

dismissal on Monday and Friday, and 10 minutes after Advisory/D.O.C.S. on Tuesday, Wednesday, and Thursday. Athletics will not begin on days when Advisory/D.O.C.S is being held until 3:30pm. The Athletic Center may remain closed during this time. Students not attending Advisory/D.O.C.S. may report to the Commons. Student clubs will meet afterschool on Tuesday, Wednesday or Thursday on a designated schedule. Mondays are considered faculty meeting days and all students not participating in athletics are expected to leave the campus following the 2:40 dismissal.

There is no general after-school supervision, with the exception of the Commons on Tuesday through Thursday from 2:45 – 3:30, however students may remain in the school for tutoring, school activities, study, or detentions when teachers, coaches, or administrative staff are directing these activities, in accordance with the policies of the diocesan Office of Child Protection Services. The school is not responsible for any student arriving early or left at the end of the day on the school campus unless he or she is participating in one of the above-mentioned directed activities. We ask all families to please respect the time of faculty and staff. We kindly ask for student rides to depart no later than 3:30 PM, or 2:45PM on Monday and Friday, if students are not involved in any after school activities. If students are involved in after school meetings, practices, or games, we ask for rides to arrive within 15 minutes of the conclusion of the event. Coaches or advisors cannot leave until all students they are responsible for have been picked up. Please be courteous of their time.

Cars and Traffic Patterns

Students are to be dropped off in front of the school in the morning and picked up in the back of the school in the afternoon. Buses will drop off in the back in the morning and depart from the front in the afternoon. There is a one-way traffic flow both in front of school and entering and exiting the back of school. Please follow all traffic signs, be courteous to other drivers and drive slowly as students are typically present

Tardiness

Students arriving at school after 8:25AM are considered tardy to school and must report to the office upon arrival. Tardiness due to appointments, inclement weather, or traffic problems are excused but must be verifiable. *A note from a parent does not necessarily excuse a tardy.*

Consequences for unexcused tardiness to school are as follows:

#	Consequence
1 st tardy	Grace
2 nd tardy	Warning
3 rd tardy	Parents contacted
4 th tardy	Written notice to students and parents
5 th tardy	Detention
6 or more	Additional consequences, which may include Saturday school or suspension.

*Tardiness to class will result in a demerit being issued to the student by his/her teacher.

Emergency Delays or Closings

School families, staff, and teachers will be notified of emergency delays or closings due to weather or other events. **It is vitally important that the school be notified of any changes in family phone numbers, email addresses, etc.** Notifications will come via Remind text message, the school's website, and social media. Both Beaufort and Jasper County school postings are factored into decisions to delay or close; however, John Paul II Catholic School makes its own decision on school closings and late starts and does NOT necessarily follow what other private and public schools do. We do communicate with our local Catholic partner schools for consistency whenever possible.

Parent Responsibility

- The school is not responsible for students dropped off before 7:45AM or picked up after 3:30 PM, or 2:45 on Monday and Friday unless the student is involved in a school-sponsored activity such as athletic practice, tutoring, club activities, etc.
- If a student arrives after 8:25AM or is to be dismissed prior to 2:40PM, a parent must come to the front office to sign the student in or out of school. If the student drives to campus, the parent may send a dated and signed note that explains the reason for the late arrival or early dismissal.
- Please note: No areas of campus, except scheduled practices and meetings, are directly supervised before 7:45AM or after 3:30 PM.

STUDENT CONDUCT CODE

The goal of John Paul II's conduct code is the development of Christian character in every student as modeled by Jesus Christ and the teachings of the Catholic Church. Students should have respect for themselves, others, and the school. Students are expected to contribute in a positive way to the school environment and realize the importance of self-discipline and self-control. Students are expected to comply with the rules and procedures established by the school, administration, and individual teachers/coaches/advisors. Faculty and administration provide daily guidance and make decisions in light of the best interests of the students and the school. School policy and student expectations are contained throughout this handbook. Each year teachers/coaches/advisors establish routines and guidelines for their students, which are communicated in writing to both students and parents.

In concert with the behavior guidelines established by individual teachers/coaches/moderators and the behavior guidelines established by the other sections of this handbook, John Paul II considers the following behaviors to be in violation of the school's student conduct code.

Conduct On/Off-Campus

Because residents of the Lowcountry view the conduct of JPII students as an indicator of the values that are important to our school, students should conduct themselves appropriately at all times. This responsibility is present whether students are in or out of uniform, on or off campus. The Administration reserves the right to impose school sanctions for inappropriate behavior and/or behavior that reflects negatively on the school regardless of the location or times in which that behavior takes place.

Falsified Documents

The school's ability to provide for the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit falsified documents, to alter documents, or to sign under false pretenses, will result in serious disciplinary action.

Forms of Address

The proper title of address for school faculty and staff is Miss, Mrs., Mr., Dr., or Coach prefixed to the name of the administrator/instructor/coach/staff member. The proper title for a woman religious consists of the title "Sister" prefixed to the religious name of the individual. The proper title for a priest is "Father" prefixed to the religious or last name of the priest. Likewise, the proper title of a deacon, is "Deacon" prefixed to the religious or last name of the deacon. Students are expected to show respect and use the proper title when addressing these individuals.

Inappropriate Language or Symbols

Students using or displaying profane, vulgar, offensive, obscene, or sacrilegious languages or gestures will not be tolerated in a Catholic School. Displaying symbols, stickers, or other graphic representations of inappropriate language or symbols on clothing, books, book bags, lockers, etc. is also unacceptable.

Off-Limit Areas

In general students are not to be in any area of the campus that is without adult supervision. Some specific areas include:

- Students are not to be outside of the buildings during the school day except for PE/athletics, going immediately to and from the Athletic Center or modular classrooms for scheduled classes, with a scheduled class, or in designated lunch areas.
- No student is to be in the gym, weight room, or locker rooms without a coach or teacher's knowledge or supervision. The same policy applies to all parking areas and student vehicles.

Parking Areas

Students who drive to school must register with the Dean of Students so that s/he can be assigned a parking space on campus. Upon arrival students are to gather their belongings and report directly to the school building. Students are not to remain in their vehicles or loiter in parking areas. Students may not return to their vehicle during the school day without prior permission from the main office. Junior and senior students with open campus privileges are not to remain in their vehicles in the parking areas - students are to leave campus as the privilege intends or remain in the school building.

Public Displays of Affection

Any untimely public displays of affection—hand-holding, hugging, kissing, or other romantic behaviors—while school is in session, on school property, or attending a school sponsored activity or event, is prohibited.

Public Misconduct

Student behavior should reflect that of Christian young women and men who are aware of their obligations to respect other people and property. Students should keep in mind that their

behavior reflects not only on them, but also on their families and the entire school community. Therefore, whether on campus, off campus or online, a student should be aware that if the school gains knowledge of any inappropriate behavior that violates school policy or reflects negatively on the school and its values, it may warrant an investigation and disciplinary action deemed appropriate by the Principal or his/her designee.

School Restrooms and Locker rooms

During the school day in any Diocese of Charleston school, faculty/staff members should not be using restrooms while students are also present in the restrooms. However, the Diocese also recognizes that in order for schools to provide an environment that is as safe as possible, restrooms and locker rooms must be monitored for inappropriate student activity. Therefore, the following protocol will be followed:

- Restrooms will be monitored using the following guidelines:
 - a. On occasion, including lunch periods, two female employees and two male employees may be assigned to check all restrooms.
 - b. These employees will walk together into all of the school's appropriate gender restrooms to look for such things as: smoke rising from stalls, vaping activities, or activities that could be considered bullying, hazing, inappropriate language or discussions, etc.
 - c. This should take no more than 10-15 seconds/restroom providing everything is satisfactory.
 - d. This check may be performed multiple times a day, particularly when inappropriate behavior is suspected.
 - e. At no time will stall doors be opened or staff enter stalls with the exception of a medical emergency.
 - f. Should staff witness possible inappropriate behavior, they will announce their presence and instruct students to leave the restroom immediately.
 - g. They (the monitors) will leave the restroom immediately after their announcement and wait in the hallway for all students to exit. They should also notify the appropriate administrator or disciplinarian that they are bringing the students to them for next steps.
- Coaches and PE teachers also should exercise due diligence when their players/students are using the locker rooms.
 - a. As players/students are preparing for class or practice, the teacher/coach (it is always preferable to have at least two of the same sex available) may open the locker room door, without entering, and announce that students have 10 seconds to finish and exit. The teacher/coach should ALWAYS be immediately outside the locker room door.
 - b. The same would be true after class or practice – students/players should be given a reasonable amount of time to change out of practice clothes. The teacher/coach should open the locker room door, without entering, and announce that students have 10 seconds to finish and exit. The teacher/coach should ALWAYS be immediately outside the locker room door in order to be able to listen for any inappropriate behavior.

- c. Students/players should NEVER be in the locker room unless a teacher/coach (it is always preferable to have at least two of the same sex available) is outside the door so that should a situation arise (perhaps a scuffle, an argument, a fight) the teacher/coach should immediately call for help, have students/players exit the locker room, and turn the situation over to the appropriate administrator/disciplinarian.

Stealing and Other Forms of Dishonesty

Students at John Paul II Catholic School are expected to live by the honesty and integrity inculcated by the teachings of Sacred Scripture. They are expected to be fair and truthful in all of their dealings. Any incidents of lying will result in disciplinary action. Theft of the property of the school, any of its personnel, volunteers, visitors or students is strictly forbidden and may result in suspension or expulsion from the school.

Threats of Physical Harm

Any and all student threats to inflict harm to self or others must be taken seriously. Whoever hears the threat must report it immediately to an available administrator, teacher or other staff member. Appropriate action, including notification of parents, guidance counselors, and, if warranted, the Jasper County Sherriff, will be taken.

Unacceptable Materials

Students are not permitted to bring offensive materials to school or to distribute such materials while on campus. Unacceptable materials include, but are not limited to: distasteful literature, inappropriate notes, photographs, or videos, racially or gender biased statements, and drug paraphernalia.

Weapons

The use, possession, sale, or discharge of a weapon or look-alike weapon or explosive devices in the school, on school grounds, or at a school-sponsored event is prohibited. Violations of this policy warrant notification of police, immediate suspension, and possible expulsion. DNR regulation equipment for archery is not deemed weaponry, but all archery equipment must be used under the direction of, and in accordance with guidance given by, official coaches and physical education instructors.

Other Violations

1. Being disobedient to school personnel.
2. Blatant, willful and repeated violations of the school's dress and grooming code
3. Failing to serve assigned detention or not following instructions during assigned detention.
4. Constant or repetitious classroom talking or persistent minor acts of disobedience or disorderly behavior. This includes conduct in the classrooms, hallways, Commons, Athletic Center, grounds, etc.
5. Throwing any item that may cause bodily harm.
6. Possessing or using any items in a manner that may be considered disruptive to the educational process.

7. Excessive, relatively minor repeated offenses.
8. Careless, reckless, or illegal operation of a motor vehicle on or around campus.
9. Parking violations.
10. Defacing school property
11. Leaving a class, school activity, or the campus without permission.
12. Disrespect to school personnel, other students, or school visitors.
13. Fighting with other students
14. Stealing, cheating, or lying
15. Any inappropriate behavior/comments of a sexual nature
16. Falsifying documents.
17. Gambling in any form.
18. Possession of pornography in any form.
19. Bringing to school and/or using matches, tobacco, or related materials
20. Possession of alcohol, narcotics, or related paraphernalia
21. Initiating false fire alarms or making bomb threats.
22. Any other behavior, not specifically enumerated here, that the administration deems as inappropriate or unbecoming a John Paul II student.

Consequences:

The school will keep a record of all disciplinary actions.

Demerits: Students who are in violation of the student conduct code may be issued one or more demerits by any member of the school faculty or staff. Demerits are generally given for minor violations of the conduct code. The accumulation of demerits indicates undisciplined and on-going behaviors, which are detrimental to the student and the school, and leads to more severe disciplinary action. Student demerits are cumulative throughout each quarter.

Detention: Students will be assigned a morning detention each time he/she accumulates three demerits or for more serious violation of the conduct code. The continued accumulation of demerits may result in multiple detentions being assigned. Students are not to sleep and are to comply with requests made by the detention monitor.

- **Lunch or Classroom Detention:** Students assigned to lunch or classroom detentions must report to the designated room at the assigned time. Students will eat lunch and study in silence during the detention period.
- **Morning Detentions:** Detentions are held on Tuesday, Wednesday and Thursday mornings before school from 7:30-8:20 AM. Parents will be notified when school detentions have been assigned. Depending on the seriousness of the offense, two or more consecutive detentions may be assigned.
- **Saturday Detention:** The Dean of Students may determine that a Saturday morning detention is the appropriate penalty for certain offenses. These detentions will be scheduled from 8:00-11:00AM and may entail some form of manual labor inside or outside the school building (for example, washing desktops, tables or chairs, or washing windows or buses). Parents will pay a \$25.00 per hour fee so that the school can remunerate the two faculty members supervising the detention.

In-School Suspension (ISS): Students may be issued In-School Suspension for actions that reflect poor choices that violate JPPI's Code of Conduct or for the accumulation of multiple detentions.

- While in ISS, students will be monitored for the entire school day from 8:25 to 3:25pm
- A \$75 fee is assessed to the family to pay for a substitute teacher. It is strongly suggested that the student accept responsibility for this fee or works it off in some way.
- Students will be given academic work and will be responsible for completing all of it.
- Students on ISS will not be permitted to participate in extra-curricular activities, including but not limited to athletic practices and games, field trips, drama practices/performances on the day of the ISS.
- The scheduling of an ISS is at the discretion of the Dean of Students. Excessive In-school suspensions may result in a Saturday Detention or an Out-of-School Suspension.

Out-of-School Suspension (OSS)

Out-of-School Suspensions can result from a single serious incident or from the accumulation of lesser violations.

- Students who have been suspended are not permitted to be on school grounds or to participate in, or attend, extra-curricular activities or school-sponsored events until the conclusion of the suspension. This includes events on or off campus.
- The duration of the suspension is determined by the Principal and/or the Dean of Students.
- The student may be required to have an evaluation, undergo counseling, and/or agree to specific conditions before being allowed to return to school.
- Parents will receive written notification from the school administration of a student's suspension.

Disciplinary Probation:

Students who are experiencing continual discipline difficulties are subject to being placed on disciplinary probation. Failure to comply with the strict guidelines established by this probation may result in dismissal from school.

- Probation can be the result of one serious poor choice that goes against our Code of Conduct, the continual accumulation violations, or anything else as determined by the Administrators of the school.
- The length and terms of the probation will be determined by the Administration.
- If the student, once placed on disciplinary probation, continues to make poor choices that violate JPPI's Code of Conduct the Administration may choose to lengthen the probationary period, establish additional requirement, or ask the student to withdraw from John Paul II or face possible dismissal.

Expulsion/Dismissal from School: Ordinarily expulsion/dismissal is the final step of previous disciplinary actions. However, students may be expelled/dismissed for the first offense if the gravity of the situation merits it.

- Situations that ordinarily may result in immediate expulsion include but are not limited to: the sale of drugs, the possession and/or use of a weapon or fake weapons that are presented as real, assaulting a teacher, staff member, or administrator, threats of any kind

including racial/ethnic slurs, etc. Ordinarily, the Principal, or his/her designee, may also notify the Jasper County Sheriff.

- Expelled students are not permitted on the school campus or attend school events and activities. A no trespass order may be obtained.
- Generally, expelled students will not be considered for re-enrollment in the future.
- John Paul II reserves the right to discipline, up to and including expulsion, any student whose actions, whether in or out of school, seriously, habitually or clearly contradicts the mission, philosophy or core values of the school.
- The school reserves the right to insist upon the immediate withdrawal or expulsion of any student whose presence is considered detrimental either to other students or the school's best interest.
- Students may also be directed to leave if it becomes evident that the attitude of their parents is seriously uncooperative or having harmful effects on students or the total program of the school.
- This decision to dismiss/expel a student is the right and responsibility of the Principal.

Merit System

Students may be issued Merit Awards by faculty or staff when witnessed exhibiting one or more of our SHIELD Core Values. We expect our students to exhibit these virtues naturally; therefore, merit awards will be issued randomly for extra-ordinary exhibition of these virtues.

JPII House System

When students enter John Paul II Catholic School they are randomly assigned to one of four houses (Kolbe, Lisieux, Savio, and Sebastian), with siblings being assigned to the same house. Students remain in their assigned house for their entire JPII career. Houses compete against each other for points by attending specific events, making the honor roll, receiving the fewest detentions, receiving merits, completing school and community service projects, representing their house in selected house activities throughout the year, etc. The house system:

- increases opportunities for student leadership
- provides a faculty mentor for students
- allows students to interact with students from all grade levels
- provides opportunity for peer and faculty tutoring
- increases opportunities for school and community service projects
- is a source of positive peer-pressure and motivation that can have a positive effect in the overall school climate.

CONDUCT CODE DISCLAIMER

When called upon to handle a disciplinary situation, it is the intent of the Administration to act as consistently as possible. However, it is impossible for any document to contain in a detailed, specific manner everything that is expected of students and what they should or should not do in every situation. In some cases, situations arise which, in the judgment of the administration, require individual handling.

The school administration may discipline any student who engages in conduct on or off campus that is detrimental to the reputation of the school. The administration renders decisions in all matters not specifically addressed herein. The administration reserves the right to waive and/or deviate from the *Student Conduct Code* for just cause.

ACADEMIC INTEGRITY

John Paul II seeks to educate its students in an environment where honesty and integrity are valued and practiced. Cheating, plagiarism, and other forms of overt academic dishonesty are in direct opposition to the character we hope to build and morals we hope to instill in John Paul II Catholic School students and will not be tolerated. Therefore, the faculty of JPII looks upon cheating as depriving the student of the opportunity to learn, as a detriment to the intellectual and spiritual development of the student, and as contradictory to the moral values represented by Jesus Christ and the Roman Catholic Church.

Cheating shall be defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Cheating includes, but is not limited to, copying homework, sharing information on test questions (in and out of class), talking during a test/quiz, the use of cheat sheets or other forbidden resources, dishonest use of calculators or other electronic devices of any type, stealing testing materials or knowledge of another committing this act, or other actions used to complete a test or assignment expressly forbidden by the teacher. Students should refrain from any actions or gestures that may create the perception of cheating to the teacher and his/her classmates.

Plagiarism shall be defined as stealing and presenting the work of someone else as one's own. Plagiarism includes, but is not limited to using another person's words, ideas, opinions, graphics, or pictures. Plagiarism of internet materials, textbooks, periodicals, pictures, artwork, any media form, etc. whether intentional or unintentional is a form of cheating and is actually against the law. You are committing literary theft when you present an existing assignment as a new and original assignment created by you. Plagiarism is easily avoided by fully acknowledging the source of the information used through proper citations.

The administration recognizes the school's role to teach students what constitutes plagiarism. Consequences for plagiarism issues will be handled differently in regard to grade level (middle school versus high school). The policy reflects the understanding that younger students may not be as adept at research skills as older students. The goal is to further educate the student while still holding him accountable as plagiarism is a serious offense

Consequences involving academic dishonesty are severe and will be meted out to all students involved. It is the position of John Paul II that the individual providing answers or information is equally culpable to the individual copying the answers or information. If a student is found to have been academically dishonest, his/her parents will be notified and the following actions will be taken by the school.

1st Offense: The student will receive a grade of zero (0) on the assignment, quiz, test, project, exam, etc. and must re-do it as assigned by the instructor. The student will be ineligible for the honor roll during the grading period in which the infraction occurred. The student will serve a minimum 2-day detention as assigned by the Assistant Principal of Student Life.

2nd Offense: The student will receive a grade of zero (0) on the assignment, quiz, test, project, exam, etc. and must re-do it as assigned by the instructor. The student will be ineligible for the honor roll during the grading period in which the infraction occurred. The student will serve an In-school Suspension as assigned by the Assistant Principal of Student Life. The student will be ineligible for membership in the National Honor Society. If the student is currently a member of the National Honor Society, the membership will be revoked. The student will be ineligible to participate in athletics and activities for 10 consecutive school days. The student may be ineligible for most end-of-the-year awards.

3rd Offense: The same as above plus: The students will serve a Saturday detention. The students will be ineligible to participate in athletics and activities for one calendar month. The student will be ineligible for all end-of-the-year awards.

4th Offense: The same as above plus: The student will be ineligible to participate in athletics and activities for 90 consecutive school days. The student faces possible expulsion and will remain suspended from school until he/she and his/her parents meet with the Teachers' Advisory Council to discuss the student's future at John Paul II.

TECHNOLOGY ACCEPTABLE USE POLICY

Technology resources at John Paul II Catholic School are provided for the purpose of supporting the educational mission of the school. The goal in providing technology is to promote educational excellence by providing resources for learning and encouraging innovation, research, creativity, and communication.

All students will be issued laptops. Therefore, any other technology device that accesses the school's Wi-Fi network is forbidden without expressed written permission of the principal. Exceptions may be made only to support reasonable academic accommodations. Please see Cell Phone Policy for use of cell phones during the school day.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. It is understood that members of the JP II community will use computing devices and the school's network in a responsible, ethical, and legal manner at all times. Filters have been purchased to assure that students do not access inappropriate material while using school-issued devices.

John Paul II Catholic School retains sole right of possession of the laptop and all related equipment. The laptop and related equipment are issued to students according to the guidelines set forth in this Student-Parent Handbook. John Paul II Catholic School retains the right to collect and/or inspect the laptop at any time and to alter, add, or delete installed software, hardware, or other content. If a student loses a school-issued laptop, the parent will be charged the full cost of replacement. A list of fees is included in the Rules of Conduct section of this policy.

Care and Storage

Battery

It is the responsibility of the student to see that the laptop is charged every school night so that they are prepared when they arrive at school. If necessary, the laptop may be charged at school. At times, charges do not hold for the duration of the school day. Recharging of batteries during class sessions may be done only at the discretion of, and with permission from, the classroom teacher.

Cleaning

Laptops must be turned off and all power cords disconnected before cleaning. Use a lint-free cloth to wipe the screen clean of dust, smudges, and fingerprints. To clean the exterior, use a damp, soft cloth. Avoid getting moisture in any opening. Never spray a liquid onto the laptop.

Food or Beverages

Food or beverages should not be placed or consumed near laptops. After eating, students must clean their hands before touching any electronic device.

Backpacks

Students are to provide their own backpacks. These should be sturdy enough to protect laptops. They must be packed in such a way that they are not overfilled, resulting in damage to the device. Nothing that can spill or do damage to electronic equipment can be placed in the backpack.

Skins, Covers, Stickers

Skins or stickers on the surface of laptops are not permitted. Barcodes and/or nametags used for identification purposes are not to be removed.

Storage and General Care

Students are expected to place laptops on desks or counters with care. They should never be put on floors. Damage to laptops which occurs due to student carelessness will cause parents to be charged the cost of repair or replacement. While students are at school, laptops must always be in the student's possession or stored in a locked locker or other approved location. Laptops found unattended will be delivered to the school office. Students are expected to take laptops home with them each night.

In-School Use

Students use their laptops for reading, research, study, homework, and projects. They may also use them for tests and quizzes. In class and study periods, students may not connect with social media, surf the internet, or play games (unless they are educational games used under the direction of an instructor).

Homework assignments may be submitted through Google Classroom, or as directed by the teacher. If a hard copy is required, students should print assignments at home. The school does not provide a printer for student use.

RULES OF CONDUCT

Cyber-bullying

As described in the following section, no form of bullying which occurs through the use of electronic devices is tolerated.

Email

Students should use school email accounts to communicate with teachers and classmates. Students are not permitted to access other, non-school email accounts while on campus. Language in emails should always be respectful and appropriate. Students may not send emails to the entire student body or whole school community. These may be issued only from professional staff.

External Storage Devices

Flash drives or other storage devices used in the school setting or brought to school may contain only appropriate material relevant to curricular or extra-curricular concerns.

Games

As indicated above, students may play only school-related computer games under the direction of teachers during school hours.

Headphones, Earbuds, Music

Approved headphones or earbuds are used only with a teacher's permission. Students may not access or use music for recreational or leisure purposes during school hours. Storing inappropriate music with profanities or explicit labels on school-issued devices is prohibited.

Internet

The internet is a resource for research, news updates, and many educational materials. Students may not access the internet for inappropriate purposes. Filtering systems block a significant number of sites. Students may not use school devices or the school network for instant messaging or any other personal purpose.

Lost or Damaged Laptops

The school's office must be notified immediately in the case of loss or damage to a school-issued laptop. Parents will be charged the complete cost of replacement in the case of a lost device. Laptops which are damaged due to student negligence will incur a charge to parents for the cost of repair or replacement. School-issued devices should never be taken to a computer shop or other outside vendor for repair. The school has contractual agreements for repair and replacement.

Costs associated with damages are as follows:

Severe damage to device (including cracked exterior housing, cracked screen)	\$150
Defacing the surface of a Laptop (missing logo labels, missing/damaged screws)	\$50
Replace lost or damaged Power cord	\$50
Replace loose or damaged keyboard	\$50
Cleaning (including removing sticker residue or marks from device or case)	\$25

Passwords and Passcodes

Students are responsible for protecting the confidentiality of their passwords and passcodes. If passwords or passcodes are shared, others will be able to log in and possibly add or delete files. If there is an issue with a password or passcode, students must see the technology coordinator. If a student forgets their password or passcode and exceeds the permitted number of logins and gets locked out of their device, disciplinary action may be taken.

Photos, Videos, Screen Savers

Laptops may not be used to create or display inappropriate material. Permission is required before photos or videos may be made of students or teachers. Screen savers which students use or create must be tasteful and appropriate. It is understood that the school has a right to remove any inappropriate or unauthorized material from a student's device and to apply disciplinary measures.

Sharing of devices and equipment

Students are not allowed to borrow laptops or power cords from other students. They are prohibited from accessing faculty computers. School issued devices are not to be made available to family members for personal use.

Social Media

Comments or groups should not be created which communicate about other students or teachers. Videos or photo galleries related to JP II or completed as an assignment may only be uploaded to the internet with the approval of the Principal.

Software/Apps

Educational software and apps may be loaded onto the tablet only with the prior permission of the technology coordinator.

Use of Personal Technology

John Paul II Catholic School provides students with the technology necessary to support learning in and outside of the classroom. Use of other technology during school hours is only permitted in certain situations and with written (email) approval by the Principal.

Cell Phone Policy

Cell phones have become a necessary communication device in today's society. Used appropriately, cell phones can also be a powerful educational tool. However, used inappropriately, cell phones and other electronic devices can be a distraction to the academic environment and student life in general. Therefore, John Paul II Catholic School has established the following cell phone and electronic device policy.

In general, cell phones, ear buds, smart watches or other personal technology devices are not to be used on school grounds during the hours of 8:25 a.m. to 3:25 p.m. Prior to entering the building, students must turn cell phones and other electronic devices to the off position and properly store them. Middle school students are required to keep cell phones in a school-issued locker during the day, with the exception of lunch. There are three exceptions to this rule.

Cell phones and other electronic devices may be used

- with prior permission by a classroom teacher, administrator or staff member for a specified class project, school activity or emergency use
- during the student's designated lunch time and area
- in the Dining Commons or Athletic Center before or after school hours

Adherence to the guidelines below is essential to maintaining an appropriate academic environment. Failure to follow this policy will result in consequences including the confiscation of device, parent conference, suspension, or loss of other school privileges.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a faculty, administration or staff member for educational or other school purposes: classrooms, science labs, restrooms, all physical education areas, hallways and all school office areas. For the purposes of this policy, travel outside between buildings during school hours and vehicles parked on school property are considered prohibited areas.

Students must comply with staff directives, including but not limited to, ending phone conversations for student-staff interaction and using appropriate voice volume and device volume. When not in use, cell phones must be in the off mode so that no audible ring tone is heard and the device is not searching for a wireless signal.

Students using cell phones, ear buds, and smartwatches or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of the academic integrity policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes, will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable, be reported to the Jasper County Sheriff's Department for possible prosecution.

Guidelines for Appropriate Use

- Students may use their cell phones and other electronic devices on school property before they enter the building in the morning (prior to 8:25)
- Students may use their cell phones and other electronic devices upon exit of the building in the afternoon following dismissal Students may use their cell phones and other electronic devices in the Dining Commons and adjacent patio area during their designated lunch periods and prior to 8:25 a.m.
- Students may use their cell phones and other electronic devices for a bona fide educational purpose with the permission of the teacher, administrator or staff member and with supervision
- Students may use their cell phone during the school day for important communication with a parent/guardian, and with prior permission from a teacher, administrator or staff member

Consequences for Violation of this Policy

- Any cell phone and/or electronic device found to be on or in use during the instructional day, or that causes disruptions during the instructional day, unless otherwise permitted by policy or as permitted by a staff member for an academic purpose, may be confiscated by a staff member, teacher, counselor or administrator. Cell phones and/or personal electronic devices confiscated will be logged in with an administrator and kept in a secure location.
- Upon first offense, cell phones and/or electronic device will be returned to the student at the end of the day.
- Following a second offense, the device will be logged in at the beginning of the day and returned each afternoon for 5 consecutive days. The Administrator will issue a receipt for the phone and establish contact with a parent or guardian.
- Following a third or subsequent offense, the parent/guardian will be required to retrieve the device at the end of the school day. A meeting with an administrator, student and parent will occur, and the student may be prohibited from having a cell phone or other electronic device on school property for a designated period of time, and/or incur other consequences deemed appropriate by the administrator.
- It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of our school's Code of Conduct. Insubordinate behavior is punishable by suspension, exclusion from school activities and events, and potentially permanent expulsion from school.

BULLYING, CYBER-BULLYING, AND HARASSMENT

For us at John Paul II, it is a matter of faith that all individuals are created in the image and likeness of God (Gen 1:26) and are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Bullying or harassment inherently violates our belief in the dignity of the human person. Therefore, bullying or harassment of any kind will not be tolerated. Our school policies against bullying and harassment apply in the school building, on school property, at school-sponsored events, at times when a student is representing the school or using the school's technological equipment, or, in addition, when a student is using social media in way which demeans others. Parents, as well as students, are barred from bullying any and all members of the school community. Any behavior which the school administration judges to be a form of bullying or harassment will result in serious disciplinary consequences, up to and including expulsion.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits. Harassment disrupts the educational process and creates an intimidating or hostile educational or work environment. Bullying and harassment are defined as, but not limited to, the following behaviors:

Cyber-bullying is defined as tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting others using the Internet, interactive and digital technologies, or mobile

phones. Information posted on Facebook, YouTube, Twitter, Instagram, or other Internet sites is permanently on the Internet and may do lasting harm. Therefore, any obscene, profane, lewd, vulgar, rude, inflammatory, threatening and/or disrespectful messages are considered cyber-bullying, as is any posting of information that could cause damage, danger, or disruption of the educational process for a person. Personal attacks, including prejudicial or discriminatory remarks, and knowingly or recklessly posting false or defamatory information about a person also constitutes cyber-bullying. Communicating negative information about a person, even if true, is considered the sin of “detraction” when it is communicated to anyone who has no right or need to know that information.

Physical Bullying or Harassment includes unwanted physical touching or contact (such as shoving, pushing, bumping, hitting, slapping, tripping, poking, kicking, scratching, hair-pulling), assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work. It also may include damaging or destroying another’s belongings or property. In addition, it includes any physical acts that are demeaning and humiliating but not bodily harmful.

Retaliation includes intimidation, coercion, discrimination, or “payback” in any form against an individual who reports or threatens to report harassment or bullying, or who testifies, assists, or participates in any manner in an investigation.

Sexual harassment occurs in cases of unwelcome sexual advances, requests for sexual favors, pressure to participate in other verbal or physical conduct of a sexual nature, the spreading of sexual rumors or making sexually suggestive or abusive remarks.

Verbal bullying/harassment may take the form of, but is not limited to, derogatory comments, jokes, slurs, off-color language, innuendoes; belligerent or threatening words; name-calling, sarcasm, put-downs, mockery, belittling, hurtful teasing, taunting.

Visual bullying/harassment involves derogatory, demeaning, or inflammatory posters or locker signs, written words, drawings, video or photographic images, novelties, gestures or body language.

Complaint/Reporting/Follow-up Procedures

Any student or employee who feels that she/he is a victim of bullying/harassment is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. Doing nothing, saying nothing, or trying to ignore the behavior of someone who is bullying, or harassing is almost never interpreted by the perpetrator as a sign that the victim wants it to stop.

If the bullying/harassment continues, or if the student or employee is not comfortable confronting the perpetrator, she/he has the responsibility to report the bullying/harassment as soon as possible to the school administration. The complaint/report will be investigated.

Any student or employee who is not directly being bullied/harassed but is an observer or third party who is offended by the behavior witnessed, should bring the situation to the attention of the school administration so the actions being witnessed can be investigated and possible corrective action taken. In a school where integrity matters, students and employees who are bystanders or witnesses have a responsibility to demonstrate compassionate support for the targeted person and to report dangerous behaviors and/or situations to appropriate school personnel.

Reports of bullying/harassment will be documented in writing by the Administration, which will include details of the incident(s), names of the individuals involved, and names of witnesses. All reports of harassment will be investigated by the Administration promptly and in an impartial and as confidential a manner as possible.

If the school determines that bullying/harassing has occurred, effective remedial action will be taken in accordance with the circumstance involved. Any student determined by the Administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion; any employee determined by the Administration to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

CHEMICAL DEPENDENCY/ABUSE POLICY

Philosophy: John Paul II Catholic School recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. John Paul II Catholic School recognizes chemical use, abuse, and dependency to be a serious societal problem that we define as an illness. The school is concerned about the health and safety of all the students adversely affected by alcohol and other drugs because chemical use and abuse increases the likelihood of disruption of the learning process; therefore, it is in the best interest of John Paul II Catholic School to provide its students, faculty, and administration with a drug free school environment. John Paul II Catholic School recognizes that the health problems of youth are primarily the responsibility of the home and community; however, the school also plays an important role in the early detection and assessment of chemical and drug use. Therefore, the school, in conjunction with the family, will identify resources available to help the student. Diagnostic treatment and after-care are a complete process that requires a trained specialist and must be referred to an outside source. Our goals are education/prevention/intervention/referral and support/guidance.

Policy Statement: Use of alcohol and/or drugs, including tobacco of any kind, vaping, or juuling devices and products, before coming to school, on school property, and/or at school-related activities is not an acceptable behavior at John Paul II Catholic School.

No student should possess, transmit, conceal, consume or show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, or any mind-altering substances, synthetic or lookalike drugs. This includes the misuse of prescription and legal drugs and any substance(s) represented as a controlled substance, non-alcoholic beer, steroids, tobacco, or tobacco products.

Smoking, vaping, and the use of smokeless tobacco products, e-cigarettes, juuls, etc. are strictly prohibited at school or school-sponsored events and activities. Students may not carry any form of tobacco, cigarettes, matches, lighters, vaporizers, juuls, or other smoking materials on their person and may not store them in lockers or vehicles while parked on campus. Appropriate disciplinary action, including notification of parents, guidance counselors, and administrators, will be taken. Consequences, up to and including expulsion, will be applied.

The following delineates the consequences for students in violation of the drug and alcohol policy:

In the event of use, suspected use, and/or possession or suspected possession of chemicals, alcohol, and/or drug paraphernalia:

1. The student's parent or guardian will be contacted for an immediate conference with the Administration to discuss the school's concerns.
2. The school ordinarily will require that the student must have a professional evaluation, at the family's expense, including a blood and/or hair screen rather than a urine test (because urine tests are often not accurate) before returning to JP II. The Administration needs to be notified in writing, by the referral facility/specialist, of a) the results of the evaluation and b) if treatment is needed, that a mandatory treatment plan has been presented to the student and parent/guardian. If the parents and/or student reject the plan, or if the student does not follow the plan, s/he may not continue at John Paul II Catholic School.
3. The student may be subject to additional random drug tests at the parents' expense for a period of time as determined by the Principal.
4. Any repeat offense of chemical use may result in the dismissal of the student from John Paul II Catholic School.
5. The Principal may contact the Jasper County Sheriff.

In the case of the **sale or distribution** of drugs and/or alcohol by a student:

1. The student will be expelled from John Paul II Catholic School
2. The Principal has the right to notify the Jasper County Sheriff.

JPII DRESS CODE

At all times students are expected to be neat, clean, and well-groomed when they arrive at school. Uniform shirts, plaid skirts, sweaters, sweatshirts, "hoodies", and fleeces must be purchased from our designated vendor, Global School Wear by Tommy Hilfiger online store, the JPII School Store, or through the Athletic Department's approved vendor. Uniform pants* and shorts* may be purchased from our designated vendor, Global School Wear online store, or elsewhere (see requirements below). Uniforms are to be worn on all school days with the exception of house shirts or hoodies on Fridays, designated dress-down days, Warrior Pride Days, or at other times announced in advance by the school. Students not in compliance with the Dress Code will be referred to the Dean of Students and will either be allowed to correct the

violation before entering class or be assigned consequences as outlined below. The Administration reserves the right to determine compliance with the dress code.

*Families may purchase khaki pants and shorts from other vendors provided the following uniform guidelines are maintained.

- It is in the style of a traditional school uniform pants or shorts
- It is the color of a traditional school uniform khaki
- It is traditional khaki pant material. No denim, corduroy, etc.
- It is proper fitting and has belt loops. (No low cut, form fitting, extremely baggy, etc.)

The Administration reserves the right to determine compliance with the above guidelines.

Daily Attire for Female Students

1. Uniform knit (blue or white) polo shirt or white Oxford shirt, worn tucked in.
2. Uniform skirt, of modest length, or uniform slacks or shorts, worn with a belt. Shorts should be Bermuda style and not form fitting. Slacks should be loose fitting.
3. Athletic shoes, sneakers, loafers, or other casual shoes. Sandals, open-toed and other shoes with multiple opening are not permitted for safety reasons. Heels and/or wedges may be no higher than three inches.
4. Appropriate JPII themed fleece, sweatshirt, “hoodie”, or cardigan may be worn.

Daily Attire for Male Students

1. Uniform knit (blue or white) polo shirt or white Oxford shirt, worn tucked in.
2. Uniform slacks or shorts of modest length worn with a belt.
3. Athletic shoes, sneakers, loafers, or other casual shoes. Sandals, open-toed and other shoes with multiple opening are not permitted for safety reasons.
4. Appropriate JPII themed fleece, sweatshirt, “hoodie”, or cardigan may be worn.

Full Dress Uniform for Female Students

Full dress uniforms must always be worn on school mass days and on other special occasions, as announced. Attire includes:

1. Uniform Oxford shirt, worn tucked in.
2. Uniform skirt of modest length
3. Shoes as described above.
4. Only the official uniform sweater/sweatshirt (cardigan or pullover) is permitted for mass. The official uniform shirt must still be worn underneath. “Hoodies” or any other outerwear are not permitted for mass.

Full Dress Uniform for Male Students

Full dress uniforms must always be worn on school mass days and on other special occasions, as announced. Attire includes:

1. Uniform Oxford shirt, worn tucked in.

2. JPII Uniform tie, purchased from the JPII school store, worn properly.
3. Uniform slacks, worn with a belt. No shorts.
4. Shoes as described above.
5. Only the official uniform sweater/sweatshirt (cardigan or pullover) is permitted for mass. The official uniform shirt and tie must still be worn underneath. “Hoodies” or any other outerwear are not permitted for mass.

House Uniform for Female Students

1. Shirts: House approved t-shirt or “hoodie”
2. Pants: jeans, casual pants or shorts of modest length, athletic pants or shorts of a modest length, sweatpants, and leggings (if leggings are worn the shirt/hoodie must fully cover bottom) are permitted. Flannel pajama pants not permitted.
3. Shoes: Closed-toe shoes/sneakers are permitted. Flip-flops and slippers (all back-less footwear) are not permitted. Modest style boots are permitted only with and under pants. Sandals, open-toed and other shoes with multiple opening are not permitted for safety reasons.
4. Appropriate JPII themed fleece, sweatshirt, “hoodies”, or cardigan may be worn during cold weather months.
5. Although dress down days permit a relaxed dress code, students should take care not to wear clothing that detracts from the general atmosphere of the school community. The Administration reserves the right to determine the appropriateness of any clothing worn at school or at school events.

House Uniform for Male Students

1. Shirt: House approved t-shirt or hoodie.
2. Pants: Pants: jeans, casual pants or shorts of modest length, athletic pants/shorts of modest length, and sweatpants are permitted. Flannel pajama pants are not permitted.
3. Shoes: Athletic shoes, sneakers, loafers, or other casual shoes. Modest style boots are permitted only with and under pants. Sandals, open-toed and other shoes with multiple opening are not permitted for safety reasons.
4. Appropriate JPII themed fleece, sweatshirt, “hoodies” or cardigan may be worn during cold weather months.
5. Although dress down days permit a relaxed dress code, students should take care not to wear clothing that detracts from the general atmosphere of the school community. The Administration reserves the right to determine the appropriateness of any clothing worn at school or at school events.

Warrior Pride Days:

On these dress days students are allowed to wear a JPII issued athletic uniform shirt, with pants and shoes consistent with the uniform requirements above. Each athletic team is allowed no more than three (3) days per season, in addition to any schoolwide pep rally where the entire school uniform will be a Warrior Pride Day. Warrior Pride Days may not occur on a mass day.

General Requirements

- Tank tops, halter tops, strapless tops, midriff-baring tops, and low-cut tops are not permitted.
- Leggings must always be covered by a shirt, skirt or shorts.
- Skirts and shorts modest above the knee.
- Jeans/pants with holes, tears, or rips are not acceptable.
- Pajama pants are not permitted.
- Clothing items displaying inappropriate logos, symbols, words, political ideology or other affiliated symbol (fraternity, sorority, social, club, gang, etc.) are not acceptable.
- The Administration is the final arbiter of dress code compliance.

Grooming

Female Students:

- Hair must be neat, clean, a natural color, and styled so that hair does not cover the eyes; no extreme or trendy hairstyles are permitted
- Jewelry should be tasteful and not excessive. Only piercing of the ears is permitted. No other body part may be pierced.
- Makeup must be modest and natural in tone

Male Students:

- Must be clean-shaven
- Hair must be neat, clean, a natural color, and styled so that the hair does not cover ears or eyes and is above the shirt collar; no extreme or trendy hairstyles are permitted
- Jewelry should be tasteful and not excessive. Earrings and other body piercings are not permitted.

All Students:

- Clothing worn to school or school events must be modest, clean and in good taste
- Screen prints, logos, insignias, or slogans referring to drugs, alcohol, gangs, politics, or violence are never permitted
- Visible tattoos and body piercings are not permitted
- Pants/jeans are not to be excessively tight or form-fitting.
- Hats, bandanas, or sunglasses may not be worn in the school building.
- Hair must be a natural color.
- Inside the buildings **only** John Paul II Outerwear is allowed.
- Students are to remain in uniform while on school property unless they are changed for a team practice or school sponsored activity.
- Students representing the school at off-campus activities such as field trips and competitions **MUST** wear school uniforms unless the Administration has granted an exception
- PE Uniforms must be worn daily for all PE classes unless instructed otherwise by the PE teacher. Uniforms will be available for purchase from the school store
- Grooming guidelines also apply to student athletes during competition
- The Administration has the final determination on what is acceptable dress and grooming

Consequences for Non-Compliance

All violations of the JP II Dress Code will be referred to the dean of students, or in his/her absence or discretion, another administrator. The dean of students or other administrator will make the final determination as to compliance with the Dress Code.

The following progressive discipline will be applied. In all cases, the student will be provided the opportunity to immediately correct the violation. In situations of extreme non-compliance, a student may be prohibited from returning to class until the violation is correct.

- *First Offense* – a warning will be issued
- *Second Offense* – 2nd warning and notice of infraction will be communicated to home
- *Third Offense* – morning detention will be issued
- *Fourth Offense* – morning detention will be issued
- *Fifth Offense* – a Saturday School detention will be issued (\$75 fee applies)
- After the 5th violation of the Dress Code, the student will not be permitted to attend class unless the violation can be immediately corrected. A meeting with parents will be scheduled and a behavioral contract created. Failure to abide by that contract will result in withdrawal from John Paul II Catholic School.

VI. GENERAL INFORMATION

Allergies and Other Life-Threatening Conditions

Students who suffer from allergies and other potentially life-threatening conditions must have medical records on file with the school office. School staff must be alerted as to how to deal with emergency situations which may arise.

Assemblies and All-school Masses

Students are expected to demonstrate courtesy and respect at all school masses and assemblies. Students should always politely greet visitors to our campus.

Athletic Facilities

The Athletic Director, in consultation with the Administration, must approve the use of all athletic facilities.

Breathalyzer

John Paul II Catholic School reserves the right to administer breathalyzer tests to any students attending JP II sponsored dances such as Homecoming and Prom, or at any time while on school property or attending a school sponsored event, if the student is suspected of being under the influence of alcohol.

Child Abuse/Neglect Laws

The school adheres to both the policy of the Diocese of Charleston and the civil laws for the state of South Carolina. School personnel are mandatory reporters of any suspected instance of child abuse, child neglect, or endangerment

Child Custody and the School:

Parents/guardians should be aware of pertinent state laws when courts have determined custody arrangements. Parents/guardians must deliver to the school a copy of the court order as it is applicable to the custody and visitation rights of separated or divorced parents if there is an expectation that the school will enforce the said agreement. Failure, on the part of the parent/guardian to do so, releases the school from all responsibilities.

Electronic Devices: With the exception of school issued devices required for school, electronic devices such as, but not limited to, personal computers, pagers, headsets, laser pointers, radios, hand-held games, IPADS, IPODS, MP3 players, etc. should be turned off and may not be used or visible from the time students arrive on campus until all students have been dismissed from school unless the student has secured permission. Failure on the part of a student to comply with this rule will result in consequences that are appropriate for making such a poor choice. The Administration reserves the right to look at all pictures, messages of any kind, and/or emails on any confiscated devices that are being used at inappropriate times.

Field Trips Students must have parental permission to go on any school-sponsored field trip. Forms will be distributed by the sponsoring faculty/staff member, and only that school form is acceptable. The form must be signed by the parent or guardian and returned to the teacher at least two days before the trip. A phone call is not an acceptable substitute for the proper form. The teacher must submit the signed forms to the main office on the day of the trip, and every student must be accounted for before the trip commences.

Diocese of Charleston Policy on Overnight Domestic and International Field Trips

The following policies shall apply to trips outside school led by faculty members or staff members of schools in the Diocese of Charleston.

1. Any faculty member who intends to sponsor or coordinate a trip for students and/or others for any school in the Diocese of Charleston must meet with the Principal of the school to discuss the trip plan and receive permission to move forward.
2. Regardless of the number of student participants, there must be two female chaperones (the faculty sponsor may be one of these) to supervise the female students on the trip; likewise there must be two male chaperones (the faculty may be one of these) to supervise the male students. All chaperones **MUST** be cleared through the Diocese of Charleston Office of Child Protection including a background screen and SafeHaven training.
3. In the “Field Trip Permission” form, the trip should have a specific itinerary and have a specified educational value.
4. The sponsor of the trip must collect a signed “Field Trip Permission” form from each student participating in the trip, a signed “Policy” form, and a signed “Guidelines Agreement”.
5. The participants on the trip will be limited to students currently enrolled at the school or to newly graduated students of a diocesan-owned high school (for trips happening in the summer immediately following graduation) and their parents as determined by the Principal.

6. At least one parent of each participant is required to attend both the initial informational meeting at the school and the final informational meeting at the school. The final informational meeting must be held two weeks prior to the trip departure.
7. Any parents actually taking part in the trip must adhere to the Diocese of Charleston Code of Conduct for Employees and Volunteers. This includes NOT using or abusing alcohol in the presence of the students.
8. The faculty sponsor must act responsibly throughout the planning, coordinating, and implementing of this trip consistent with the policies and procedures of the Diocese of Charleston regarding the mission of Catholic education.
9. The faculty/staff sponsor, and others will not condone the use of alcohol or drugs on the trip, and they must not allow or condone any sexual activity by the participants of the trip.
10. The participants and every parent of a participant must sign a copy of this policy in recognition that they have adopted and agreed to follow the terms and procedures on the trip.
11. Any violation of this policy by a faculty member shall constitute just cause and grounds for disciplinary action, up to and including dismissal from the Diocesan school.
12. A violation of these policies by a student will constitute just cause and grounds for disciplinary action including but not limited to:
 - a. Being sent home at the parents' expense
 - b. Dismissal from the Diocesan school.

Approved by the Vicar General of the Diocese of Charleston on July 19, 2018

Food, Water, and Beverages

Students are to consume food and beverages only in the Commons area of the building or other designated lunch/food area. Students may refill water bottles in the Commons. Students may bring their own lunches to school or may order them when an occasion arises to offer a hot lunch option. Several microwaves are available. Students are permitted to have water in classroom and other areas of the school. Students are permitted to consume food or beverages in classrooms or other school areas in case of medical necessity or at the approval of school administration.

Students are expected to leave tables, chairs, and the floor clean, dispose of all paper and food waste, and wipe down the table before leaving the Commons or any other area used for lunch.

Lockers and Other School Property

All students must be mindful that lockers, desks, chairs, tables, and other furnishings which students use are the property of John Paul II Catholic School. Lockers and desks are subject to search at any time. Students may use only the lockers assigned to them. They may not place stickers, tape, or large magnets on the inside of their lockers. Any locker “décor” must be removable without damage to the appearance or structure of the locker. Nothing but school-issued combination locks may be placed on the exterior of the locker. Students are expected to clean lockers periodically and to do a thorough cleaning, along with removal of all locker contents, during checkout at the end of the school year.

No desk, chair, table, or cubby for athletic equipment is considered the student's own. Therefore, no markings or labels may be placed on them.

Students will be assessed the cost of repair or replacement if damaging school property

Married Students:

Students who are married or have been married may not be enrolled at John Paul II Catholic School.

Mass Attendance

All students, whether of the Catholic faith or not, MUST attend all school masses and other religious observations as scheduled.

Medications

All prescription medication and potentially dangerous over-the-counter medications must be handled through the school nurse's office. The possession or improper use of these could be a violation of the school's drug and alcohol policy. Students are authorized to carry epi-pens or injectable insulin upon presentation of medical records and/or physician statement.

Open Campus Privileges:

Juniors and Seniors in good academic standing may be granted open campus privileges with parental permission. Students with an unassigned first or last block may arrive late or leave early. This privilege may be revoked at any time by the Administration for students with attendance, discipline or academic issues.

Personal Property:

Because John Paul II Catholic School is impacted by the same problems facing the rest of our society, it is imperative that students assume the responsibility of taking precautions with regard to their personal belongings, and in particular, their devices. When not being used, the devices should be safely locked in the student's locker or vehicle parked on campus. At all times, book bags should remain in sight and closed, lockers secured, and cars locked. Should it be necessary for a student to bring a large amount of cash or other valuables to school, students may leave these items in the office for safekeeping.

Please note that the school is not responsible for lost or stolen personal devices brought to school from home. In order to protect their child's device, families should store the serial number of their child's device in a safe place in their home. All students are expected to follow policies concerning the content they are viewing or the purposes they are pursuing. Anyone not adhering to this policy is subject to disciplinary consequences as determined by the Dean of Students.

Pregnancy and Abortion Policy for Diocesan-owned Secondary Schools

It is understood that we, as Catholic educators, are convinced of the value and dignity of human life. We hold a pro-life stance which enables us to bring to our students the realization that a Christian code of morality based on the Gospel should give their lives direction and that thorough instruction should help them understand their own sexuality.

While we do not condone contraception or premarital sex, once a young couple becomes responsible for the conceiving of human life, we believe every effort must be made and every measure must be taken to preserve this life. In all instances, the student(s) will be treated with charity.

In keeping with these beliefs, the following guidelines will be applied whenever female or male students become involved in a pregnancy:

1. As soon as possible after learning of the pregnancy, the female and male student(s) and their parents will meet with the Principal and school counselor to inform the school of the situation.
2. A female student will obtain a medical statement from her doctor giving her due date and her medical fitness to remain in school. The statement must include any medical problems of which the school should be aware. When it is deemed necessary by the administration, she will proceed to a homebound education program. At that time, the male student will also proceed to a homebound education program.
3. Female and male students must follow a bona fide program of counseling which their church or other religious support agency offers. The name of the counselor must be given to the Principal.
4. During the time of the pregnancy and after the birth, participation for both the mother and the father in all co-curricular activities, as well as graduation, is at the discretion of the Principal.
5. After the birth, the students and their parents must schedule an interview with the school administration to determine the feasibility and condition of returning to school.

In addition, we believe that abortion at any stage of pregnancy is the taking the life of an innocent human person. Therefore, a female student who attempts to procure an abortion or a male student who enables this attempt must withdraw from the school immediately.

Respectful Participation Expectation

With the support of the Vicar General and the Superintendent of Catholic Schools, the Diocesan-owned secondary schools in the Diocese of Charleston -- Bishop England High School in Charleston, Cardinal Newman School in Columbia, John Paul II Catholic School in Ridgeland and St. Elizabeth Ann Seton Catholic High School in Myrtle Beach, will adhere to the following expectations for their students:

All students, regardless of religious beliefs, ethnic background, nationality or political beliefs, will respectfully participate by standing for all prayer opportunities – daily or otherwise, the reciting of the Pledge of Allegiance and the playing/singing of our National Anthem. Similarly, all students will take the prescribed classes in the Theology curriculum offered by their respective schools, and all students will attend and participate respectfully in all liturgies and prayer service opportunities offered by their respective schools.

Ordinarily, our diocesan-owned secondary schools will not accept any deviation from these practices.

School Organizations All students are encouraged to become active members of our school clubs and take part in various co-curricular activities. Continued membership in any group depends upon the student's consistent participation and willingness to contribute to the success of the group. Upon judgment of the moderator and in accordance with the requirements of the clubs, members can be dismissed. Only those organizations approved by the Principal are permitted at John Paul II Catholic School.

Searches

The administration reserves the right to search anything brought onto school property as well as to make random and unannounced inspections of lockers. Items which may be searched include, but are not limited to, technological equipment, cars, book bags or back packs, handbags, lunch boxes or bags, water bottles, cellphones, cases for musical instruments, jacket pockets, and so on.

Social Functions

School dances and other social events for students are held throughout the year. All social activities will be properly chaperoned and must end by midnight. The school is not responsible for the monitoring of students after the social ends. Students who are under suspension or who have been expelled or asked to leave John Paul II Catholic School are not permitted to attend such functions.

Sportsmanship

All fans, spectators, coaches, and student athletes are governed by the ethics of honest rivalry and the graceful acceptance of referees' judgments and the results of competition. Athletic events are meant to encourage excellence and enthusiasm and are to be enjoyed in a manner which brings credit to the school, the athletic team, and our local community. Athletic events shall be conducted in accordance with the policies, rules, and regulations of the South Carolina Independent School Association (SCISA). Failure to comply with the rules of good sportsmanship may result in both school and SCISA disciplinary action. Any student, parent or other spectator attending an athletic event, on campus or away, and in support of John Paul II Catholic School, are reminded that they are a representative of the school's mission and values. Any spectator who is unable to demonstrate good sportsmanship will be asked to leave the event and may face a permanent ban from attending any school-related athletic event.

Student Drivers

Students who drive must sign up at the school office, listing the make and model and license number of any vehicle which they are likely to drive. The office will also need to have on file a copy of the student's driver's license, vehicle registration, and proof of insurance if the student will be parking a car at the school. Driving and parking privileges will be revoked if a student drives carelessly on school property or at any venue where the school is engaged in athletic or other practices, competitions, performances, parades, etc. (Also see "Search.")

Telephone messages

Parents may call the school to leave messages for students only when it is vital that information be passed along to the student. The timing for message delivery is dependent upon the nature of the emergency. Parents should avoid texting or calling a student during the school day. If it is an emergency, please contact the main office.

Visitors

All visitors, including alumni, must be appropriately dressed and must report to the Main Office. Upon reporting to the office, visitors will register and receive an ID badge that must be displayed prominently while on campus.

VII. ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

A variety of activities and interests make for a well-rounded personality. Students should select activities which they enjoy and see extra-curriculars as an opportunity to build skills and learn both teamwork and leadership.

Coaches and adults leading clubs and other activities must be shown the same respect due to teachers. Many of these are official employees of the school; others are volunteers who have been carefully screened. They have authority over students.

Both students and parents should make every effort to balance time spent on school work, religious activities, family activities, and extra-curriculars in a way that assures that our students' lives are balanced—with enough time for schoolwork, activity, prayer, projects, and rest. John Paul II Catholic School wants healthy, happy students. As Saint John Paul II always reminded us, from Sacred Scripture, we are God's handiwork, the body of Christ, and the temples of the Holy Spirit (cf. 1 Corinthians 6:19-20 and 12:27).

Athletic Philosophy

John Paul II Catholic School believes that interscholastic athletics play an integral role in our educational program. We strive to instill faith in Jesus Christ through advancement in fair play, sportsmanship, teamwork, leadership, and healthy competition.

It is our mission as an athletic department to provide each student at John Paul II Catholic School with multiple opportunities for athletic participation. In addition, we encourage students to participate in multiple sports whenever possible. Through this, we hope to provide all of our student-athletes with a wholesome and well-rounded experience that will aid in their lifetime character development.

Membership

John Paul II Catholic School is a member of the South Carolina Independent School Athletic Association. We adhere, at the minimum, to the policies and regulations set forth by SCISA. The SCISA Constitution is available online at www.scisa.org.

Warning of Inherent Risk/Dangers of Athletic Competition

Participation in athletics includes the risk of injury, which may range in severity from minor to disabling to possible death. Although serious injuries are not common in supervised programs, it is impossible to eliminate the risk. Participants can and do have a responsibility to help.

Participation

The school provides every student an opportunity to participate in athletics. Teams may have limited participation because of facilities, staffing or the nature of the sport. Eligible students will be afforded the opportunity to try out for a team. If the student is not selected, they will have the opportunity to join a non-cut sport. Most sports are gender specific. Students are only allowed to participate in a sport based on their birth gender. Some sports allow female and male athletes to compete together.

Academic Eligibility

Participation in athletics is an important part of the JPII educational experience. However, participation is a privilege that must be earned by meeting the school's academic and behavioral standards. We hold students accountable for their actions, while providing the support and motivation for students to earn the privilege of participating.

In order for students to participate in athletic practices and games they must be failing no more than one core course. A core course is defined as a course that is earning credit towards meeting the JPII graduation requirements.

Eligibility for the fall season will be based on the second term grades of the previous academic year. Interim grade reports will be calculated on the 3rd Friday in October. Any student failing two or more core courses at that time will be placed on academic probation for a minimum of ten school days. They will only be removed from academic probation once they are passing all core courses. A student ineligible at the start of the year is able to regain eligibility by passing all courses on this date. Students on academic probation will be prohibited from playing fall or winter sports (to include practices) until such time as they are removed.

Eligibility for the winter and spring seasons will be based on first term grades. Any student failing two or more core courses will be ineligible to participate. Interim grade reports will be calculated on the 3rd Friday in March. Any student failing two or more core courses at that time will be placed on academic probation for a minimum of ten school days. A student ineligible at the start of the second term is able to regain eligibility by passing all courses on this date. Students on academic probation will be prohibited from playing fall or winter sports (to include practices) until such time as they are removed.

John Paul II Athletic Teams

Eligible students in grades 5 or 6 attending St. Gregory the Great, St. Peter's, or St. Francis are able to participate with JPII athletics if those schools do not offer the same opportunity, space allows, and the partner school permits it. When space is limited, priority will be given to students enrolled at John Paul II Catholic School. Transportation for practices/contests will be provided when possible; however, the parent of a student from a partner school is responsible for transportation. The following sports are offered when numbers allow.

<u>Fall Season</u>	<u>Eligible Students</u>
Middle School Cross Country	Students in grades 5-8
Varsity Cross Country	Students in grades 6-12
Middle School Football	Students in grades 6-8
Varsity Football	Students in grades 8-12
Middle School Volleyball	Students in grades 5-8
Junior Varsity Volleyball	Students in grades 5-10
Varsity Volleyball	Students in grades 6-12
Varsity Girls Tennis	Students in grades 6-12
Junior Varsity Girls Tennis	Students in grades 5-10
Varsity Cheerleading	Students in grades 6-12
Junior Varsity Cheerleading	Students in grades 6-10
Varsity Sailing	Students in grades 6-12

Winter Season

Middle School Girls Basketball	Students in grades 5-8
Middle School Boys Basketball	Students in grades 5-8
Junior Varsity Girls Basketball	Students in grades 6-10
Junior Varsity Boys Basketball	Students in grades 6-10
Varsity Boys Basketball	Students in grades 8-12
Varsity Girls Basketball	Students in grades 8-12
Varsity Archery	Students in grades 6-12
Junior Varsity Wrestling	Students in grades 6-10
Varsity Wrestling	Students in grades 8-12

Spring Season

Junior Varsity Baseball	Students in grades 6-10
Varsity Baseball	Students in grades 8-12
Middle School Girls Soccer	Students in grades 5-8
Middle School Boys Soccer	Students in grades 5-8
Varsity Girls Soccer	Students in grades 8-12
Junior Varsity Girls Soccer	Students in grades 6-10
Varsity Boys Soccer	Students in grades 8-12
Junior Varsity Boys Soccer	Students in grades 6-10
Varsity Softball	Students in grades 8-12
Junior Varsity Softball	Students in grades 6-10
Varsity Boys Golf	Students in grades 6-12
Varsity Boys Tennis	Students in grades 6-12
Junior Varsity Boys Tennis	Students in grades 6-10
Varsity Track & Field	Students in grades 6-12

Note: The above listed sports may be canceled in any given year if there are not enough students, coach, or facilities to safely and/or competitively field a team.

New Sports

As John Paul II Catholic School grows, additional sports may be added to allow for more student participation. When proposing a new sport, careful consideration must be given to the impact on existing sports, the availability of a sufficient number of athletes to participate, field and/or gym space, affordability in the school's operating budget, and the ability to compete against other schools without extensive travel. The final decision on what sports to offer rests with the Administration.

Athletic Department Information and Policies

1. John Paul II offers a competitive interscholastic athletic program within the South Carolina Independent School Association (SCISA).
2. Student-athletes who wish to play two sports in the same season must appeal to the Athletic Director. They must declare a primary and secondary sport for that season, and a structure must be agreed to by the Athletic Director, both coaches, the student, and parents in order for a student-athlete to participate in both sports. The student also must be in good academic standing with the school.
3. Coaches are required to be flexible and meet the needs of the team and their players.
4. If a student-athlete is dismissed from a team or voluntarily leaves a team before the end of a season, he/she will not compete or practice with another team during that season, nor will be allowed to practice with an upcoming season's team before the current season has ended, unless both coaches and the Athletic Director agree to allow the athlete to participate. They will not be eligible for post-season recognition.
5. *Transportation:* Athletes will travel to and from away competitions in vehicles provided by the school whenever possible. All athletes must travel in school vehicles unless prior approval is obtained from the coach. On occasion, parents may be asked to carpool student-athletes. When leaving an away game, students may travel with their parents, if they confirm with the head coach either verbally or in written form. Student-athletes may travel with another family home, if they turn in a written note from their parents giving permission to ride with a specific family.
6. A student must be enrolled at the John Paul II before she/he may practice with a team. All forms provided by the coach must be completed and signed by the athlete and parents before participation takes place. The forms include physical Agreement for Participation, Health Assessment, Transportation Waiver and Warning of Inherent Risk. Eligible students in grades 5-6 attending St. Gregory the Great, St. Peter's, or St. Francis are able to participate with John Paul II athletics if those schools do not offer the same opportunity and John Paul II can accommodate them.
7. *Game Ejection:* The SCISA rules and guidelines stipulate that if a school athlete is ejected from a contest, he/she will be ineligible to compete in the next game. If the basic rules of sportsmanship are followed, a John Paul II student-athlete should never be ejected from a contest. In addition, the Athletic Director will review, with the student-athlete or coach, the circumstances surrounding the ejection, and determine the appropriate school response before they are permitted to return to the practice field. Coaches will not permit an ejected player to resume practice until he/she meets with the Athletic Director. The Athletic Director is to be notified by the coach of any ejection immediately after the contest. Any ejection is a serious matter; however, physical violence outside of the rules will be dealt with more severely than most offenses.

8. *Lightning and Thunder Policy:* The lightning policy is in accordance with National Athletic Trainers Association and Beaufort County. We use a thunderbolt detection unit to detect lightning strikes up to 75 miles away. It detects the ETA of a storm and if it is heading in our direction. When lightning is within 30 miles the coaches will be informed that lightning is in the area and they should prepare to come off the field. When lightning is within 12 miles, everyone must take cover indoors or in a vehicle immediately. We will not return to the field until 30 minutes after the last hit on the thunderbolt detection unit within the 12 mile range.
9. Student-athletes participating in an in-season sport are discouraged from practicing or training with another coach from a different season. However, appeals to the Athletic Director can be made, and will be heard on an individual basis. These student-athletes must be in good behavioral and academic standing, and both coaches and the Athletic Director must agree to parameters and logistical details. Student-athletes also may not practice or train with a John Paul II coach on Sunday, unless permission has been granted by the Athletic Director.

Playing Time

1. At the varsity level, playing time should never be a topic of discussion between parents and coaches. Varsity coaches are instructed and advised to play the players that give their team the best chance to win, assuming those players are in good team standing and good standing academically and behaviorally.
2. At the middle school and JV levels, coaches are asked to balance winning with each athlete's individual development and experience. Therefore, while playing time is never a guarantee, coaches at the JV level make more of an effort to distribute playing time, and even more so at the middle school level.

"Cut" Policy

1. While we encourage athletic participation among students of all abilities, the coaching staff of a particular sport reserves the right to make "cuts" if there is an overwhelming number of participants or more participants than the coach can effectively and safely manage.
2. Cuts are more likely at the varsity level, and if cuts are needed for a particular team, or if team placement is needed, each player will be afforded a tryout period of at least 2 days. In most cases this tryout period will be simultaneous; however in the case of an eligible transfer student in season, a tryout may be extended.
3. To address player safety, coaches and parents must carefully evaluate the skill level and physical competitiveness of students below 9th grade for varsity teams, and below 7th grade for any teams.

Participation in off-season sports

1. Participation in an out-of-season sport while a student is playing an in-season JPII sport is at the discretion of the in-season coach.
2. If a player wishes to train with an out-of-season team, a plan should be made with those two coaches and the player before either season begins. The athletic director must approve the plan, and it should be in writing.
3. A player is not permitted to miss any in-season team activities for an out-of-season sport.
4. If an athlete plays for a club team outside of school, the athlete may not miss an in-season JPII team activity for a club activity, unless the athlete has permission from his or her JPII coach.

Absences

1. Ordinarily, a student-athlete who is absent from school will not be permitted to participate in athletic activities that day. Exceptions may be made if the student has a previously scheduled appointment approved by the principal and athletic director.
2. A student-athlete must be present for a minimum of three (3) academic blocks, or four (4) middle school periods, in order to participate in that day's athletic activities. In the event that a student has less than three (3) academic blocks in his/her schedule, he/she must be present for all academic classes that day in order to be eligible to participate in athletic activities that day.
3. Any student-athlete who leaves school for illness may not return for any athletic activities that day.
4. These guidelines do not apply to excused absences from school. Absences excused by the John Paul II Administration will also be excused by the Athletic Department.
5. Student-athletes are advised to check with school administration with questions concerning attendance/absences/participation.
6. When student-athletes must leave school early to participate in an athletic contest, they must get time-sensitive assignments and materials BEFORE they leave school from the teachers whose classes they will be missing. Teachers will NOT be required to supply assignments and work after the fact.
7. Late games are not an excuse to arrive late for school the next day and may be subject to possible athletic suspension.

Concussion Policy

1. Every John Paul II coach is required to take the NFHS Concussion Course each year. This free course can be found at www.nfhslearn.com
2. Each student-athlete must complete a Concussion Awareness form with his/her parents. Any questions regarding the information can be directed to the Athletic Department.
3. Concussion prevention: While there is an inherent risk of concussions, JPII coaches will do their best to instruct students on proper athletic techniques in an effort to prevent concussions.

4. Player Injury Evaluation: If a player is suspected of a concussion, he or she will report to an athletic trainer or designated medical personnel for evaluation. If a concussion is suspected, the athlete will be removed from the practice or game.
5. If a player is diagnosed with a concussion by the athletic trainer or a designated medical professional, they will be asked to complete the SCISA Concussion Return to Play Form before returning to athletic participation.
6. While John Paul II coaches are trained on how to identify possible signs of concussions, players are responsible for reporting head injuries immediately to a coach or athletic trainer.

Medical Release

1. The John Paul II Athletic Trainer reserves the right to withhold or release student-athletes for participation based on medical reasons.
2. If an athlete suffers an injury where a game or practice has to be ceased or missed, they must be evaluated and cleared by the athletic trainer before returning.
3. In the event that an outside medical doctor clears a John Paul II athlete for participation, the school and athletic trainer may still withhold a player from participation if they do not feel the student is ready to return based on injury or illness.
4. A John Paul II coach or parent cannot or will not overrule the athletic trainer in regards to a medical withdrawal or release for participation.

Required Forms for Athletic Participation

All can be downloaded at www.johnpaul2school.org

1. Physical. All students are required to have a completed physical examination and paperwork on file with the athletic trainer.
2. Warning of Inherent Risk (2 pages)
3. Agreement to Participate
4. Concussion Awareness
5. Transportation Waiver

Age Requirements (per SCISA Constitution)

1. A student is ineligible to participate in athletics if his/her 18th birthday is before July 1, 2020.
2. Junior Varsity: In order to participate in Junior Varsity athletics, a student must not have reached his/her 16th birthday before July 1, 2020.
3. Middle School: In order to participate in middle school athletics, a student must not have reached his/her 15th birthday before July 1, 2020.

Uniforms and Attire

1. John Paul II is responsible for providing student-athletes with appropriate game attire. Before the first game of the season, each athlete on an active roster will receive a

uniforms. Students are required to wear only school-issued uniforms in athletic competition and must be compliant with the school's grooming policy.

2. The student-athlete must return the uniform in a condition that allows it to be reissued the following season, within one week of the final game of the season. If the student-athlete does not return his/her full issued uniform within a week, he/she may be asked to pay for the replacement cost of the uniform.
3. Students may be asked to purchase uniform items that are not meant for re-issue, such as socks, volleyball game shorts, caps, etc.
4. If a student-athlete does not come to a game with his/her full uniform, the coach reserves the right to not allow the player to participate.
5. Game day attire will not be worn at school without approval from the Principal/Athletic Director.
6. At no time are athletes permitted to practice or play without shirts.
7. Female athletes must wear shirts over their sports bras at all times.

Awards Recognition and Ceremonies

1. Annual all-sport awards ceremonies will take place after the season of play has concluded. The Middle School and Varsity athletic ceremonies may be separate.
2. The awarding of a Varsity letter is based on the guidelines set up by the respective varsity coach in his or her sport. These guidelines may include items such as the student-athlete's attitude, effort, and participation in practice and games.
3. First-time Varsity letter winners will receive a monogram (letter) and pin representative of the sport in which the letter was earned. Student-athletes will receive the letter only once during their JP II career.
4. The JP II letter will only be awarded in those sports officially offered by John Paul II.
5. A student-athlete will receive a pin denoting his/her sport for the first letter year, and a gold bar for each letter year thereafter.
6. Coaches are given the opportunity to choose recipients for up to three individual awards for members of their teams.
7. A Female and Male Athlete of the Year Award will be given at the end of each school year. This award will be decided by the Athletic Director, Varsity Head Coaches and additional athletic volunteers that have consistently witnessed the candidates in their respective sports. While excelling at multiple sports is a desired attribute of Athletes of the Year, it is not a pre-requisite for this award. This award is typically awarded to a senior, however that is not a pre-requisite for this award.

Expectations of John Paul II Coaches

1. Coaches must reflect and practice Catholic and Christian values during practice, games, and off the field of play.
2. Coaches at John Paul II must prioritize the values and needs of the student-athletes and the athletic department as a whole over the needs of their team. As a reflection of this, coaches at JP II will encourage student-athletes to participate in multiple sports, as opposed to specializing, and will not recruit students against other JP II programs. They are

expected to support the athletic department as a whole, with the model that “a rising tide lifts all boats.”

3. Coaches will not practice or play on Sunday, unless approval has been granted by the Principal or Athletic Director (see Sunday Practice Policy).
4. Coaches must be positive role models in terms of sportsmanship and fair play and set a flawless example regarding the use of harmful substances.
5. Coaches must be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments and aptitudes.
6. Personal appearance, dress and physical condition must be exemplary and project professionalism.
7. Coaches are responsible for all aspects of team discipline. They should address issues promptly and firmly. If necessary, coaches should bring disciplinary issues to the Athletic Director or School Administration.
8. The following behaviors are unprofessional and will not be tolerated:
 - Profanity: a coach must refrain from the use of profanity and insist that student-athletes do likewise.
 - Physical or verbal abuse of the student-athletes.
 - Use of tobacco products on the field or any other time they are in the presence of the team or team members.
 - Use of alcohol prior to or during practices, games or other athletic team functions.
9. Coaches are expected to maintain self-control at all times, accepting adverse decisions by officials maturely and professionally. Student-athletes must learn to accept responsibility for their actions. Blaming officials takes the focus off of individual responsibility and places blame elsewhere.
10. Coaches must refuse to disparage an opponent, an official or others associated with sports activities, and discourage gossip and the spreading of rumors.
11. Coaches are responsible for the conduct and care of their team from the beginning to the end of the game or away trips. This includes the job of making sure that bench areas, dressing rooms and the team vehicles are left clean and in good condition.
12. Coaches are expected to win or lose with dignity and humility.
13. Coaches are to use sound, acceptable and current teaching and coaching techniques and always pre-plan practices and game strategies.
14. ALL COACHES are required to receive CPR/AED certification

15. All Coaches are required to complete the following NFHS courses on-line; concussion, heat illness, dealing with parents, sportsmanship, hazing, and cardiac arrest.
16. Coaches will make decisions based on what they believe is best for the team and all student-athletes. The judgment and authority of the coach to make decisions regarding playing time must be respected. It is not appropriate for a parent to question or challenge a coach's decision regarding play calling or team strategy. It is never appropriate for a parent to discuss with a coach the status of another student athlete. (If a parent has a concern and would like to discuss it, he or she should schedule an appointment with the coach. Please do not attempt to contact a coach directly before, during or after a practice or game.)

Parents as Partners

As partners in the educational and athletic process at John Paul II, we ask parents:

- To assist the JP II Athletic Department and coaching staffs in furthering the mission of our Department.
- To support and participate in the Booster Club through membership, volunteerism, or some other capacity.
- Not to divide authority between school and home or within the home as it will only reinforce disrespect of all authority.
- To actively participate in athletic activities such as meetings, community service, and other parent obligations.
- To see that the student pays for any damage to athletic equipment or property due to carelessness or neglect on the part of the student.
- To encourage their students to notify coaches if they will be absent from or tardy for a practice or game.
- To notify the coaches/athletic department of any change to contact information.
- To inform the coaches, athletic department, and/or athletic trainer of any special circumstances regarding well-being, safety, and health.
- To complete and return any requested information properly.
- To read athletic department or team communications in a timely manner and communicate them to your student when requested.
- To support the religious, educational, and athletic goals of John Paul II and the Catholic Church.
- To promote, support, and cooperate with the athletic policies of the school.
- To speak positively of the school in public, and to raise any concerns with the athletic department or school administration.
- To treat coaches and athletic staff with respect and courtesy in discussing student problems.
- Always to promote sportsmanship.

Procedure for handling a difficulty with a coach:

Should a student or parent experience a difficulty with a coach, the following are the steps that must be followed in order to resolve the issue:

1. The student should speak directly with the coach about the difficulty.
2. If no satisfactory resolution is reached, the parent, the athlete, and the coach are to meet to speak directly about the issue.
3. If no satisfactory resolution is reached, the parent should request a meeting with the Athletic Director and the coach and the athlete together.
4. The Athletic Director will facilitate the meeting in order to bring about a satisfactory resolution to the difficulty with all parties present.

Sunday Practice and Rehearsal Policy

It is the belief of the Administration and School Advisory Council of John Paul II Catholic School that student activities must be properly scheduled and coordinated, and that there is primary importance placed on religious obligations and family time. We also recognize the importance of preparing our students for fair competition and optimal performance. As a general rule, no extra-curricular activities, including athletic practices/games or play/music rehearsals or performances, may be scheduled on any Sunday without prior written approval of the school's principal, and only when extraordinary circumstances require an exception to the rule. This policy will also apply to certain religious holy days during Lent. Furthermore, use of school facilities, including the grounds, will only be allowed for approved religious activities or school events. The fields will not be rented to outside organizations on Sundays.

Requirements and Exceptions

- Sunday practice sessions may only be held by varsity teams scheduled to compete in a playoff game on the subsequent Monday.
- Sunday rehearsal time for plays, concerts, etc. will only be allowed when unable to be scheduled on the preceding Saturday.
- Any pre-approved Sunday practice/rehearsal may not begin before 1:00 p.m. and must end no later than 4:00 p.m.
- The total practice/rehearsal time on a Sunday will not exceed 90 minutes.
- Since we cannot have Sunday stuff anymore should this be removed?
- Practices cannot be scheduled on consecutive Saturdays and Sundays.
- Knowing that missed time can affect team chemistry or performance; coaches/advisors will make reasonable attempts to schedule a Sunday practice/rehearsal so that every student can attend. In the event that a student is unable to attend a Sunday practice/rehearsal due to family or religious commitments, his/her playing time or role will not be jeopardized, nor will he/she be penalized in any other way. It is the responsibility of the student to notify the coach/advisor why he/she is unable to attend.