# 2025-2026
# PARENT AND STUDENT HANDBOOK

POPE SAINT JOHN PAUL II
PREPARATORY SCHOOL

## SCHOOL OVERVIEW

We welcome you to Pope Saint John Paul II Preparatory School. We always seek to provide our students and their families with the best education, grounded in our love for and faith in God. Our teachers, coaches, staff, board trustees, parents, and diocesan leaders are partners in a great mission that helps transform our students' lives so they may seek to be more like Christ each day and be strong in mind, body, character and spirit. Thank you for being part of this great school and look forward to making every day at JPII a great day to be a Knight.

Our handbook outlines our curriculum, our program, and our policies. It is a tool to show what is possible when you seek new challenges, take risks, and try new things. Our patron saint JPII challenges us to “Be Not Afraid” so that we may, “Become saints of the new millennium.” A great education challenges you to overcome obstacles and not avoid them. At JPII, we help and support students to go "beyond themselves" and be part of something bigger. Our policies help us live within a community to make it better. Parents and students should review the handbook and understand our community so you may thrive here and find joy in your time as a Knight.

### History

Pope Saint John Paul II Preparatory School was founded in 2002 by the Diocese of Nashville under the late Bishop Edward Kmiec, retired bishop of Buffalo, NY. The school opened in 2002 with two grades, ninth and tenth, and added a grade each year, becoming a 9-12 school in 2004-2005. In the fall of 2021, we incorporated a middle school, adding grades 6-8.

The majority of the student body lives in Sumner or Davidson counties. Still, there is a strong regional draw, with students from 10 different counties, 56 different zip codes, and two states. Mr. Hans Broekman was the school's first head of school and led the school until 2008, followed by Mr. Faustin Weber from 2008 to 2015, Mr. Mike Deely from 2015 to 2022, and Ms. Karen Phillips, Interim Head of School from 2022 to 2023. In the fall of 2022, the board of trustees voted to restructure from a Head of School Model to a President-Principal Model beginning in the 2023-2024 school year. The school’s inaugural president, Dr. Erick Chittle was hired in 2023 and Jennifer Dye was appointed as our first Principal.

### Mission Statement

Inspired by Faith, Pope Saint John Paul II Preparatory School prepares students to be strong in mind, body, character, and spirit for lives of learning and service according to the Gospel.

### School Philosophy

Middle and high school are times of discovery, a chance for students to explore their talents and discover what they genuinely enjoy doing. We hope students will embrace our school's mission and become scholars and people of faith dedicated to the service of others. We also want them to develop their talents as musicians, artists, orators, actors, and athletes. We believe students will flourish and live happy lives while striving toward excellence in these many areas.

## Parent-School Partnership

Parents are the primary educators of their children. Our school seeks to partner with parents to make their children's education comprehensive, effective, and inspiring. Parents are encouraged to take an active interest in their children's progress. They are encouraged to directly approach faculty and staff members or administrators by telephone, email, or appointment. If you have a concern, the first point of contact should be the teacher. If clarification is still needed parents should then contact the department chair, followed by the Dean of Faculty and Instruction and then the principal. Teachers will have the most insight

regarding concerns about the class or the student and seek to partner with parents to ensure the student feels supported and has the greatest opportunity for success. If the student has social-emotional, college  or disciplinary concerns, please contact the counselor and the Dean of Students.
Because parents are the primary educators, a constructive working relationship between the school and a student's parent or guardian is essential to accomplishing the educational mission of Pope Saint John Paul II Preparatory School. The school reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make a positive and constructive relationship impossible or otherwise seriously interfere with the accomplishment of the educational aspirations of the school.

## Diocese of Nashville Catholic Schools Welcome Statement

Pope Saint John Paul II Preparatory School welcomes all families and students desiring a Catholic education.  As a Roman Catholic school in the Diocese of Nashville, we joyfully exercise our responsibility to teach the Catholic faith and morals in all fullness and especially as expressed in the Catechism of the Catholic Church (CCC). It is possible, though, that some parents, guardians, and non-Catholic persons whose religious practices and beliefs do not coincide fully with Church teaching may experience conflict as we promote and instruct these teachings, particularly as they relate to same-sex attraction and gender dysphoria.

Pope Saint John Paul II Preparatory School seeks to partner with parents to assist the child, especially when matters of this nature arise. We, therefore, commit to guiding the family to pastoral care and support. While sincere questions of the practices of the Catholic faith to understand them more deeply are welcome, purposeful disruption to the school community, public defiance, and challenge of Catholic truths or morality would indicate a student, parent, or guardian is no longer a partner in our evangelical mission and thus, may be denied admission or may be asked to leave the school.

## Admissions Policy

Pope Saint John Paul II Preparatory School does not discriminate based on race, color, nationality, ethnic origin, or sex. Though our first priority is to serve the Catholic community, we welcome students and families of all Christian faiths, united as we are in service to the Gospel of Jesus Christ and those from other faith traditions. In these matters, we take inspiration from our namesake, Pope Saint John Paul II, who said:
*It is absolutely clear that ecumenism, the movement promoting Christian unity, is not just some sort of "appendix" which is added to the Church's traditional activity. Rather, ecumenism is an organic part of her life and work, and consequently must pervade all that she is and does; it must be like the fruit borne by a healthy and flourishing tree, which grows to its full stature.* (John Paul II, Ut Unum Sint, 1995) and

*“(Inter-religious dialogue) is often a source of great joy and encouragement. It leads us to discover how God is at work in the minds and hearts of people and indeed in their rites and customs.“ (John Paul II, address to Council for Inter-religious Dialogue, 2001).*

Pope Saint John Paul II Preparatory School has a competitive admissions process and cannot accept all applicants. We strive to be transparent about the qualities and characteristics that we expect of future Knights in our admissions process. First and foremost, we seek candidates who value and are committed to the mission of a Catholic school, which means they have the willingness to engage in spiritual growth, understand the teachings of the Catholic Church, and have an openness to living in a community of prayer, service, and discipleship to Jesus Christ. In evaluating applicants, the Admissions office seeks students

with the prerequisite skills to succeed in a college preparatory program - determined by an assessment of their prior academic record, recommendations of teachers, a placement test, and personal interviews. Academic offerings support a wide diversity of academic talent, which allows students to choose between Standard, Honors, and Advanced Placement selections, depending on aptitude and work ethic. Students must be supported and respectful of others and understand that our rules, policies, and expectations are essential to success at the school. Ultimately, we desire candidates who seek to understand their God-given gifts and push themselves daily to pursue excellence in all they do to live a life of service, leadership, and love of all humankind.

## Financial Aid

We recognize that the total cost of tuition at Pope Saint John Paul II Preparatory School is beyond the means of some outstanding students and families. The school assists students with a demonstrated need to make JPII affordable to as many families as possible. A separate application for financial aid is necessary and reviewed by the Financial Aid Committee, independent of the Admissions Committee.
The Admissions Committee makes acceptance decisions well before the financial aid process begins, so aid requests are not a factor in admissions decisions. At the same time, parents must be realistic in understanding that JPII only awards partial financial assistance and that the responsibility for affording JPII rests primarily with the family.

# DAILY SCHEDULE AND ATTENDANCE POLICY

The daily schedule at Pope Saint John Paul II Preparatory School is structured around an eight-period course load. The schedule offers several advantages. Allowing students to take eight classes each year provides exposure to a broad core curriculum, leaving room to take additional electives in AP courses, Innovation and Entrepreneurship, the arts, study halls, and support programs (notably the Knights Success Program).

## Attendance Policy

Absences

Daily attendance is both a school and a state requirement, and the school must validate that students are not truant to grant course credits toward promotion to the next grade level and graduation requirements. Beyond legal requirements, regular class attendance is essential for student intellectual growth and managing the rigorous courses at JPII.

Definition of Tardy vs. Absence

An absence is defined as missing an entire day of school OR arriving after 11:00 a.m. on a given day.  Tardy is arriving after 7:55 a.m. and but before 11:00 a.m. OR arriving late to the start of any class throughout the day.

Excused vs. Unexcused Absences

If a student has an appointment with or diagnosis from a medical professional and brings documentation to school, the absence is excused. School trips, school-sponsored athletic contests, college visits (see below), and bereavement leave are also excused. All other absences are unexcused. The Administration realizes that other circumstances may arise where a student may need to be absent. Parents / legal guardians will be allowed to excuse up to five (5) total absences per year for their student by providing a note (email) to the Student Life office. Student Life will consider additional circumstances on a case-by-case basis, e.g., a death in the family, a major family event, etc. Any further absences will be considered unexcused unless specifically approved by the Dean of Students. and will be cause for a review by the Administration to determine the student's future at school.

Excessive Absences (Time for Time Program)

- At three (3) unexcused absences per class per semester, parents will receive an email notification from the Student Life office. This is an opportunity to correct the attendance record if there are inaccuracies.
- At five (5) unexcused absences per class per semester, a parent will receive an email notification informing them that their student will be responsible for making up missed classes in a Time-for-Time program. The student will need to attend one hour of Saturday School for every unexcused class absence after five unexcused absences in a class. The fee for Saturday School is $25 per hour. (For example, John has 6 unexcused absences in math class and 8 unexcused absences in English class in the first semester. He would need to attend 4 hours of Saturday School, and his student account would be charged $100).
- Saturday Schools will be held from 8:00 am to noon on a few Saturdays towards the end of a Semester. The Student Life Office will communicate directly with the families of a student that needs to attend.
- Students who do not make up missed class time in a given semester run the risk of not being allowed to enroll at JPII in the following semester.

Absences During Exams

Absences during exams should only occur due to illness or extenuating circumstances. Students missing exams for early travel or extended holiday will be required to take all their exams. To ensure student success, students may not take scheduled exams outside of the scheduled time unless one of the following occurs, and then only with the approval of the Principal:

a) Death in the family,
b) Graduation of an immediate family member,
c) Illness (physician's note required)

Exam security, availability of personnel, as well as fairness to all students requires adherence to the exam schedule. Family vacations do not qualify for rescheduling of exams. Students who must make up exams for reasons other than the three above will incur additional fees for exam administration and proctors. Students will make up exams for first-semester exams when they return for the second semester on the first Saturday. For second-semester exams, students will make up exams when they return.

School-Related Absences

Field trips for educational purposes enhance the learning process. For that reason, school-sponsored field trips, early dismissals, absences for athletic events, or other activities of rare circumstances that the school has pre-approved do not generally count toward days missed if the procedures below are correctly followed. If a student is not meeting their educational commitments in a class, the Administration reserves the right to veto this activity. Please note that if a student is academically ineligible, they are not permitted to travel or compete with their team or club for school-sponsored activities. Commitment to one's studies is a prerequisite for other activities.

College Visit Days

Juniors and seniors may take two college visit days per year that do not count toward the absence policy. The School, however, encourages families to visit colleges during school breaks. Documentation of the visit must be provided to the Student Life office upon return.

Tardiness

If a tardy is due to a doctor's appointment, we require that students bring a note from the doctor to excuse a tardy. Students tardy for any other reason will be considered tardy unexcused and be issued a point. Parents may excuse up to three (3) tardies per year for their student with a tardy note (can also be a call or email).

Students arriving at school any time after 7:55 a.m. must check in with Student Life; they must have a note before going to class. Students not in their assigned location by 7:55 a.m. will be marked tardy unexcused and issued a point unless they present a physician’s note to the Student Life office the following day. Students will receive a Point for each unexcused tardy.

Athletic and Extracurricular Participation

Students must be in class no later than 11:00 a.m. to participate in an athletic practice or game. The only exception to this rule is if the student brings in an official medical note from their physician, dentist, or medical provider. Students arriving from a medical appointment must be in school before noon to be eligible to participate in a game or practice.

## While on Campus

School Day Expectations

No student may leave the campus during the academic day without the permission of the Student Life office. Students who violate this policy are liable for suspension.

Students who drive to school may not return to their cars without permission from the Dean of Students or staff from the Student Life office during the academic day.

Students cannot enter the school building until 7:15 a.m. each morning. Students may not congregate in the parking lot but should enter the building as soon as they exit their cars.

Middle school students should head to the Dining Hall when they arrive in the morning. They may congregate here until 7:45 am when they are dismissed to class.

High school students can have lunch and congregate in the courtyard directly in front of the school. All other outside areas of the campus are off-limits for students from 7:55 a.m. to 3:10 p.m. unless accompanied by faculty.

JPII is a closed campus during lunch. Parents may not excuse their students to go off campus with friends to eat lunch. If there is ever a celebration that is important enough that the parent wishes the student to go off campus for lunch (i.e. after Ring Mass) the parent will come to check out the student and drive them to lunch. Students will not be allowed to drive themselves to lunch with friends - even with parent permission.

Food Deliveries

Students and parents may not order food (i.e. UberEats, DoorDash) during the school day. Middle school students may not order food to be delivered at any time, including during Aftercare.

Early Dismissals

Any student who needs to leave school during the academic day for an appointment must submit a note to the Student Life office from the parent/legal guardian explaining the reason for early dismissal by 7:55 a.m. that day. Students should report to Student Life or the front office to sign out at the appointed dismissal time.

If the student is leaving for a medical or dental appointment, they must bring a note from the healthcare provider the next day to account for the absence.

Students will not be dismissed from school during Mass. If a student needs to be dismissed from school during Mass time, the parent/legal guardian must ensure the student is dismissed before Mass begins. School personnel will not disrupt Mass to locate the student. Please refer to the daily schedule for Mass times.

If a student faces an illness during the school day, they must first see the nurse before leaving school. In balancing the health needs of students and prioritizing students' class attendance, the school nurse must sign off on a student leaving school during the school day. If the issue relates to mental health, e.g., anxiety attacks, depression, self-harm, etc., the student should see a counselor before being signed out to leave during the school day.

Students missing school due to familial obligations, e.g., a sibling's graduation, a family wedding, etc., must seek prior approval for the absence/early dismissal at least 24 hours before the dismissal.

Failure to present proper documentation or gain prior approval for absences may result in Student Life consequences ranging from Loss of Privileges (LOPed), Saturday school, or being placed on the Academic Probation list, depending on the frequency and severity of the situation.

## Concussion Protocol and Academic Accommodations

If a student experiences an event that may have caused a concussion, the following must occur:

- After the event, the student must be diagnosed by a doctor.
- The student and parent/legal guardian must alert the athletic trainers of the concussions.
- The parent/legal guardian must provide a doctor's note to the athletic trainers.
- Athletic trainers email the nurse, relevant coaches, teachers, and counselors with student symptoms, accommodations, and any additional pertinent information.
- Teachers should continue accommodations until an athletic trainer clears the student.
- The athletic trainer will complete a Daily Symptom Check and documentation. Before beginning the five-day Return to Play Process*, students must participate fully in their academic classes without any accommodations.
- The athletic trainer will email the nurse, relevant coaches, teachers, and counselors when a student enters the Return to Play Process.

Suppose a student requires additional academic accommodations due to a concussion after two weeks. In that case, a family meeting will be held with the Student Support Team to discuss potential alternative options moving forward. These accommodations may include but are not limited to modifications to the curriculum, alternative assignments, extended test-taking, quiet test-taking, hard copies of materials, or an alternative schedule, e.g., shorter days, less physically demanding classes (Strength or PE).

Concussion Guidelines for Parents

- Parents must provide documentation of the concussion from a physician.
- Students should not drive while in the concussion protocol.
- Students should have limited access to phones, computers, iPads, and television since these activities cause concussion symptoms to worsen.
- Students should have limited physical activity while in the concussion protocol at school and home.
- Families are encouraged to use audiobooks or PDF readers if reading creates concentration issues for students.
- Students should not participate in major extracurricular activities to provide time for rest, which helps the brain recover more quickly.
- Accommodations are provided for a maximum of two weeks before a meeting with the Student Support Team to discuss potential alternative options for academic support.

Concussion Guidelines for Students

- Students must complete a Daily Symptom Check with an athletic trainer when in school.
- Students should not drive while in the concussion protocol.
- Students may not participate in sports practices while in the concussion protocol. Students may attend practices and games with the approval of athletic trainers.
- Students should have limited access to phones, computers, iPads, and television since these activities cause concussion symptoms to worsen.

- Students should have limited physical activity while in the concussion protocol at school and home.
- Students are encouraged to use audiobooks or PDF readers if reading creates concentration issues.
- Students should not participate in major extracurricular activities to provide time for rest, which helps the brain recover more quickly.

Possible Academic Accommodations

- Resting in the nurse's office when excused from classroom activity.
- Extended time on in-class major assessments.
- Supplemental notes from peers.
- Frequent check-ins for understanding from the teacher.
- Subtle cues for attention/focus from the teacher.
- Breaks when necessary.
- Alternative assessments to technology assignments when possible.
- Placement in study hall instead of classes, e.g., strength, band, chorus, active theater classes, etc., where physical activity or noise may exacerbate concussion symptoms while in the concussion protocol.

Accommodations are provided for two weeks, after which a family meeting will be held with the Student Support Team to discuss potential alternative options moving forward.

*Return to Play is part of the state of Tennessee's Sports Concussion Law. Its goal is to inform and educate coaches, parents, and youth athletes and protect their health and safety.

## After-School Attendance

High School
Students are permitted to stay on campus after school if they are involved in a school-sponsored activity, are waiting for a bus, or studying in the CIE (Center for Innovation and Entrepreneurship). The CIE closes at 5:45 p.m. Monday-Thursday and 4:00 p.m. on Fridays. Students must leave campus if they are not participating in a school-sponsored activity.

Middle School

All middle school students who are not participating in an after-school club or sport are required to be picked up by 3:30 p.m. each day. Any middle school students not picked up by 3:30 p.m. and not involved in an after-school club or sport **must report to the CIE** for after-school care. From 3:30-5:30 p.m. Monday -Thursday and until 4:30 p.m. on Friday, a faculty member will supervise students, allowing them to complete homework, prepare for upcoming tests, or simply unwind after school.

Behavioral Expectations: Students must follow the **same behavioral expectations** as during the regular school day. **Cell phones are not permitted.** Kindles and iPads may be used for school work and reading. Air pods will be allowed to be used with iPads only.

**Behavior Incident Reports**:
1st–2nd offense: Written report sent home and signed by parent/guardian. Phone call home

from coordinator.3rd offense: Students and parents will be notified of **suspension from the aftercare program for the rest of the semester**. Any form of unsafe behavior, disrespect, or rule violation will be addressed and communicated.

Any incidents, accidents, injuries and signs of illness shall be reported to the parent no later than the child's release on the date of occurrence. Any form of unsafe behavior, disrespect, or rule violation will be addressed and communicated.

Students must remain in designated aftercare spaces at all times. Wandering halls, visiting athletic fields, or attending other events is strictly prohibited. Parent permission may be granted in advance and in writing for students who want to attend on-campus events. Last-minute requests will remain at the discretion of the supervisor. Parents should send an email to middleschoolaftercare@jp2prep.org with permission for their child to attend. Students attending athletic events will not have direct adult supervision. Inappropriate behavior during the sporting event will result in loss of the privilege of being able to check out of aftercare for future events.

**Two faculty members present until 4:30 allowing for students to have the chance to stay in the CIE or to go outside. At 4:30 each day all students who are still on campus will remain in the CIE until they are picked up. Parents picking their children up from aftercare will use the guest parking lot and enter the CIE door to sign out their students. Students will only be released to individuals listed as authorized pickup, including older siblings.**

Aftercare closes at 5:30 p.m. Monday-Thursday and 4:30 p.m. on Fridays. In all cases, students should be picked up before this time. Bus riders may stay until buses are loaded. To maintain this free service to parents, a $50 late pickup fee will be assigned through FACTS to any parent arriving after 5:30 for pickup. This honors our aftercare worker's commitment to the program. Three offenses result in termination of aftercare service.

## ATTENDANCE POLICIES DUE TO INCLEMENT WEATHER OR FACTORS IMPACTING SCHOOL

### Emergency Notifications

Pope Saint John Paul II Preparatory School uses an SMS Text system for communication during emergencies. The system pulls parent cell phone numbers from Veracross, our online data management system. Emergencies include an incident or condition, expected or unexpected, that threatens life or safety and requires immediate action. Examples of when we use the emergency notification system are school closures or delays, unanticipated early dismissals, emergency lockdowns, fire, or sheltering in place for severe weather. You do not need to sign up for the notification system but must have a current cell phone number in Veracross. It is up to the parent to keep the school informed of any contact information updates. We will NOT use this system for general announcements; it is reserved for emergencies only.

## School Closing

Pope Saint John Paul II Preparatory School follows its own policies regarding school closings for inclement weather. Parents and students will be notified by text and email and can check the school's website for the timeliest information. Please note that JPII students are from ten different counties; therefore, what may look safe from one person's home may not be safe in other countries. Though safety will be our ultimate concern in closing decisions, parents/legal guardians are the primary decision-makers for their children. If a parent/legal guardian delays sending a child to JPII for weather reasons and sends a note with an explanation, Administration will regard this as an excused tardy.

Because of distance and geography, there are occasions when the Clarksville or Bowling Green bus will be canceled, and students who ride that bus will be excused, while the remainder of the student body is required to attend school that day.

## Late Opening

Occasionally, the school will open late due to weather or other factors. Parents and students will be notified by text and email and can check the school's website for the timeliest information.

## Early Closing

On rare occasions, if a severe storm is impending around dismissal time, the Administration may close school early. Parents and students will be notified by text and email and can check the school's website for the timeliest information. Student drivers will be permitted to leave immediately. Parents of student drivers should discuss early closing situations and agree on where students should go in these circumstances. The Administration cannot check on every student driver and must assume that student drivers who leave do so with their parent's permission.

## Emergency Drills

Fire, severe weather, and school lockdown drills will be conducted during the school day at the discretion of the Administration. Students are expected to respond quietly and orderly according to the following guidelines.

- Fire Drills will be held routinely without prior notification. The alarm is a loud, high-frequency beeping sound that is distinctive, OR an announcement is made "This is a fire drill." Students will wait in their classroom until the teacher receives a text message from the Communications office directing the teacher to "stay in place" or "evacuate." In the event of an evacuation, students are to leave the building in an orderly fashion to designated safe areas. Teachers will direct students to the correct locations. Students may return once the school gives the all-clear signal.
- For Severe Weather/Tornado Drills, an announcement will be made: "This is a tornado drill." Students are routed to hallways in designated areas and asked to assume a crouched position facing the wall and to await further instructions. Students will not be permitted to use the bathroom or be allowed to move away from direct supervision until the drill is over.

- For Safety/School Lock-Down Drills, there will be an announcement over the intercom that says, "This is a school lockdown drill." We follow the Run, Hide, Secure/Fight method. RUN: In a true emergency, such as a violent incident, we expect students to safely exit the building and RUN if capable. Students should then go to the designated safe areas. HIDE: If students cannot safely exit the building, we expect them to go to a locked-down secure room and HIDE. Generally, this will be the classroom they are in or the nearest room where those who hide inside can lock the door. Students should move away from the doors and windows and remain quiet. If the incident is during class time, teachers will ensure the classroom door is closed and secure. If students are out of class for any reason, they will go immediately to the nearest classroom, whether it is their classroom or not. Coaches have designated locker-room areas to direct students and lock doors for gym and weight-lifting classes. All students should go to the nearest classroom if the incident occurs outside class time. Students in or near the cafeteria should quickly go to the school auditorium, where doors will be secured. While in classrooms, students should sit under windows, away from the line of sight from the outside and the doors. Students should be quiet, awaiting further instructions. No cell phones are to be out or used during this process. An announcement will declare when conditions are "safe" to return to normalcy. SECURE/FIGHT: Students may be directed to barricade the door or defend themselves in the SECURE/FIGHT scenario. We have partnered with state and local law enforcement to train our faculty, staff, and students in these procedures.

## Visitors

All visitors, including parents, must check in at the main office upon arrival on campus. Visitors will be issued a Visitor's Pass, which they must wear while on campus. Visitors must return to the main office upon departure. We ask, however, that no visitors come to the school during exam weeks or when other schools are out of school for inclement weather. "Shadow" visitors should check in to the Admissions office at the beginning of the day. *Students should not open the outside doors to anyone for safety reasons.

We encourage students to communicate with the Admissions office to invite a friend interested in enrolling at JPII. These are called "shadow" days. A student who wishes to bring a friend to the school must adhere to school policies. The JPII student's parents must notify the school 24 hours in advance if their son or daughter wishes to bring a guest to school. A school representative will confirm the request. On the day of the visit, the JPII student should report to the main office to receive a Visitor's Pass for their guest. The guest should return to the main office to check out before leaving the school's campus.

Students should be courteous to all visitors and report anyone who does not have a Visitor's Pass. Students should provide directions and answer questions for visitors when asked.

We do not allow visitors to come to school for lunch with their friends unless they are part of a shadow day to maintain safety and order. Alums are welcome to visit only during lunch, not class time, and alums will be given an alumni badge to wear while on campus. Visiting alums must be registered in the Alumni Portal of our database with updated contact information.

# ACADEMIC AND GRADUATION REQUIREMENTS

## Accreditation

Pope Saint John Paul II Preparatory School is fully accredited by the Cognia and the Southern Association of Independent Schools.

The academic program at Pope Saint John Paul II Preparatory School is committed to instructing students in core learning disciplines during each of the seven years in middle and high school. Our teaching schedule and requirements for graduation reflect this commitment. For each year of attendance at JPII, students will complete eight classes for one credit each (either graded or Pass/Fail). Students are limited to taking two Pass/Fail classes in the regular eight-period academic year. Students must take a core course each year for the departments where four credits are required for graduation. The following distribution of courses is required for graduation from Pope Saint John Paul II Preparatory School:

## Middle School Required Courses

| Sixth Grade | Seventh Grade | Eighth Grade |
|---|---|---|
| Art – 1 credit | Art – 1 credit | Art – 1 credit |
| English – 1 credit | English – 1 credit | English – credit |
| Mathematics – 1 credit | World Language – 1 credit* | World Language – 1 credit* |
| Physical Education – 1 credit | Mathematics – 1 credit | Mathematics – 1 credit |
| Science – 1 credit | Physical Education – 1 credit | Physical Education – 1 credit |
| Social Studies – 1 credit | Science – 1 credit | Science – 1 credit |
| Study Skills – 1 credit | Social Studies – 1 credit | Social Studies – 1 credit |
| Theology – 1 credit | Theology – 1 credit | Theology – 1 credit |

Student's may opt to take Knight Success Program (KSP) in place of a world language in seventh and eighth grade with documentation of a diagnosed learning disability.

## High School Courses Taken in Middle School

Pope Saint John Paul II Preparatory School offers high school-level courses for middle school students. Middle school students who have completed high school level courses may begin their high school classes at a more advanced level. Credits earned through courses completed in middle school do not count toward high school graduation requirements. The high school courses taken during middle school will be reflected on the high school transcript but will not count towards a student's high school Grade Point Average (GPA).

## High School Required Credits

- Arts – 2 credits (Class of 2027 and beyond)*
- English – 4 credits
- Mathematics – 4 credits
- Physical Education – 1 credit (Health and Wellness/PE 9)
- Science – 3 credits (Physics, Chemistry, and Biology)
- Social Studies – 3 credits (World History, US History, US Government and Economics)
- Theology – 4 credits
- World Language: 2 credits in the same language***
- Electives: 9 credits

Total – 32 credits

*Classes before 2027: Arts and Innovation – 2 credits
  - one credit in Visual or Performing Art
  - one credit in Innovation and Entrepreneurship

Before 2021-2022, academic Innov8 courses can count towards the Innovation and Entrepreneurship credit, with two trimesters fulfilling .5 semester credits.

** Theology and service requirements for transfer students in the years before enrollment at Pope Saint John Paul II Preparatory School will be waived.

*** The general world language requirement for students at JPII is that all high school students must take two consecutive years of the same foreign language. Exceptional circumstances of international/transfer students will be considered case-by-case. Students are encouraged to take at least three years of a foreign language as it is advantageous for applicants in the college admissions process.

## Transfer Credits

Transfer credits from accredited institutions are accepted as proof of satisfactory completion of coursework up until the point of transfer. However, due to differences between schools in the weighting of grades and the types of courses that schools offer, the grade point average of transfer students will be based solely on grades earned in courses taken at Pope Saint John Paul II Preparatory School at the high school level. Transcripts documenting credits from other high school institutions and the JPII transcript will be sent to colleges.

Transfer students who have spent two or more years at Pope Saint John Paul II Preparatory School will be eligible for consideration for valedictorian if the grade point average earned at JPII computes at the top of the class over the same period of time as other students in that particular grade level. A student who has attended JPII for fewer than four semesters is not eligible for consideration for valedictorian, salutatorian, or honors graduate status. Likewise, a student must have completed three semesters of JPII to be invited to the National Honors Society (NHS). The School will recognize the NHS status of transfer students who have completed the induction process at their previous school.

## Determination of Student Standing

A growth mindset for students is at the core of Pope Saint John Paul II Preparatory School's philosophy in all areas, from academics to student life. Student progress is critical in decisions

to offer, in consultation with parents, re-enrollment to students struggling to meet the general expectations of the school. Grades are computed on a semesterly basis. An average of 60 or higher constitutes passing; however, low grades greatly impact GPA and can impact college options and opportunities. To remain in good academic standing, students should complete their work, attend tutorials and earn grades above 70. Students who fail classes will repeat those courses the following year or may elect to attend a summer program approved by the school and financially funded by the family. Due to the nature in which math concepts build over time, any student receiving a D in a math course will be required to complete math remediation during the summer and to be financially funded by the family.

Academic success is built on good student habits. Remaining in good standing will be determined on the following four criteria:

- Academic achievement as determined by course grades
- Attendance
- Academic eligibility status based on completion of work and tutorial attendance when required (See Academic Probation Policy)
- Student behavior as measured by the Point System

Students who have remained academically ineligible for more than five weeks per semester, have below a 70 in more than two classes, are absent for more than seven days for the semester and/or are not in good standing with the Student Life office will be placed on a contract for the subsequent semester. The ability to re-enroll will be contingent on improvement in all areas of concern.

### Schedule Changes/Add-Drop Policy

Based on student grades, standardized tests, and recommendations from JPII teachers, department chairs place students in courses that best meet their needs, balance student goals, and the desire to challenge themselves. Also considered is the statistical analysis of past student performance to maintain strong GPAs and academic performance to keep college options open. The relevant department chair or Principal must approve changes in course levels. Courses may only occur for the following reasons: to correct an error in placement, to address a conflict created in scheduling, and to assure credits for graduation.

If approved by the relevant department chair in core classes or the Principal for elective courses, students can change courses for the first week of the first semester. After the first week, the instructor must initiate course changes in consultation with the relevant department chair.

## ACADEMIC EXPECTATIONS AND POLICIES

### Philosophy of Curriculum and Teaching

At Pope Saint John Paul II Preparatory School, the academic program centers on intellectual growth that acknowledges and incorporates all essential aspects of the person – the spiritual, social, creative, and physical. Challenging coursework designed to prepare students to pursue further academic life confidently is drawn from the following academic disciplines:

English/Language Arts, Fine Arts, World Language, Mathematics, Science, Social Studies, and Theology. The curriculum's theology and religious education components are central to the program as each of the other disciplines reflects its connection to the life of faith. Contributing further to the comprehensive development of each student are the fine arts and their accompanying productions and performances, which encourage creativity and expression. Athletic participation promotes action and leadership. Co-curricular activities develop the intellectual, leadership, and social skills which students translate into service. The academic program fosters the development of the whole person as an interlocking network of courses, activities, events, and resources.

More important than the sum of its courses or activities, the Pope Saint John Paul II Preparatory School program centers on the relationship between the teacher and the learner. The climate established by this relationship is designed to foster learner involvement, engagement, curiosity, and passion. Catholic educator, Jacques Maritain, suggests that every individual possesses an "inner vitality." Like Maritain, the school believes that the teacher supports and strengthens that vitality through the quality of interactions with the student. In our goal of developing lifelong learners, we recognize that the caring guidance of teachers who are as devoted to the student as to the subjects they teach is essential if education is true to the pursuit of truth and wisdom.

Moreover, we remember that 'the learner' is an individual who possesses a particular collection of talents, abilities, and concerns. Guided by our belief that "Created in the image of the one God and equally endowed with rational souls, all have the same nature and the same origin...all enjoy an equal dignity," we translate this value into our program. While common to all students in its goal to offer elements essential to college preparation, the program individualizes the challenge according to distinct talents and interests.

## Academic Course Levels

The program seeks to provide academic coursework which challenges a broad range of talents and areas of strength and is designed for all graduates to be eligible to attend college. To this end, coursework is offered at several levels of challenge:

Middle School: Standard, Accelerated, and high school level Honors courses

- Standard – Coursework at this level requires a variety of study skills and learning habits. Independence in completing daily assignments, accomplishing individual projects, and understanding the major content concepts is expected. Students must display sufficient motivation to complete tasks. Competent performance at each level of the critical thinking hierarchy will be strengthened to ensure that students are well-prepared to meet the academic demands of college.
- Accelerated – Coursework at this middle school level largely mirrors the demands of Honors courses at the high school level. Regarding the pace of content and homework demands, students at the Accelerated level exhibit the ability for more self-directed learning and participation in less scaffolded approaches to critical thinking tasks. Accelerated students typically project as Advanced Placement courses at the high school level, provided they maintain their work ethic and ambition throughout their school careers.

High School: Standard, Honors, and Advanced Placement

- Standard – Coursework at this level requires a variety of study skills and learning habits. Independence in completing daily assignments, accomplishing individual projects, and understanding the major content concepts is expected. Students must display sufficient motivation to complete tasks. Competent performance at each level of the critical thinking hierarchy will be strengthened to ensure that students are well-prepared to meet the academic demands of college.
- Honors – Coursework at this level requires that students demonstrate a higher degree of self-direction and performance. They will manage more extensive projects and reading outside of class. A faster pace and frequent demands for higher-level thinking and problem-solving are expected. Students will be expected to demonstrate greater knowledge and analytical criticism in all assessment areas.
- Advanced Placement – Work on the advanced placement level is comparable to college-level work. College-level textbooks, outside reading, various types of research projects and presentations, and rapid pacing establish rigorous academic demands. Regular demonstration of higher-level cognitive skills and wider command of the content must be demonstrated in all class academic activities. Students are instructed in both the content and skill areas particular to the College Board AP examinations for the course. Sitting for the National AP Examination in May is a requirement for course completion.

## Exam Policy

At the end of each semester, comprehensive final assessments are administered in each class. Students who expect to be successful in college must know how to prepare for and pass a comprehensive exam. Each teacher will prepare and administer an exam at a designated day and time (as specified on a schedule published by the Principal each term). Students must sit for the entire length of the exam – no early dismissals will be granted. At the middle school level, exams will count as 10% of the final semester grade. Exams at the high school level will count as 20% of the semester's final grade.

## Senior Exam Exemption Policy

Seniors who have achieved a minimum average of 80 in a course for the second semester may be granted an exemption from the second-semester exam in that subject. Freshmen, sophomores, and juniors must take all scheduled exams. Students enrolled in AP level classes will still sit for a comprehensive exam for the course during the second semester in preparation for the AP National Exam. The exam may count as a test grade even if the student is exempt but only as the final exam grade if it improves their average..

## Homework

Homework is essential to success at Pope Saint John Paul II Preparatory School. College-bound students must develop study techniques and discipline to work independently.

Homework is assigned daily in amounts that reflect the level of difficulty and demand of the course. Daily homework will be more challenging but manageable at Honors and Accelerated levels as all teachers consider the range of academic and extra-curricular demands placed on their students. Extended assignments and projects will be assigned over longer periods, allowing students to break up the work into reasonable daily segments.

In addition to the quantity of homework a student completes, the quality of the product will also be monitored. Clear expectations of the product's demonstration, depth of understanding of the concept, physical appearance, and basic guidelines for acceptable quality are presented to the students early in the academic year and adhered to throughout the year. Since homework constitutes a significant assessment tool in most classes, students are held accountable for its quality, and appropriate consequences are assigned if it fails to meet acceptable standards.

## Tutorials

The academic departments at JPII offer free tutoring for their students during the tutorial period. In addition, teachers may make individual arrangements with students to receive help before school or in the afternoon. Students who are struggling in their classes are encouraged to seek extra help. Though tutorials are not "required" as a matter of general school policy, teachers may require individual students to attend certain tutorials to make up for missing work, particularly assessments, in the event of an absence. External tutoring may be recommended if a student has significant gaps in their learning.

## Academic Status Policy

Academic Probation aims to ensure that students gain the support they need to succeed academically while also helping them learn accountability. All students will begin the year in good academic standing. To scale the consequences and level of support to student needs, students fall into three categories concerning the probation process.

- Academic Warning: Students are placed on the Academic Warning status if they have any grades below 70 (D or F range). The purpose of an Academic Warning is to communicate to students and parents about potentially slipping academic performance, particularly if there are extenuating circumstances that may require additional support from their school counselor. Students can be on Academic Warning for two weeks in a semester before being placed on Academic Probation.
- Academic Probation: Students are placed on Academic Probation status if they have any grades below 70 after having two weeks of Academic Warning. Students on Academic Probation are required to attend tutorials during each scheduled tutorial time and complete all assignments on time. Students who fail to attend tutorials or complete work on time will be placed on Academic Ineligibility. If all grades improve to above 70, students will be removed from Academic Probation.
- Academic Ineligibility: Students are placed on Academic Ineligibility status if they fail to utilize the support and meet the expectations of the Academic Probation contract. Students on the Ineligibility list cannot participate in extracurricular activities or travel with athletic teams. Students may earn their way off the Ineligibility list the following week by improving all grades above 70 or attending tutorials and meeting work deadlines. Students who meet work and tutorial guidelines will be offered a probation contract even if one or more grades remain below 70. Middle school students on the Ineligibility list may attend athletic practices that meet during 8th period; however, they may not participate in games or other team events outside of the school day.

## Academic Standing

To maintain enrollment at JPII, students must be in good Student Life and academic standing. Truancy and behavioral records are the primary reasons a student may not be in good Student Life standing. Beyond narrowly looking at grades, a student's ability to meet

the terms of Academic Probation contracts (primarily work completion and tutorial attendance) and Academic Ineligibility policies are necessary to maintain good academic standing.

## Academic Status Review and Notification

Course grade reports are run each Friday, on the third full week of each semester, to determine academic status for the following week. Students and their parent/legal guardian will be notified of their academic status if placed on Academic Warning, Academic Probation, or Academic Ineligibility. The Probation contract and Ineligibility status begin the following Monday and run through Sunday evening.

## Communication

If a student is on academic warning, probation, or ineligibility, parents, and students will receive communication via weekly emails with updates on their child's academic status. If a parent would like to meet with a Student Support Team (SST) member to discuss their child's academic progress, they can request a meeting via phone or email.

## Academic Review

Multiple weeks for a student of Academic Ineligibility or multiple courses where the semester grade drops below 70 results in an Academic Review, particularly grades below 60 which require students to repeat the course if offered re-enrollment in the following school year. The Principal and a Student Support Team member will meet with the student and family to discuss whether JPII is the right fit for the student. The meeting will either result in a more individualized student support plan or a decision that the student will not continue as a JPII student in future semesters.

## Veracross and Grade Updates

Veracross is the Learning Management System (LMS) used by Pope Saint John Paul II Preparatory School. This LMS allows students, parents, and teachers to monitor grades throughout each semester to understand how individual assignments affect overall semester grades and monitor missing work. Veracross also provides critical data about academic performance and factors that positively or negatively influence that performance. Low test grades, for example, may suggest the need for a greater emphasis on study skills. Patterns of missing work may indicate a need for organizational skills or changes in homework oversight. Historically, the two primary factors that adversely affect student grades are absenteeism and patterns of missing work. Assignments will be coded in the following ways to help understand these patterns:

- Pending: The assignment is not yet due, or the assignment has been submitted on time but has not been graded yet.
- Complete: The assignment was submitted by the due date and has been graded.
- Missing: The assignment was not submitted by the due date because of an unforeseen absence. No late penalties will be assessed, provided a student meets the new deadline set by the teacher. If submitted after the new deadline, this assignment grade will remain a zero if submitted after two weeks have passed beyond the new deadline.
- Late: The assignment was not submitted by the due date, and late penalties will be assessed. This assignment grade will remain a zero if submitted after two weeks.
- Not Required to Complete: The assignment was waived based on teacher discretion. Not Required to Complete does not affect semester grades.

Please note that teachers will enter grades on work that is not submitted on time either due to absenteeism or late work submission; however, they will maintain the tags of Late and Missing so that students, parents, and faculty will be able to see whether an accumulation of absences or patterns of late work is a factor in lower academic performance. The grades entered when teachers maintain the Missing or Late coding in Veracross calculate the same as if the assignment were marked Complete. Except in cases of extended absences, teachers will not take late work after two weeks have passed.

## Student Support Team

Pope Saint John Paul II Preparatory School's Student Support Team (STT) consists of the School Counseling, Academic Affairs, and Academic Support departments. SST meets each week to monitor student grades and academic progress and notify parents of additional areas of academic growth.
SST provides students and families with weekly progress monitoring through email. Parents and students are encouraged to check Veracross and Google Classroom daily to support classroom success.
Please see the chart below for a complete description of the three academic statuses: Warning, Probation, and Ineligibility.

| Academic Status | Definition | Duration | Expectations |
|---|---|---|---|
| **Academic Warning** | Students are automatically placed on Academic Warning status when they fail to maintain good academic standing. This is an expression of the school's concern for the student's academic performance. If a student has one or more overall grades below 70, they are placed on Academic Warning and remain in this status for up to two weeks or until all grades are 70 or above, whichever comes first. | Up to two weeks | -Check Veracross for any missing or incomplete assignments<br>-Encourage your child to email their teacher to schedule a time to discuss their grade<br>-Reach out to your child's teacher for input on how your child can improve their grade<br>-Strongly recommended to attend tutorials |
| **Academic Probation** | Following two weeks of Academic Warning status, if a student's overall grade in one or more classes remains below 70, they are automatically placed on Academic Probation status. This is an expression of the school's grave concern for the student's academic performance. | Week-to-week basis | -REQUIRED: must attend tutorials during all scheduled tutorial periods, prioritizing any classes with a grade below 70<br><br>-REQUIRED: No incomplete work |
| **Academic Ineligibility** | Following two weeks of Academic Warning and at least | Week-to-week | -REQUIRED: Unable to participate in after-school |

| | | | |
|---|---|---|---|
| | one week of Academic Probation, a student may be placed on Academic Ineligibility status if they do not attend the required tutorials for each class with an overall grade below a 70. Students placed on Academic Ineligibility status are prohibited from participating in extracurricular activities. | basis | activities (sports, arts, etc.)<br><br>-REQUIRED: must attend tutorials during all scheduled tutorial periods, prioritizing any classes with a grade below 70<br><br>-REQUIRED: No incomplete work |

# GRADE REPORTING AND POLICIES

## Grade Reporting

Official grade reporting will occur on a semester basis and 'frozen' on the Report Card tab of the Veracross reporting system. Since student progress in any class may be monitored daily through the Parent Portal on Veracross, official grade reports will be printed and mailed only upon request. Parents who are having difficulty accessing Veracross should contact the Registrar. Semester grades in each full-credit class will be assigned at the end of the term. In middle school, these grades are recorded; however, they are not translated into a Grade Point Average (GPA). The JPII GPA is calculated solely based on courses taken at the school while enrolled in grades 9-12.

Middle school students do NOT have a calculated GPA. They receive a report card each semester as a measure of their progress.

## Weighted/Unweighted Grading Scale

Students are encouraged to take courses that challenge and demand the expansion of their talents and skills. Recognizing the more rigorous demands of students pursuing advanced-level coursework, we reward the effort by calculating a weighted GPA and numeric average. Grades earned in Honors or Advanced Placement classes will be assigned additional points to compute a weighted GPA. Point three (.3) points will be added to the numeric average of grades earned in Honors classes; .5 points will be added to those in Advanced Placement courses.

## JPII High School GPA Calculations

Grade Point Average (GPA) is calculated each semester based on the student's grades at the end of each semester. Eighty percent of each semester's grade is based on assessments throughout the semester, and 20% for semester exams. On the transcript, numerical grades are converted to letter grades based on the conversions below. In the college application process, JPII generates two GPAs. The first is the unweighted 4.0 GPA scale, e.g., without weights added for Honors and Advanced Placement courses. The second is the weighted GPA, with +.3 points added for Honors courses and +.5 points added for Advanced Placement courses.

Students with an F-range grade will be required to retake the course the following year should re-enrollment be offered based on overall academic performance. Based on a review by the Administration, students may be asked to leave the school based on inconsistent performance in courses and/or failure to utilize the supports in the Academic Probation Policy.

| Standard Courses | Honors Courses (+.3) | AP Courses (+.5) |
|---|---|---|
| · 4.0 (A): 93-100 | · 4.3 (A): 93-100 | · 4.5 (A): 93-100 |
| · 3.7 (A-): 90-92 | · 4.0 (A-): 90-92 | · 4.2 (A-): 90-92 |
| · 3.4 (B+): 87-89 | · 3.7 (B+): 87-89 | · 3.9 (B+): 87-89 |
| · 3.0 (B): 83-86 | · 3.3 (B): 83-86 | · 3.5 (B): 83-86 |
| · 2.7 (B-): 80-82 | · 3.0 (B-): 80-82 | · 3.2 (B-): 80-82 |
| · 2.4 (C+): 77-79 | · 2.7 (C+): 77-79 | · 2.9 (C+): 77-79 |
| · 2.0 (C): 73-76 | · 2.3 (C): 73-76 | · 2.5 (C): 73-76 |
| · 1.7 (C-): 70-72 | · 2.0 (C-): 70-72 | · 2.2 (C-): 70-72 |
| · 1.4 (D+): 67-69 | · 1.7 (D+): 67-69 | · 1.9 (D+): 67-69 |
| · 1.0 (D): 63-66 | · 1.3 (D): 63-66 | · 1.5 (D): 63-66 |
| · .7 (D-): 60-62 | · 1.0 (D-): 60-62 | · 1.2 (D-): 60-62 |
| · 0.0 (F): 59 and below | · 0.0 (F): 59 and below | · 0.0 (F): 59 and below |

## Class Rank

Except for determining valedictorian and salutatorian, JPII does not rank students. Ranking systems encourage competition among students that undermines a cooperative and supportive classroom climate.

### Principal and Faculty Lists

The Principal publishes a Principal and Faculty List at the end of each semester to recognize outstanding achievements. Students who earn grades at 'A' level in all but one of their core classes and 'B' level in the remaining class will be named to the Faculty List. Students achieving all A's in each core class will be named to the Principal's List.

# ACADEMIC INTEGRITY

## Veritas

Veritas means Truth in Latin. The word is the motto of both Harvard University and of the Dominican Order.
Pope Saint John Paul II Preparatory School is a community that seeks to inspire and prepare young people to live the gospel. Christ calls us to the Light, to live in the Truth and to be people of that Light and Truth. It is an essential part of a JPII education to live in a community where integrity and honesty are the touchstones of interaction and relationships and where each community member is called to take responsibility for making our school a community of trust and integrity. No community can exist without honesty. No person can become what God wants him or her to be without growing in love and commitment to integrity and truthfulness.

## The Veritas Promise

The Veritas Promise that is signed by all students at JPII annually and repeated on various occasions is:
I promise before God and members of this community that I will be a person of integrity who will not lie, steal, cheat, plagiarize, or break the bonds of trust that define this community. I will take responsibility for my decisions. I make this promise in order to build a community of trust and integrity with my brothers and sisters at JPII.

THE PLEDGE:

The Veritas Pledge, which must be written and signed by students on all tests, assignments, projects, and homework, is:

> I pledge that I have neither given nor received unauthorized aid in completing this work. (May be abbreviated: I pledge VERITAS, signed_____.)

Authorized and Unauthorized Sources

If students use sources, materials, or websites that have not been authorized during the completion of the assignment (e.g., PhotoMath for a math assignment, ChatGPT for an English paper, etc.), then they will be held in violation of the Veritas Promise. Teachers will establish what are considered acceptable resources for assignments, whether in their syllabus, in the directions for an assignment, or some combination of the two. If students are uncertain as to whether a resource is allowed, it is incumbent upon them to ask the teacher for clarification.
The Veritas Procedure
If a teacher suspects a student is guilty of a Veritas violation, they will first present evidence to the department chair in which the suspected Veritas violation occurs. If this same-subject department chair concurs that there is enough evidence of an academic integrity violation, either the teacher or the department chair will reach out to a chair in a different department to concur that the evidence of a potential Veritas violation is valid.
At that point, the teacher who suspects a violation will present the case to the Veritas coordinator. The Veritas coordinator will then present the evidence to the student and offer the suspected student a choice: accept the Veritas violation or ask for a Veritas trial.
If a student asks to go to trial, they will be given 48 hours to build their case against the accusation. If he/she believes that another student can corroborate his/her defense, he/she will turn those names over to the Veritas coordinator to be interviewed within 24 hours of the initial conversation with the student. The Veritas coordinator will then present this testimony to the Veritas Council when presenting the potential Veritas violation.
The teacher making the accusation, likewise, will be given 48 hours to provide evidence to the Veritas coordinator about possible cheating—including previous assessment scores or

samples of previous student work. The Veritas coordinator will present this evidence to the Council as part of reading the Veritas charges.
The Veritas trial will go before the Veritas Council with the following participants adjudicating the process:

- The Veritas coordinator will present the initial teacher's charge, as well as evidence compiled by the teacher and evidence gathered from other student interviews as relevant. If the student believes that other students can corroborate their version of events, they will turn over those names to the Veritas coordinator, who will interview and present their testimony in the trial.
- The suspected student will then be afforded the chance to defend their case before the Veritas Council.
- After the presentation of the evidence by both the Veritas coordinator and the student, the student will recuse themselves from the deliberation process.
- The Veritas Council will then deliberate on whether enough evidence exists to declare a student guilty of a Veritas violation.

The Veritas Council will consist of three teachers. One teacher will be from the academic department where the issue was raised, one teacher will be a grade-level teacher of the student that is suspected, and a third teacher will also be selected. The student in question is allowed to ask a faculty member (of their choosing) to sit in the Veritas proceedings with them for support. This faculty member will not be involved in the deliberations but may speak to the Council in support of the student.
In order to find a student guilty of a Veritas violation, a simple majority vote of guilty votes will result in a Veritas violation. The Veritas Coordinator will tabulate votes through a secret ballot system. The Veritas Coordinator will inform both the students and parents of the result of the vote.
Should the student/parent wish to appeal, they can do so by appealing directly to the Principal, who will have discretion over the decision and/or consequences that result from a Veritas violation.
Students found guilty of a Veritas violation on a major assignment will receive a zero on the assignment.
If a student has cheated on a minor assignment (homework, quiz, etc.), the student will be given a zero on the assignment and a demerit for violating the honor code. Two demerits on minor violations will amount to a major Veritas violation. The Veritas coordinator will communicate to parents and students the consequences of demerits and honor code violations.
Teachers of a student found guilty of a Veritas violation will be notified. For each violation, the student's school counselor will discuss the potential implications of the guilty verdict and explore why a student violated the honor code. In doing so, they will counsel students about the importance of integrity.
For a first honor code violation, a student's teachers and parents will be informed of the violation, and students will be given a zero for the assignment in question. A counselor will likewise discuss the gravity of the situation with students—including the disclosure to colleges of a second violation or expulsion in the event of a third violation.
School counselors will disclose a second violation as part of the college recommendation process. A second violation for other students will result in a loss of eligibility for membership in the House Council, Veritas, National Honors Society, and National Arts Honors Society. A student may petition the Council to become eligible for these organizations again no sooner than 12 months after the second offense was committed.
In the event of a third violation (whether three major violations or up to six minor violations), a student will be dismissed from the school. If a student who has enrolled in a different school requests a transcript from JPII, a letter explaining the dismissal will be included with the transcript request.

# SCHOOL COUNSELING

## School Counseling Office Mission

The mission of Pope Saint John Paul II Preparatory's school counseling department is to support the academic, personal/social, and faith development of all students. Our goal is to support each student on their journey towards academic independence, emotional resilience, and empathy for self and others while working towards post-secondary opportunities. Our work is supported by collaboration with teachers, staff, administrators, parents, and community resources.

## School Counseling Office Structure and Contact Information

Pope Saint John Paul II Preparatory School has a team of four full-time certified school counselors (M.Ed. School Counseling). High school students are assigned to a primary counselor based on the House System, while a dedicated middle school counselor serves middle school students. School counselor assignments and each counselor's contact information can be found on the School Counseling section of the JPII website.

## Academic Support

Academic success starts in the classroom, but some students benefit from additional support outside the classroom. Students are strongly encouraged to take advantage of tutorial time and check Veracross and Google Classroom daily to stay on top of their assignments.

In a rigorous academic environment, counselors can provide academic check-ins for additional accountability, help facilitate conversations between students and faculty, and make plans for health-related absences. All school counselors are members of the Student Support Team, which monitors student academic progress.
School counselors also collaborate with teachers and students to enroll each student in appropriately-leveled courses that help them meet their post-secondary goals. If students would like to request a level change in an academic course, they must first get approval from their current teacher and that academic area's department chair.

## College Counseling

Pope Saint John Paul II Preparatory School's College Counseling Program works to support students and their families in the college search and application process. All high school students will participate in various College Counseling programs. Students will work with their assigned school counselor and start the process in earnest during the spring of their junior year. Students are required to meet with their school counselor once in both the spring of the junior year and the fall of the senior year but may meet more often to ensure a smooth college application process. In addition to individual meetings, there are a number of programs organized by the School Counseling office, including classroom lessons, evening and weekend programs for students and families, individual visits with college representatives, and a school-wide college fair.

Programs include but are not limited to:

- Mock Admissions Committee Lesson for Seniors
- Introduction to the College Process Lesson for Juniors
- College Application Saturday Workshops for Seniors
- Recommendation Letter Writing Workshop for Teachers
- Senior Parent College Night
- Junior Parent College Night

- 9th & 10th Grade Parent College Night
- College Fair
- College Representative Visits
- Paying for College Night: Information on the Financial Aid and Scholarship Process
- Transitioning to College: A Discussion with a Panel of JPII Alumni
- College Workshop for Junior Students & Parents
- College Decision Day Celebration

The School Counseling office will send student transcripts and letters of recommendation to accredited institutions and organizations for students being evaluated for admission or scholarships at the student's request. Students are expected to let their counselor know to send materials via email or the school college counseling platform, SCOIR.
Four policies that students and parents should be aware of starting in 9th grade include:

- Letters of recommendation, or any recommendation forms submitted by school counseling to any college or scholarship organization, are confidential. Students must "waive their right" to review or access a recommendation letter before a counselor submits it.
- As a National Association of College Admission Counseling (NACAC) member, when asked, College Counseling will report any instance of a student's school-initiated expulsion or threat to the community. College Counseling may also include instances of suspension.
- College counselors will update all colleges to which a senior has applied regarding a change in that senior's enrollment status at JPII.
- During the spring semester, seniors are required to report all of their college admissions decisions to the School Counseling office. This information will remain confidential and is necessary for us to maintain accurate institutional data.

## Personal and Social Support

Catholic education is dedicated to the development of the whole person. As part of the effort to respond to the whole person, JPII's school counselors work to foster the emotional and social well-being of students. The purpose of the program is to provide students with a variety of supports that allow them to be successful in the classroom and beyond.
All students who attend JPII have access to support offered through the School Counseling office. Students can initiate access to services by contacting their assigned school counselor by email or in person.
Parents who have concerns for their child may also contact their child's counselor by phone, email, or scheduled appointment.
Supports include, but are not limited to:

- Active Listening
- Brief Solution Focused Counseling
- Emotional Regulation
- Classroom Lessons
- Assemblies
- School-Day Crisis Intervention
- Resourcing and Referrals

Outside Referral Process

School counselors at Pope Saint John Paul II Preparatory School work with students, families, faculty, and outside providers to address issues that have a substantial impact on student academic, personal/social and post-secondary development. School counselors (M.Ed. School Counseling) differ from outside mental health providers like therapists, psychologists, and psychiatrists in that they are unable to provide long-term care, medication management, or

provide a higher level of treatment. School counselors can assist families in finding a provider that will meet their student's needs.

Confidentiality

JPII's school counselors adhere to the American School Counselor Association's (ASCA) position on confidentiality. Parents will always be notified in the following circumstances, including, but not limited to, harm to self or others, harm by another person, clear and present danger, or the need for outside counseling services.

Suicidal Ideation & Harm to Self or Others

If a student expresses a desire to cause harm to self or others, the school counselor and student will contact the student's parent/legal guardian. In the case of suicidal ideation, parents will be asked to sign an "Acknowledgment of Notification." Stating that the parent/legal guardian has been notified that their child may be at risk of hurting themself. The student will not be able to return to school until they have been evaluated by an outside mental health provider. The counseling department is happy to provide a list of outside resources and agencies to assess the student's needs further and recommend appropriate treatment. If a student or family does not provide documentation of an outside evaluation and comply with the recommendations made by the outside mental health professional, that student will not be permitted to remain at Pope Saint John Paul II Preparatory School.
If a student experiences a mental health crisis outside of school hours, please contact the Suicide & Crisis Lifeline (988), 911, or your nearest hospital.

Abuse Intervention

Tennessee State Law requires that all suspected cases of abuse, including but not limited to, physical abuse, sexual abuse, neglect, and psychological harm, will be reported to the Department of Children's Services. As part of the confidential reporting process, parents may not be notified that a report was made.

Student Responsibility for Class Work

The student is responsible for all class work while that student is out of the classroom for any support services offered by a school counselor.

### Advisory

Advisory groups meet for 25 minutes each week and are grouped by both individual grade level and House. Each advisory consists of a small group of students and a faculty or staff member. Students will stay with their advisory group and advisor for grades 6-8 and 9-12. Advisors will lead discussions and help build relationships between students and their advisory as a whole. The goal of advisory is to create connection and belonging within the larger school community. Students will also remain with their advisory during Mass, assemblies, and emergency drills.

## PHILOSOPHY OF STUDENT LIFE/DISCIPLINARY POLICIES

### Model of Discipline

Pope Saint John Paul II Preparatory School strives to create a Catholic culture that fosters and develops a sense of morality, responsibility, and social consciousness within a supportive, cooperative Christian community. At JPII, we hope to go beyond set moral virtues like honesty and compassion and emphasize emotional maturity, self-esteem, perseverance, and a sense

of duty to enhance moral character. We believe that in a community that promotes values and character, mature students can identify and resist the powerful phenomenon of peer pressure and follow their own path. Our hope is that they develop the strength and empathy to respond to others in distress and confront perpetrators who taunt or harass fellow students. The practice of genuine openness to the truth can keep prejudice, self-righteousness, anger, and arrogance out of Pope Saint John Paul II Preparatory School.

Guided by the Mission of Pope Saint John Paul II Preparatory School, the goals of the Student Life office are to create a school culture reflective of Gospel values and develop students to be responsible future servant leaders. We recognize that student mistakes are opportunities to learn. However, serious breaches of school norms and policies may result in more severe consequences for maintaining a physically, intellectually, emotionally, and spiritually safe environment.

## The Point System

The Point System helps recognize behavior patterns that reveal the developing character of each student. As a school, we believe that character is malleable, and each student can develop into a successful future servant leader with self-discipline. We expect each student to be present during school hours, complete the work assigned by teachers, and abide by community norms to foster success for all students. The point system allows the opportunity for students to make mistakes and learn from them before there is a consequence. Younger students will make more mistakes and therefore have more opportunities to develop different habits prior to consequences.

Lower Level Offenses

Lower Level Offenses are behaviors that students engage in that violate school policies and break JPII community norms. Lower Level Offenses are divided into three tiers based on the severity of the offense, Tier I, Tier II, and Tier III. Disciplinary action for Lower Level Offenses will be based on a point system outlined below.

Tier I (1 point): These are procedural violations. Examples include (but are not limited to) being tardy to class or school, being out of uniform, and forgetting (or not charging) the school iPad.

Tier II (2 points): These violations largely occur when a student is not on task or not following community guidelines. Examples include (but are not limited to) misuse of Technology (games on iPad, airdropping, air pods, etc.), disruption in Mass, use of cell phones during the school day, profanity - not directed at others, public displays of affection, littering (inside or outside of the building), or cutting in the lunch line.

Tier III (3 points): These violations center on disrespectful actions toward a peer or faculty/staff member. Examples include (but are not limited to) profanity directed at others, skipping class (but remaining on campus), and other major disruptions of the classroom environment.

Note: In addition to three points, actions that are disrespectful to faculty members will also result in an automatic detention.

**Points will reset to zero each semester.**

Overview of Minor Disciplinary Actions for Lower Level Offenses

High School
1-6 points = no disciplinary action (email notifications)
7 points = one after-school detention, parents receive an email notification
10 points = Loss of Privileges (LOP), parents receive an email from the Dean of Students (first time)

Middle School:
1 - 4 points = no disciplinary action (email notifications)
5 points = students will meet with the Asst. Dean of Students
10 points = one after school detention, parents receive an email notification
15 points = Loss of Privileges (LOP), parents receive an email from the Asst. Dean of Students (first time)

*After-School Detentions*

The philosophy of detention is to restore the students to the community through service. Whenever possible, students in detention will serve the school community in ways that range from trash pick-up on the grounds to helping clean teacher classrooms after school. If no other option is available, detention will be a silent Study Hall to support the student's academic work.

Detentions are held on Monday - Thursday from 3:15 to 4:00 p.m. Students should report to the Student Life office to serve their detention. Cell phones are not permitted during this time. Students are expected to serve detentions in a timely fashion; failure to do so may result in additional detentions.

*Loss of Privileges (LOP)*

The first LOP includes the following:

1. Students will serve three (3) after-school detentions. They will meet with the Dean of Students (or Asst. Dean of Students) to schedule their detentions when they are LOP'd.
2. Students will turn in their cell phones into the Student Life office at the start of each day and pick them up at the end of each school day.
3. Failure to submit a cell phone will result in additional days of detention. Submitting "burner" phones will also result in additional days of detention and possible suspension.
4. If the LOP happens on a dress-down day, i.e., Spirit Wear Friday, Homecoming Week, or Coming Home Week, the student will not be allowed to participate and will be required to wear their uniform.

The first time a student is LOP'd in a given semester, the Dean of Students (HS) or Assistant Dean of Students (MS) will email home to notify the parent/guardian..

If a student is LOP'd a second time in a given semester, the student will be suspended out-of-school for one day. At this point, the students and their family will need to meet with administration to sign a behavior contract. Failure to meet the terms of this contract may result in dismissal from the school.

If a student is LOP'd a third time, they will be suspended from school indefinitely until the student and family can meet for a Discipline Review Board (DRB) with the Principal, Dean of Students (or designee), and other appropriate school personnel to determine if the student can remain at the school.

Higher Level Offenses

Higher Level Offenses are behaviors that violate school policies, potentially violate civil law, and/or intend or cause harm to self or others.

Higher Level Offenses are the most severe offenses and will likely result in suspension(s), a Discipline Review Board, or even dismissal from school.

Higher Level Offenses include but are not limited to:

- Bullying behavior toward a peer, faculty, or staff
- Substance (alcohol, drug, drug paraphernalia, etc.) possession or use on campus or at an off-campus school event
- Distribution of substances on campus or at an off-campus school event
- Fighting
- Harassment of any kind, i.e., sexual, racial
- Social Media (of any form) that harasses or threatens other students
- Theft
- Weapons of any kind
- Threatening to harm others
- Leaving campus without permission

Only the Dean of Students (or designee) can address Higher Level Offenses.

**Bullying**
We believe that all persons are created in the image of God and have dignity and worth. JPII does not tolerate any form of bullying. It is important to note that not every unkind interaction between students can be regarded as bullying. Behavior is classified as bullying when it is repetitive (a pattern), intentionally harming, and involves an imbalance of power. It can take the form of physical contact, words, or more subtle actions. Cyber bullying is a form of bullying that occurs through electronic technology (i.e. social media, text messages) Please refer to the anti-bullying policy for more details..

**Harassment**
Types of harassment that interfere with an individual's educational performance or environment include but are not limited to:

**Racial Harassment** occurs when unwelcome physical, verbal, or nonverbal conduct is based on an individual's race. Also, racial harassment occurs when such conduct is directed at the characteristics of a person's race, such as racial slurs, nicknames implying stereotypes, epithets, and / or negative references relative to racial customs.

**National Origin / Ancestry Harassment** occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry. Also, national origin / ancestry harassment occurs when such conduct is directed at the characteristics of a person's national origin or ancestry such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Sexual Harassment** includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical harassment of a sexual nature or related to a person's sexual orientation.

**Retaliation**
Retaliation includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner of an investigation.

Overview of Major Disciplinary Actions for Higher-Level Offenses

Typically the result of Higher Level Offenses, major disciplinary consequences result from actions that violate school policies, potentially violate civil law, cause harm to others, and may require removal from the school. The consequences for these actions generally consist of suspension or expulsion. A disciplinary review board composed of academic leadership, student life leadership, and counselors may be convened if requested by School Administration.

## Disciplinary Review Board

The Disciplinary Review Board is an advisory committee to the Principal. The board comprises a committee including the Dean of Students (or designee), select administrators, teachers, and/or a school counselor. The board's purpose is to review serious disciplinary issues and provide different perspectives to help the Principal make a just decision consistent with the Catholic mission of Pope Saint John Paul II Preparatory School. Although each incident will be reviewed individually, the Disciplinary Review Board will consider prior incidents in providing guidance on consequences. Refusal to participate in a Disciplinary Review Board will result in the student's dismissal from the school.

Suspensions

The parent/legal guardian is initially informed by the Dean of Students (or designee) by a phone call and then by a suspension letter (email). The Dean of Students may request a conference with the parent/legal guardian before a student can return to class.

In-School Suspension (Justice Under God)

Students will be assigned to report to the Student Life office for the entire school day.

- Students should expect to serve in the school kitchen or with the facilities staff for the day. Students will not be “out front” and visible to other students, nor will they be involved in any hazardous activity, i.e., slicing vegetables. This experience is intended to restore the student to the community through service and reflection, not to diminish their dignity.
- Assigned if there is a concern that a student could not be adequately supervised outside of school or for other reasons determined by the Dean of Students.
- No academic consequence will result from out-of-school suspensions. Students should check Veracross and Google Classroom to complete their assignments.

Out-of-School Suspension

Students may not come to school until a day identified by the Dean of Students.

- Assigned for a violation that requires a student to be separated from others or is of a serious nature. During the suspension, the Administration determines if a student can return to school or if further investigation is needed.
- An out-of-school suspension should be viewed as an opportunity for the parents to partner with the school in addressing the behavior that caused this consequence. Parents are the primary educators of their children, and it’s important that we partner in matters of discipline, too.
- No academic consequence will result from out-of-school suspensions. Students should check Veracross and Google Classroom to complete their assignments.

## Dismissal from JPII

If a student commits a serious disciplinary offense liable to dismissal, they, along with the parents or guardians, will attend the Disciplinary Review Board hearing. The committee will discuss the offense with the student and hear from the parents or guardians. Upon conclusion of the meeting, the board deliberates and makes recommendations to the President concerning a course of disciplinary action based on the evidence and testimony given during the meeting. The decision may be accepted or rejected by the President, the final arbiter. Refusal to attend a Disciplinary Review Board will result in dismissal from the school.

Students who have demonstrated behavior or taken action that seriously threatens the safety of themselves or others and is clearly in conflict with the school's mission will have to leave the school immediately. Students will not be allowed to reapply to Pope Saint John Paul II Preparatory School unless a review by the Administration allows for reapplication.

Violations that may result in Dismissal

Being under the influence of drugs or alcohol at school or an off-campus school event, fighting or the threat of violence, possession or distribution of alcohol, drugs, drug paraphernalia, serious disrespect towards school officials or law enforcement, sexual harassment, racism, repeated instances of academic integrity violations, failure to comply with counseling and or probation recommendations, violation of probation, failure to comply

with school safety directions. Parent behavior that is threatening or harassing a student or staff member can lead to the removal of their student from the school but is not classified as an expulsion.

## Drug and Alcohol Policy

The purpose of the Drug and Alcohol Policy is to ensure the overall well-being of the child. We believe parent/guardian(s) are the primary educators of their children and that the School works in partnership with parent/guardian(s) to develop the whole child in mind, body, and spirit according to God's plan. Because we care deeply about our students, we consider it an act of love to reveal any substance abuse a child engages in. By doing so, parent/guardian(s) can intervene, seek support, and help their child return to virtuous choices.

Pope Saint John Paul II Preparatory School does not tolerate the use, possession, distribution, procurement, or production of prohibited substances on campus, during a school-sponsored activity, or during an activity reasonably related to the school. These prohibited substances include, but are not limited to, the following:

- Illegal drugs
- Alcohol
- Tobacco/Nicotine
- THC in any form
- Unauthorized prescription medication

Misuse of prescription drugs and over-the-counter medications or other chemicals or substances is likewise prohibited. Violation of this policy may result in consequences that are outlined below.

### Drug Testing

Pope Saint John Paul II Preparatory School aims to create a culture where healthy choices are the norm. To this end, students should expect to undergo drug tests either because of reasonable cause or as part of the random drug testing program. Refusal to take a drug test (either by the student or the family) will result in an indefinite suspension with a Disciplinary Review Board to determine the future of the student at the school.

### Reasonable Cause

Students may be tested based on reasonable cause. Reasonable causes can include, but are not limited to, reasonable cause to believe that a particular student has violated this Drug and Alcohol Policy through observation or other reasonable information reported by a teacher, staff member, other student(s), or parent /guardian(s), a search of lockers, persons, containers or vehicles has produced the presence of drugs and/or alcohol and/or indications from other means, such as vape detectors or drug dogs. Tests of this nature will be authorized by the Dean of Students (or designee). Parent/guardian(s) will be notified that their student has been tested. Samples will be sent to a certified laboratory for analysis, and parent/guardian(s) will be notified of the results when the sample has been analyzed.

Upon receiving reasonable cause, the Dean of Students (or designee) shall take the following steps: (1) call the student to the Dean of Students' office or another private place; (2) discuss with the student the basis for the determination that a test is necessary; and (3) inform the student of the procedures that shall be followed in administering the test.

### Random Testing

Pope Saint John Paul II Preparatory School utilizes an external testing agency to run random drug tests on high school students periodically throughout the year. Student selection and sample collection for random testing will be conducted by an external agency with the Director of Safety and Security or other administrators present to supervise.

Regardless of why the test is administered, the process for handling positive and negative test results is the same. It should be noted that this policy is cumulative over a student's high school career. If a student tested positive as a senior and had an earlier positive result as a freshman, it would count as their second positive test.

### Negative Test Results

If the test is negative, the Dean of Students will call the parent/guardian(s) to inform them that the results of the test(s) were negative. No disciplinary action is taken.

### Self Reporting

A student has the opportunity to self-report. If a student is faced with taking a drug test, they have the option of admitting to drug use before the test. They must be specific about where they used and what types of substance(s) they used. The student will still take the drug test.

### First Positive Test Result

If any test results are positive, the Dean of Students will notify the student and call the parent/guardian(s) to inform them of the results. Parent/guardian(s) will be made aware of the services provided by Cumberland Heights or other approved agencies to provide resources to help them support their students.

Students who test positive will be subject to random testing at their parent/guardian(s) expense.

Note: Students who have successfully completed the drug protocol at any time in their high school career and subsequently test positive will skip this step and start immediately at the steps outlined next in the Second Positive Test Result.

### Second Positive Test Result

On a second positive test, the Dean of Students will notify the student and call the parent/guardian(s) to inform them of the results.

Students will be suspended out of school for a minimum of two (2) days.

Students will be required to submit for an evaluation at Cumberland Heights or another approved agency and comply with the recommendations of this evaluation. Proof of compliance with the program must be submitted to the Office of Student Life for the student to remain enrolled.

Any student participating in an extracurricular activity (i.e., athletics, drama, clubs) shall forfeit 25% of their competitive/performance participation of their current season (or next season if not currently in an activity). A student who self-reports on this second test will be allowed to remain engaged in their extracurricular activities.

Students will continue to undergo random testing at their parent/guardian(s) expense.

### Third Positive Test Result

In the event that a student fails a third drug test, they will be sent home immediately and will not be allowed back on campus until a Discipline Review Board (DRB) can be held. After the board has been convened and all information has been presented, the DRB will determine the appropriate consequences. The DRB will take into account the substance used and the degree of partnership that the parent/guardian(s) and the student have shown while deliberating. At this point, it is possible that the student will be expelled. If the DRB decides to allow the student to stay, then the student shall forfeit 50% of their competitive/performance participation of their current season (or next season if not currently in an activity) in addition to any other conditions the DRB requires of the student.

### Middle School Policy

The testing policy above is for our high school students. If it should become necessary to test a middle school student (based on reasonable cause), then the administration will deal with positive results on a case-by-case basis.

### Drug Testing Process

A witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner that will ensure the integrity, validity, and accuracy of the test results but is minimally intrusive and provides maximum privacy to the tested student.

The type of specimen taken shall depend on the substance in question, and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the Dean of Students (or designee) shall give the specimen an identifying number, which in no way will reveal the identity of the student.

The Dean of Students (or designee) will forward the specimen for analysis to a certified laboratory. Specimens shall be retained for ten (10) days.

Upon receiving a written copy of the analysis from the laboratory, the Dean of Students (or designee) shall do one of the following:

1. If the results of the analysis are negative, they shall be reported as negative, and all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore shall be destroyed and expunged upon graduation.
2. If the results of the analysis are positive, the student and parent/guardian(s) shall be given the written notice of the result. All records of the test, request for a test, or indication a student has been tested shall be confidential student records in accordance with state law. These records will be destroyed upon graduation.

## Digital Citizenship

Digital citizenship is defined as engaging in appropriate and responsible behavior when using technology. As a part of the Pope Saint John Paul II Preparatory community, students are expected to treat others with respect and dignity, exhibit intelligent online behavior, and make choices that reflect positively on the student and the school.

Violations of digital citizenship include but are not limited to bullying, offending, harassing, or threatening others using technology, including email, messaging apps, social media, web pages, blogs, videos and images, and/or text messages. It is considered inappropriate when it involves:

- Using obscene, profane, vulgar, rude, inflammatory, threatening, or disrespectful messages
- Posting information that could cause damage, danger, or disruption of the educational process
- Posing as another person online or misrepresenting one's identity to another
- Making a personal attack, including prejudicial or discriminatory attacks
- Posting false or defamatory information about a person
- Using technological communication to intimidate, bully, harass, target, intentionally exclude, or embarrass others in any areas included in this policy

Please note: A student's home and personal use of technology can impact the school and other students. Students may face school discipline if a student's personal expression involving technology, such as sending derogatory or threatening messages to another student or accessing a violent website, disrupts the educational process.

JPII encourages parents to speak regularly with their students about their social media presence.

Unauthorized audio or visual recording of others is strictly prohibited. As members of a community, respect for privacy is important. In today's world, it is easy to record the actions of others, but we do not have the right to share the words or actions of others without their permission or, at minimum, make them aware that an event is considered public. The Administration realizes that much is beyond its control. Any social media posts during school hours have limitations. In particular, students should not take another student's device and post something that implies that the device owner posted the material himself. False postings or postings of individuals unaware of the posting can be damaging, devastating,

and have long-term consequences. This policy supports the Administration's commitment to teaching digital citizenship.

In addition, usage of JPII imagery, name, or logos without expressed written consent is not permitted. Students may not create any social media accounts that use the JPII name or logo without the express written authorization of the Principal.

### Cell Phones & Listening Devices

For High School students, cell phones are to be turned off and stored in students' backpacks during the school day. Middle school students who have cell phones need to turn off their phones and secure them in their locker when they arrive at school. Middle school students may collect them when school is dismissed. If a cell phone is visible on a student's person, i.e., in a pocket, the phone will be taken up and turned into the Student Life office, and two (2) points will be assigned.

Listening devices, i.e., AirPods, are ONLY to be used in the classroom with teacher permission. Airpods (or any type of headphone) are not to be visible at any other time during the school day (this includes lunch, tutorials, between classes, and study halls). If AirPods (or any other type of headphone) are visible during these times they will be collected and turned into the Student Life Office and the student will receive two (2) points.

Parents may communicate with their students through email during the school day. Students may check their email between classes. If an emergency occurs, please contact the front office and we will have your child contact you.

## OTHER STUDENT LIFE DIRECTIVES

### Off-Campus Behavior

The school is responsible for the student during published hours, and the parent/legal guardian is responsible for their child outside of those hours. If the school learns of off-campus behavior, including actions that involve social media, that is private or public in nature and harmful to the health or safety of the student, the school will notify the parents, who will handle the matter as they see fit. If, however, a student's off-campus activity is public in nature and reflects poorly on Pope Saint John Paul II Preparatory School, the school will take disciplinary action that, in its estimation, is proportionate to the damage done to the school in the eyes of the community.

All school field trips and school-sponsored activities are under the school's jurisdiction, independent of location.

### Food and Drink in Hallways/Dining Hall Behavior

Students are expected to follow basic rules of decorum and good dining etiquette when eating or drinking in the dining hall or courtyard. All students are responsible for clearing trays and leftover food/non-food items. A classroom teacher responsible for those particular students must authorize any food in the classroom. Students must declare all food and drink items to the teller for payment before passing through the cash wrap area. Students are

prohibited from eating or drinking any items until paid for. Failure to do so is treated as theft, and the student will be liable for expulsion. Attempting to conceal food (in pockets, bags, etc.) and drink items to avoid paying is considered theft, and the student will be liable for expulsion.

## Inspections

Administration reserves the right to inspect and search book bags, lockers, cars, and students' personal property on the JPII campus.

## General Locker Policy

Students must keep their lockers clean and orderly which entails leaving no open food or drink in their lockers. Students are expected to keep all valuables, e.g., wallets, purses, phones, money, etc., locked inside their locker or on their person.

## Athletic Locker/Dressing Room Policy

Students in P.E. or Strength and Conditioning classes are required to change in the designated locker room. Students are encouraged to bring any valuables to their teacher for safekeeping during class. Pope Saint John Paul II Preparatory School is not responsible for possessions stolen or lost in athletic locker rooms. Students should not leave any valuables in the locker room when unattended, both during the school day and after school. Students should not leave any belongings in the P.E. changing room. Items left in the changing room will be turned into Lost and Found. Each in-season sport will be assigned a locker room for use during the season.

Cell phones and cameras are strictly prohibited in locker/dressing rooms. Under no circumstances should pictures of any kind be taken in these rooms.

## Lost, Found, and Misplaced Items

Though Pope Saint John Paul II Preparatory School assumes no responsibility for students' personal property or possessions, we keep a Lost and Found in the Student Life office. All items found in the school building or on school grounds should be given to the staff in the Student Life office. Unclaimed items are eventually donated to charity.

## Parking Policy

Students must park in the designated Student Parking Lot. Students are not allowed to park in the Faculty Parking Area, the Front Visitor Parking Area, spaces reserved for handicapped parking, or by the tennis courts.

**Senior Parking** It is a Senior Privilege for students to choose their parking spots and mark them with chalk on a day designated by the administration before school begins. Seniors will be issued a tag with their parking spot number clearly identified to hang when they park during the school day at JPII. This parking spot is only reserved for them during the school day; not in the evenings or weekends.

## Parking Lot Safety

Students and Parents are asked to follow posted directional signs at all times. The speed limit on school roads is 15 miles an hour. Failure to follow guidelines can result in a student's campus driving privileges being revoked, and for more serious driving infractions, local law enforcement can be contacted. Students are accountable for keeping their parking lot clean of trash. Students can be transferred to the lower field to park for special events. Students may not change for practices at the lower parking lot, play music from their car, and loiter before or after school.

Parking privileges may be revoked at any time for speeding or reckless driving, or other violations.

## Pregnancy

Pope Saint John Paul II Preparatory School teaches its students to view their sexuality as an extraordinary and wonderful gift from God. We teach our students to integrate their sexuality into a life of love, commitment, dignity, self-awareness, and moral goodness. This teaching includes abstaining from sexual activity outside of marriage. If a student becomes pregnant, her parents must contact the school nurse or a Pope Saint John Paul II Preparatory School administrator as soon as it is known.

Failure to make this report will result in dismissal from Pope Saint John Paul II Preparatory School. Male and female students who wish to remain at JPII must agree to participate in pregnancy counseling provided by Catholic Social Services. In addition, the school must receive written notice from medical personnel on an ongoing basis that the mother is fit and healthy enough for school. Finally, the students must remain discreet about the pregnancy, not drawing unnecessary attention to it while at school or school functions. Under these conditions, students involved in pregnancy may be able to continue their education at JPII for a time. Still, the President will make the final call after carefully considering all the situation's specifics and consulting with those involved.

A student who chooses to be a primary caregiver and take primary financial and legal responsibility for a child may not continue at Pope Saint John Paul II Preparatory School. Married students also may not continue at JPII.

Because of the school's absolute commitment to the value and dignity of every human life from conception, a student who procures an abortion or has been involved in deciding to have an abortion will not be permitted to remain at Pope Saint John Paul II Preparatory School.

## Restricted Area Policy

Restricted locations during the school day are parking lots, unsupervised classrooms, locker rooms except if they are in their P.E. class, wooded areas, streets and paths surrounding the campus, and other areas with signs indicating no student access. Students who are “out of bounds” during the school day will face disciplinary action.

## Uniform Policy

The Administration will address issues concerning proper dress and grooming. Parents and students are advised that when in doubt concerning the appropriateness of dress or grooming, they should err on the conservative side.

#### Dress for Men

PANTS: Men may wear khaki pants purchased at Flynn O'Hara. Pants are to be worn at an appropriate length.

BELT: Leather belt in black or brown. The buckle should be no more than 2.5 inches in diameter. Parents will be notified of any belt and/or buckle deemed inappropriate in size or design.

SHOES: Athletic shoes of any color or Sperry shoes.

SOCKS: Solid color crew or ankle socks only (gray, navy, black, white).

SHIRTS: Men have the option of wearing a navy blue polo (sold in the Armory) or an oxford uniform shirt. Men are required to wear solid color white, cream-colored, or school gray undergarments under their oxfords with no logos other than a JPII logo on the undershirts. Polos and oxford shirts **must be completely tucked in** and the small buttons on the collar (the wings) should be buttoned at all times.

OUTERWEAR: Any JPII outerwear (without a hood) sold through the Armory or BSN for a JPII team/club/program may be worn any day. **Outerwear with a hood may be worn only on Spirit Wear Fridays.**

#### Dress for Women

SKIRTS: The uniform skirt must be no more than **three inches** above the knee. The skirt cannot be rolled at the waist. Shorts or compression shorts may be worn underneath but should not be visible.

PANTS: Women may wear khaki pants purchased at Flynn O'Hara.. Pants are to be worn at an appropriate length.

BELT: Leather belt in black or brown. The buckle should be no more than 2.5 inches in diameter. Parents will be notified of any belt and/or buckle deemed inappropriate in size or design.

SHOES: Athletic shoes of any color or Sperry shoes.

SOCKS: Solid color crew or ankle socks only (gray, navy, black, white).

SHIRTS: Women have the option of wearing a navy blue polo (sold in the Armory) or an oxford uniform shirt. Women are required to wear solid color white, cream-colored, or gray undergarments under their oxfords. Polos and oxfords **must be completely tucked in** and the small buttons on the collar (the wings) should be buttoned at all times. Only the top button may be unbuttoned.

MASS: For any school Mass (whether it is “regular” Wednesday Mass, or an all-school celebration) students are required to wear Feast Wear. For gentlemen, this means they must wear the JPII Oxford and school tie (of appropriate length) in addition to the typical leather belt and khakis. Gentlemen should have all buttons buttoned (including the collar buttons) and the tie pulled up next to the neck.

For ladies, Feast Wear means they must wear a JPII Oxford with either a belt and khakis or a uniform skirt. Ladies may have the top button of the oxford unbuttoned but the collar buttons should be buttoned.

Outerwear is not to be worn during Mass. Students may tuck these garments into their backpacks before heading to Mass and put them on again after Mass.

OUTERWEAR: Any JPII / Pope outerwear (without a hood) sold through the Armory or BSN for a JPII team/club/program may be worn any day. Outerwear with a hood may be worn only on Spirit Wear Fridays. When wearing outerwear a polo or oxford still needs to be worn with the collar visible. It is strongly recommended that parents put their student’s names on any outerwear purchased, this is the most frequently lost item at JPII.

TIGHTS: If a female student wishes to wear tights or leggings underneath her skirt for additional warmth, the tights or leggings must be solid black or navy. No other color or pattern is allowed. Jeggings and other similar garments are not allowed. Students must always wear socks with their tights or leggings.

**Hair**

Natural color is the only acceptable hair color for men and women.

Mohawks and “Faux Hawks” are not permitted.

Carving words, symbols, logos, etc. into a student’s hair is not permitted.

Men's hair should be well-groomed, short, neat, and modest. As a guide for length, it may not be below the eyebrows, touch the top of the collar, or fall more than the middle way down the ears. Hairstyles or accessories do not excuse these length requirements, such as buns, top knots, ponytails, braids, or hair tucked behind the ears.

The Administration reserves the right to require a haircut, particularly if the height or color of the hair does not meet the clean and neat norms of the uniform policy.

Men should be clean-shaven at all times (no facial hair allowed). The nurse has razors and shaving cream available.

Spirit Wear Fridays

Students may wear jeans (no holes or tears), their uniform bottom (skirt or khaki pants), a school spirit shirt (anything with the a JPII / Pope logo), their House t-shirt, school polo, or team-issued shirt/jacket. Uniform shoes only (athletic or Sperry's). Sweatshirts with hoods are allowed on spirit wear Fridays ONLY and must have aJPII / Pope logo. Students can also be in full uniform. No leggings, jeggings, shorts, or sweatpants are permitted.

### Homecoming & Coming Home Themed Dress Days

Students may not wear tank tops, tube tops, or any other clothing that show bare shoulders and/or chest. Clothing may not include writing or logos that promote alcohol, drugs, or other behavior deemed inappropriate by JPII.

### Identification cards

IDs are to be worn on the appropriate school-issued lanyard around the student's neck. IDs must be worn for the entire duration of a student being in the building, including after school hours. Students may remove their lanyards for PE classes, sports, or when deemed appropriate by a teacher, i.e., labs. Students are required to have their ID when buying lunch.

### Jewelry

Men are not permitted to wear earrings.

Women may wear up to two earrings per ear.

Excessive jewelry is not permitted.

Only ears may be pierced. No other body piercings (including the tongue) are allowed.

### Hats & Blankets

Students are not permitted to carry or wear hats in the school building at any time.

Blankets are NOT allowed.

### Tattoos

Students are not permitted to have tattoos that are visible while wearing the school uniform.

## CAMPUS MINISTRY

The purpose of Campus Ministry at Pope Saint John Paul II Preparatory School is to bring students closer to God through prayer, service, and faith development. The office of Campus Ministry strives to provide students with opportunities to learn more about their faith through interactions with their classmates, teachers, faith leaders, and the wider community. The holistic student will be able to utilize the Campus Ministry office to build a more significant relationship with God that complements their academic and extracurricular activities. We believe service to others is at the very heart of the Gospel message and JPII's mission and are necessary for the development of young men and women of character. The office of Campus Ministry fosters the growth of servant leadership and faith among all students, no matter the student's background or future vocation.

### Class Retreats

Retreats are a fundamental aspect of the student experience at Pope Saint John Paul II Preparatory School, and they are designed to meet our students' diverse developmental and faith needs. High school students attend one required retreat during the school year, which

takes place off-campus over a regular school day and is centered around a common theme. Along with class retreats, all students will participate in a day of service retreat each year.

Retreats are meant to provide our students with a necessary "pause" from the demands of their school day and allow them to enter more deeply into a relationship with God and their classmates in an engaging and reflective manner. Retreats also offer a way for our students to engage in leadership and community building throughout the retreat. The faculty is also actively involved in each retreat day and provides positive examples of servant leadership to our students, in addition to their commitment and time in the classroom. The importance of these retreat days cannot be understated, as they create their bonds that tie our community together as one Body in Christ, as brothers and sisters sent out to share the message of the Gospel to all.

Retreat Themes by Year:

| Freshmen | Sophomores | Juniors | Seniors |
|---|---|---|---|
| Focus on Foundations | Focus on Community | Focus on Servant Leadership | Focus on Discipleship |
| “Our encounter with Christ...sets us on the right path.” – Pope Saint John Paul II | "Each one of us belongs to a great family..." – Pope Saint John Paul II | "Be generous...in the service of your brothers and sisters." – Pope Saint John Paul II | "The future is in your heart and in your hands." – Pope Saint John Paul II |

## Prayer

There are multiple opportunities available for students to participate in an active prayer life at Pope Saint John Paul II Preparatory School. All students attend Mass once a week to celebrate our community, united in the Spirit as One Body in Christ. Our full-time Chaplain offers daily Mass, regular Eucharistic Adoration, and the Sacrament of Reconciliation and is available to meet students’ spiritual needs. These Sacraments are tangible expressions of God's grace in our life, and it is pivotal for our school community that we provide the ability to receive the Sacraments as often as possible.

## Service

To love and to serve others is the core of the Christian community and fellowship. "Just as the Son of Man came not to be served but to serve" (Mt 20:28), so too are we called to fulfill our duty of loving both God and neighbor by practicing the works of mercy and cultivating responsibility to care for those around us, especially those in greatest need. The goal of the service program is to provide students with the experiences and tools to become other-oriented in a world that is increasingly more self-oriented; by doing so, each student can become more like Christ, who is the ultimate model of love and self-giving.

The Campus Ministry office exists to provide the school community with opportunities to practice service ministry throughout the year. These opportunities serve to educate students about the social injustices and disparities in our community, challenge our students to grow

in relationships and solidarity with people in great need and respond to God's call of self-giving love.

To cultivate each student as a minister of Christ, all students must complete a service requirement every school year. Each grade level must do a minimum of five hours of service at a pre-approved non-profit organization; ideally, this organization aligns with the service theme for each grade level. The remainder of the required hours may be completed at a non-profit organization, church, or in service to Pope Saint John Paul II Preparatory School (outside of the regular school day hours). The purpose of focusing on a service theme for each grade is to foster a culture of discussion and reflection so that service learning is not an isolated event for each student; rather, the shared experience works to provide a foundation in class for students to share their experiences and discuss them in a larger context. By the end of four years, each student will graduate with at least four different service experiences that broaden the scope of material and spiritual poverty encountered by the JPII student.

To summarize:

1. Five hours of every year's service requirement must be completed at a pre-approved non-profit that ideally aligns with the student's grade level service theme.
2. All other hours must be completed at a pre-approved non-profit organization, church, or in service to Pope Saint John Paul II Preparatory School (outside the regular school day).
3. To guarantee that hours will be approved, students with questions about the service must speak to the Service Coordinator before undertaking the service.

| | Freshmen | Sophomores | Juniors | Seniors |
|---|---|---|---|---|
| Retreat Theme | Foundations | Community | Servant Leader | Discipleship |
| Service Requirement | 15 hours (5 hours must come from a pre-approved non-profit organization) | 20 hours (5 hours must come from a pre-approved non-profit organization) | 25 hours (5 hours must come from a pre-approved non-profit organization) | 25 hours (5 hours must come from a pre-approved non-profit organization) |
| Service Theme | Feed the hungry. | Give drink to the thirsty. | Shelter the homeless. | Visit the sick and elderly. |

"Darkness can only be scattered by light; hatred can only be conquered by love." - Pope Saint John Paul II

# EXTRACURRICULAR ACTIVITIES/STUDENT LIFE

## Advisory

Advisory groups meet for 25 minutes each week and are grouped by both individual grade level and House. Each advisory consists of a small group of students and a faculty or staff

member. Students will stay with their advisory group and advisor for grades 6-8 and 9-12. Advisors will lead discussions and help build relationships between students and their advisory as a whole. The goal of advisory is to create connection and belonging within the larger school community. Students will also remain with their advisory during Mass, assemblies, and emergency drills.

## Athletic Offerings

Pope Saint John Paul II Preparatory School offers the following sports activities: Football, Basketball, Lacrosse, Wrestling, Cross Country, Track, Baseball, Softball, Soccer, Tennis, Swimming, Golf, Cheerleading, Volleyball, Bowling, Ice Hockey, Dance, Club Archery, and Club & Skeet Shooting and Rowing(in partnership with Nashville Row).

## Clubs and Activities

Pope Saint John Paul II Preparatory School offers a full complement of activities outside athletics designed to appeal to a broad spectrum of interests. A sampling of those activities includes the following: Student Government (House System), Drama, Band, Yearbook, Forensics, Model United Nations, Youth Legislature, Math Team, musical, and dramatic variety productions.

## House System

The House System at Pope Saint John Paul II Preparatory School was formed in January 2003 to maintain close bonds among students, build relations between students and faculty, promote school spirit, and foster student leadership, responsibility, and accountability. The student body and faculty are divided into six Houses named after a pope: The House of Gregory the Great, The House of Leo XIII, The House of Peter, The House of John XXIII, The House of Clement, and The House of Pius IX. The Houses are intramural, student-led organizations that provide leadership opportunities, community service, intramural competition, and student induction and orientation. Each House is a balanced mix of students in each grade level. Each House has developed its unique traditions, coats of arms, Latin motto, and activities.
The House System is under the direction of the Director of Student Activities with support from the Director of Middle School Houses. Student leadership is an essential part of the House System. Each house has a middle school and high school House Council. The Middle School House Council is composed of a 7th and 8th-grade representative. The High School House Council is composed of a President (Senior), Vice President (Junior), a freshman and sophomore representative, and a chaplain. From this group, a School President and Vice President are elected (both seniors). The House Council's duties include supervising all aspects of the House System, organizing Homecoming and Coming Home festivities, House Games, House meetings, and serving as a liaison between the student body and the Administration. The Director of Student Activities supports this student-run, student-designed system and advises the House Council. Serving on the House Council is considered an honor and a privilege. All members of the House Council are expected to fulfill their specific officer duties and serve as models for their classmates by meeting three primary standards:

All House Council members will be in a select advisory. High school students will be in an advisory with the Director of Student Activities, and middle school students will be in an advisory with the Director of Middle School Houses. This allows for a time during the school week for House Council members to carry out their duties.

House Council members must model Academic Integrity to serve as examples of honorable behavior for their classmates. Academic Integrity violations, once elected, could result in removal from the House Council at the discretion of the Director of Student Activities and the Principal.

House Council members must maintain good academic standing. Consistent appearance on the Academic Ineligibility list may result in removal from the House Council.

## SCHOOL NURSE

The clinic provides health services to currently enrolled students. The school nurse is available from 7:45 a.m. until 3:30 p.m. each day. The Student Health Center offers nursing care and triage for acute and chronic illness, early detection of illness, health counseling and teaching, healthcare procedures and treatments, assistance with administration of prescribed medication and treatments, First Aid medical care and treatments, administration of non-prescription medications, i.e., Tylenol, Ibuprofen, Tums, cough drops, and Benadryl and crisis intervention. The school nurse initiates referrals to parents, school counselors, and community health resources for appropriate care as needed.

### Immunizations

The state's immunization requirements follow the current schedule published by the Centers for Disease Control and Prevention (CDC) and endorsed by the American Academy of Pediatrics (AAP) and the American Academy of Family Physicians (AAFP). Required immunizations for children attending school must be documented and uploaded to Magnus. All students are expected to have immunizations on record in order to attend school.

### Annual Physicals

Annual physicals are required for all students. At the physical, the doctor will fill out a Medical Eligibility Form (obtained from JPII), which must be uploaded to Magnus annually. Students must complete a yearly physical by July 31st to participate in any school activity, e.g., house games, activity periods, and sports. To assist families and to keep costs down, it is customary for the school to arrange free physicals through the generosity of local doctors and nurses in late May or early June for the following school year (determined annually). We encourage ALL students to make use of this service when available.

### Consent for School Nurse Services and Medical History

Pope Saint John Paul II Preparatory School is concerned about our students' health, safety, and well-being. For the school health staff to stay informed and support and promote our students' safety and well-being, parents must complete JPII Permission and Consent forms through Magnus Health. The forms permit the school nurse to treat the student for services ranging from basic First Aid to emergency care and administration of stocked over-the-counter medications. The School Health Center will supply Ibuprofen, Tylenol, Tums, and Benadryl on an as-needed basis and at the school nurse's discretion. These forms give the nurse medical/legal consent and provide important information in a medical emergency. The forms need to be renewed annually.

## Illness and Injury

If a student becomes ill or is injured at school, students are advised to go to the Student Clinic to be evaluated by the school nurse. The school nurse will assess the student, contact the parent/legal guardian, and care for the student in the interim. If the injury or illness requires emergency medical care, the school nurse will immediately activate Emergency Medical Services and notify the parent/legal guardian.

In most situations, JPII prefers students to come to school; however, here are a few guidelines to help the parent/legal guardian in deciding when to keep your student at home:

- Fever > 100.0 F
- Diarrhea not caused by diet or medications
- Vomiting
- Has been diagnosed by a medical professional, e.g.., flu, COVID, RSV, etc.,

You will need to keep your student at home for 24 hours AFTER symptoms resolve and your student is fever free. If a student has been diagnosed with a contagious condition such as conjunctivitis (pink eye), Mononucleosis, MRSA (methicillin-resistant staphylococcus aureus), impetigo, chickenpox, shingles, etc., the student will require a medical release statement from their licensed healthcare provider to return to school.

## Medication Administration (Prescription or Non-Prescription)

The School must have authorization for self-administration and assistance with self-administration of medications (prescription and non-prescription).

Requirements

In all instances where prescription and non-prescription medications must be administered (assisted self-administered or staff administered) during school hours, on field trips or retreats, Form HS003 must be completed annually (and when changes occur) and submitted through Magnus Health. Non-prescription medications stocked by the Student Health Center, i.e., cold or allergy medications, are the exception.

The parent/legal guardian should hand-deliver prescription or non-prescription medications to the School Health Center whenever possible. The school nurse or Principal reserves the right to require parents to bring in medications as necessary.

Any school personnel (employee, volunteer, or designee) authorized by the Principal or school nurse to assist with self-administration or administer medication to students will be provided appropriate instruction approved by the Tennessee Department of Health and Education and the Catholic Diocese of Nashville and will be supervised by the school nurse. Determining which individuals should be responsible for medication administration will be the joint responsibility of the Principal and the school nurse.

School personnel (school nurse, employee, volunteer, or designee) authorized by the Principal or school nurse to assist with self-administration or administer medication to students shall see that the medication is given within one hour before or after the specified time.

An individual Medication Record will be established for each student. The record will include the date, time, dosage, initials of the individual dispensing medication, extension or disruption of medication, any changes, description of reactions experienced by the student, or errors made in the medication administration by the student or staff. Medication and treatment documentation is part of the student's record. Following FERPA and HIPAA regulations, an accurate and confidential record-keeping system will be recorded each time a medication is dispensed.

*Prescription Medication*

For prescription medications to be administered during school hours, the medication must be in the original container and labeled correctly. Form HS003 must be completed and signed by the prescribing Licensed Healthcare Provider that identifies and contains the following:

- The name of the drug and dose
- Approximate time it is to be taken
- The diagnosis or reason the medication is needed
- A list of adverse effects that may be reasonably expected
- Contraindications to administering the medication
- The ability of the student to competently self-administer the medication(s)
- Prescribing Licensed Healthcare Provider Signature, date, and phone number
- Parent/legal guardian and student signature and date

*Non-prescription Medication*

For non-prescription medication not stocked by the School Health Center (cold or allergy medications) to be administered during school hours, the medication must be in the original container and labeled correctly. Form HS003 must be completed and signed by the prescribing Licensed Healthcare Provider that identifies and contains the following:

- The name of the drug and dose
- Approximate time it is to be taken
- The reason the medication is needed
- Start date and discontinuation date (if > than ten days, must be filled out by a licensed healthcare provider)
- The ability of the student to competently self-administer the medication(s)
- Special instructions and handling
- Parent/legal guardian and student signature and date

*Controlled Substances*

For controlled substances, school office personnel shall verify the amount of medication delivered by counting individual units of medication in the presence of either the adult who delivers it or other school personnel. The school nurse shall document the amount of medication in the student's medication record. The amount of medication and initials of personnel who verified the medication count shall be documented. Controlled substances shall be stored in a locked drawer in the School Health Center.

*Narcotic Medications*

Narcotic pain medications will not be administered during school hours, and students cannot be under the influence of narcotic pain medication while at school. ALL prescription and non-prescription medications will be kept in the School Health Center. Students are NEVER ALLOWED TO SELF-CARRY ANY MEDICATIONS except for Insulin, Glucagon, EpiPens, and Inhalers.

# PARENTS

## Parent-School Partnership

Parents are the primary educators of their children. Pope Saint John Paul II Preparatory School seeks to work in partnership with parents to make their children's education comprehensive, effective, and inspiring.

Parents are encouraged to take an active interest in their children's progress and to directly approach faculty members, staff members, or administrators by telephone, email, or appointment. The first point of contact should be the faculty member or advisor concerned and related to the particular concern. If this contact is unsatisfactory or if the parent's concerns are more general, parents should contact the appropriate administrator. General matters of an academic nature should be referred to the Principal (high school) or Asst. Dean of Faculty (middle school). General issues relating to Student Life should be referred to the Dean of Students (high school) or the Asst. Dean of Students (middle school).

Because parents are the primary educators, a constructive working relationship between the school and a student's parent/legal guardian is essential to accomplishing the educational mission of Pope Saint John Paul II Preparatory School. The school reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make a positive and constructive relationship impossible or otherwise seriously interfere with the accomplishment of the educational aspirations of the school.

## Parent Behavior Expectations

Similarly, as an adult community, we share responsibility for each other's children and should communicate issues of concern about other's children with their parents. We should be receptive and appreciative of such calls. However, we are sovereign over our children alone; therefore, we cannot substitute our judgment for other parents (as would be the case, for example, if a parent decided to host a party that involved drinking, even if that parent went through the precaution of "taking away keys"). Parents who knowingly allow another family's children to participate in illegal or immoral activities while under their jurisdiction violate the trust among our families and may be asked to withdraw their children from JPII..

## Political Advertising

Pope Saint John Paul II Preparatory School is a 501(c)(3) organization. 501(c)(3) organizations cannot participate in or intervene in (including the publishing or distributing of statements)

any political campaign on behalf of (or in opposition to) any candidate for public office. JPII cannot permit any campaigning in any form at any event on its property or an event sponsored by JPII.

## SCHOOL PUBLICITY POLICY

To promote our students and school in the community, from time to time, Pope Saint John Paul II Preparatory School will use students' images and/or names and/or artwork in publicity press releases, school publications, website news stories, or videos about the school. School Administration will review all such materials for appropriateness before promotion. JPII protects the privacy rights of its students or likenesses of its students, including student directory data to promote the interests of external commercial vendors unless, in rare cases, prior written permission is obtained from both the parents and the School Administration.

## INCLEMENT WEATHER

### School Closing

Pope Saint John Paul II Preparatory School follows an independent policy regarding school closings for inclement weather. The most important priority for these decisions is the safety of students. However, because JPII draws students from ten different counties, there may be occasions where conditions are safe in Hendersonville and the school opens, but conditions are unsafe in the outlying counties. Parents must make the final decision whether or not to send their child to school; if a child is absent or late for class due to inclement weather, parents need to send a note explaining the reason, and the absence or tardy will be excused.

Because of distance and geography, there are occasions when the Clarksville or Bowling Green buses are canceled, and students who ride those buses are excused while the remainder of the student body must attend. We will try to keep these days to an absolute minimum.

The fastest way to determine if we are closing is to check the website's front page, the JPII App, and social media. If there is no news, we are not closing. You may also watch for closings, early closings, or late openings on Channels 2, 4, and 5.

### Early Closing for Inclement Weather

Pope Saint John Paul II Preparatory School follows an independent policy on early closing, i.e., closing after school has already begun. When the school closes early, student drivers will be permitted to leave immediately. Therefore, parents of student drivers must discuss early closing situations and agree on the best course of action before the day of the early closing. The School Administration cannot "check on" every student driver and must assume that student drivers that leave do so with their parent's permission.

Weather Station Links: News Channel 2 WKRN, News Channel 4 WSMV, News Channel 5 WTVF

# APPENDIX A: WEEKLY SCHEDULE

JPII rotates bi-weekly (Blue Week and Gold Week). Eighty-minute class periods provide greater consistency for lesson planning and student focus. The lunch period is 30-minutes and is separated between high school and middle school. Regular assemblies, house meetings, and advisories provide space for community building and program development in Student Life, Campus Ministry, Academics, and School Counseling. Scheduled tutorial periods are built into the day, with high school students having four per week and middle school two per week. Mass is celebrated weekly and is separated between high school and middle school.

# APPENDIX B: TECHNOLOGY (NETWORK, INTERNET, DEVICE USE, AND BEHAVIORS)

## Computer Network and Internet Access

Disclaimer. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content.

Additionally, having an email address on the Internet may lead to receiving unsolicited emails containing offensive content. Users accessing the Internet do so at their own risk. Pope Saint John Paul II Preparatory School and the Diocese of Nashville are not responsible for material viewed or downloaded by Users from the Internet. Your use of the Internet at Pope Saint John Paul II Preparatory School is governed by the following policy to minimize these risks:

## Permitted Use of the Internet and Pope Saint John Paul II Preparatory School Computer Network

The computer network is the property of Pope Saint John Paul II Preparatory School and is to be used for legitimate educational purposes. Users are provided access to the computer network to assist them in the performance of their academic pursuits. Additionally, students ("Users") may also be provided access to the Internet through the computer network. All Users are responsible for using the school's computer resources and the Internet in an academic, lawful, and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible expulsion and civil and/or criminal liability.

## Computer Network Use Limitations

Prohibited Activities

Without prior written permission from the School Administration, JPII's computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code, e.g., viruses, Trojan horse programs, etc., or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a.) Interfere with the User's or any other student's work; b.)

Have an undue effect on the computer or JPII's network's performance; c.) Or violate any other policies, provisions, guidelines, or standards of this agreement or any other of Pope Saint John Paul II Preparatory School. Further, at all times, Users are responsible for the computer system's professional, ethical, and lawful use. Personal computer use is a privilege that may be revoked at any time.

Illegal Copying

Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material they wish to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the School Administration.

Communication of Trade Secrets

Unless expressly authorized to do so, the User is prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets, or other confidential information belonging to Pope Saint John Paul II Preparatory School. Unauthorized dissemination of such material may result in severe disciplinary action and substantial civil and criminal penalties under state and federal Economic Espionage laws.

## Duty Not to Waste or Damage Computer Resources

Accessing the Internet

To ensure security and avoid spreading viruses, Users accessing the Internet through a computer attached to JPII's network must do so through an approved Internet firewall or another security device. Bypassing the school's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the school's network.

Frivolous Use

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network are responsible for conserving these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to exclude others. These acts include but are not limited to sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-educational-related uses of the Internet.

No Expectation of Privacy

Students are given access to iPads, computers, and Internet access to assist them in the performance of their academic pursuits. Students should not expect privacy in anything they create, store, send, or receive using Pope Saint John Paul II Preparatory School's computer equipment. The computer network is the property of Pope Saint John Paul II Preparatory School and may be used only for purposes approved by the School Administration.

Waiver of Privacy Rights

Users expressly waive any right of privacy in anything they create, store, send or receive using Pope Saint John Paul II Preparatory School's computer equipment or Internet access. User consents to allow school personnel access and review of all materials created, stored, sent, or received by User through any school network or Internet connection. The School has the right to monitor and log all aspects of its computer system, including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by Users.

Blocking Sites with Inappropriate Content

Pope Saint John Paul II Preparatory School has the right to utilize software that identifies and blocks access to Internet sites containing sexually explicit or other material deemed inappropriate in school.

## Technology Responsible Use Policy

This policy aims to educate students on the responsible use and expectations when using the various forms of technology on and off campus. Allowing students to utilize technology during the educational process enhances each student's overall learning experience. Our goal is to provide a safe, appropriate, and effective learning environment for all at the school.

The Responsible Use Policy includes all forms of technology, such as but not limited to: iPad, Laptops, cameras, cell phones, texting, messaging, email, chat, instant messaging, gaming, and social networking sites. Due to continuous advancement in technology, Pope Saint John Paul II Preparatory School reserves the right to add to the policy throughout the school year as deemed necessary.

Violating any portion of the Responsible Use Policy may result in disciplinary consequences, including suspension or expulsion from Pope Saint John Paul II Preparatory School and/or legal action. The School will cooperate with law enforcement in any investigation related to any potentially illegal activities conducted through our network. The School reserves the right to apply disciplinary consequences for computer-related actions conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our school community or constitutes behavior embarrassing to the school. Students and parents should immediately report threats of violence or harm in cyberspace to law enforcement.

## Privacy and Online Behavior

- Students will not share passwords or use anyone else's passwords.
- Students will not impersonate another's identity.
- Students will be ethical and respect the privacy of others.
- Students understand that Pope Saint John Paul II Preparatory School has the right to look at any data, email, logs, or files on the network or an individual device without the prior consent of the system's User. In addition, the school reserves the right to confiscate and search a student's electronic device to ensure compliance with the Responsible Use Policy and school policy as outlined in the Student Handbook.
- Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material.
- Students will not encourage the use of a controlled substance, alcohol, or tobacco.

## Recording Sound/Taking Pictures

Students will not make and/or post photo, audio, or video recordings of another student or Pope Saint John Paul II Preparatory School employee/volunteer without specific permission from the individual being recorded and the supervising teacher.

Regardless of intent, any use of cameras in restrooms or the locker room will be treated as a serious violation.

## Unacceptable Uses of Electronic Devices through Network or Internet

Violating any state or federal law or municipal ordinances, such as:

- Accessing or transmitting pornography of any kind, obscene depictions, harmful materials that encourage others to violate the law, confidential information, or copyrighted materials.
- Criminal activities that are punishable under law.
- Selling or purchasing illegal items or substances.
- Spamming; spreading viruses.
- Causing harm to others or damage to their property, such as: using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others; or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
- Deleting, copying, modifying, or forging other Users' names, emails, files, or data; disguising one's identity; impersonating other Users; or sending an anonymous email.
- Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs or disrupting any computer system performance.
- Accessing Social Media during school hours without the specific instruction of a teacher or staff member.
- Playing games on devices during school hours.
- Using the network or Internet in any manner that violates any school policy.
- Using AI to generate content presented as your own.

Any unauthorized technology used to bypass security systems, including Internet filtering, is not permitted. This includes using "shh," proxy-bypass software, remote desktop sessions, anonymizing websites/software, and other technologies.

## Responsible Device Use Policy For Specific Technology

General Purpose and Intent of the school-issued iPads and Laptops Responsible Use Policy

The Pope Saint John Paul II Preparatory School community members will use iPads and Laptops as assigned and approved by the faculty, staff, and/or Administration, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times. Students may receive permission for their own devices, but the following policy is specific to school equipment.

Student devices are accountable to the Internet usage rules and use on campus, but access to the device is through parent consultation and permission. Technological resources,

including iPads, Laptops, and other technology, at Pope Saint John Paul II Preparatory School, are provided to support the school's mission and holistic educational experience. Pope Saint John Paul II Preparatory School's goal in providing these resources is to promote educational excellence by facilitating learning through creative thinking, resource sharing, scholarship, research, and communication. Using these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Student Handbook.

Specific iPad or Laptop Responsible Use Policy

- Any viewing, sharing, or transmission of iPad or Laptop material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Pope Saint John Paul II Preparatory School's mission or philosophy is strictly prohibited.
- Any iPad or Laptop use, whether or not utilizing the school's network, which could pose a risk of physical or mental harm to anyone, is prohibited.
- Any iPad or Laptop use, whether or not utilizing the school's network, which could pose a risk of property loss, is prohibited.
- While on campus, an iPad or Laptop may only be connected to the Internet using the access provided by Pope Saint John Paul II Preparatory School.
- Students will not share their passwords, addresses, or other personal information on the Internet without the authorization of a school representative.
- Students have no privacy rights in the use of their iPads or Laptop. All iPad and Laptop activity, including communications, Internet history, or other uses, are subject to monitoring by Pope Saint John Paul II Preparatory School. School representatives may inspect and, if they deem necessary, confiscate any student's iPad or Laptop.
- Certain Internet materials may not be copied or reproduced without the author's or copyright holder's permission. The student's responsibility is to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
- The Pope Saint John Paul II Preparatory School network may not be accessed without authorization. This includes but is not limited to accessing the network using any account other than a student's own.
- According to the JPII iPad orientation, students are solely responsible for the care and safekeeping of the device they are using. Any loss or damage (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students and parents. Students must immediately report damage or loss, including theft, to Pope Saint John Paul II Preparatory School. Students are not permitted to repair, alter, modify, or replace any device without express authorization from the school.
- In consideration for using devices provided by Pope Saint John Paul II Preparatory School, each student and their parent/legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Pope Saint John Paul II Preparatory School and the Diocese of Nashville, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from all liability, losses, damages, claims, actions, and causes of action of every nature for all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the devices furnished by Pope Saint John Paul II Preparatory School to the student.
- When using the school's devices, we strongly encourage students to consider whether their electronic communications and other uses of the devices may be regarded as offensive, hurtful, or otherwise inappropriate by others.

- Violations of any portion of this Responsible Use Policy may result in disciplinary measures against the student up to and including expulsion.
- The use of the iPad or Laptop is for educational purposes. Students are not allowed to download or use apps or websites for any other purpose. Any non-essential apps, videos, etc., can be deleted to make space for classroom use.
- The iPad used as a FaceTime, video camera, still camera, or audio recorder can only be done with the permission of the instructor.

### The JPII Student iPad

- The iPad and charging cable issued to the student are the property of Pope Saint John Paul II Preparatory School. As such, employees of JPII can access iPads at any time.
- All students may use only the JPII-issued iPad in school. No personal devices are acceptable without explicit permission from a faculty member.
- Students will come with a fully charged iPad to school every day.
- Students will have a case on the iPad at all times.
- Students will have a stylus available in each class.
- Students should use JPII Apple ID on iPads.
- With limited storage space, students' work should be backed up to iCloud and Google Drive.
- Students and parents concerned about text content being shared between students via mobile devices may send or bring evidence (screenshots) of the activity to the School Administration.

## APPENDIX C: ANTI-BULLYING POLICY

Pope Saint John Paul II Preparatory School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. The catechism teaches, “everyone should look upon his neighbor (without any exception) as ‘another self’” ([CCC], 1994, para. 1931). This philosophy guides the policy of JPII to provide all students with a safe learning environment.

**Although we are a Christian community we are not immune to unkind behavior or bullying.**

Definition

Bullying occurs when a person experiences behavior that
excludes, intimidates, hurts, harasses, or isolates. It is a **repeated, intentional, negative action** between students. Bullying happens through verbal, physical, relational/social, and electronic means.

The following actions in an **ongoing form** are considered bullying and are included in all references to “bullying” herein:

- Physical aggression-including hitting, punching, kicking, shoving
- Teasing, insults, name-calling, or verbal abuse-including racial/sexual remarks*
- Setting up negative experiences or situations for the embarrassment of others
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions, or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip, or slander
- Sharing or taking derogatory photos/videos
- Cyberbullying through social media, texting, email or other electronic means
- Retaliation of any kind against a student who reports an incident

*Please see the handbook sections specific to sexual and racial harassment for further information.

**Table 1: Characterizing Types of Conflicts**

| CONFLICT | RUDE | MEAN | BULLYING |
|---|---|---|---|
| Occasional | Occasional | Once or Twice | Is REPEATED |
| Not planned; in the heat of the moment | Spontaneous: unintentional | Intentional | Is planned and done on purpose |
| All parties are upset | Can cause hurt feelings; upset | Can hurt others deeply | The target of the bullying is upset |
| All parties want to work things out | Based in thoughtlessness, poor manners or narcissism | Based in anger; impulsive cruelty | The bully is trying to gain control over the target |
| All parties will accept responsibility | Rude person accepts responsibility | Behavior often regretted; | The bully blames the target |
| An effort is made by all parties to solve the problem | | | The target wants to stop the bully's behavior, the bully does not |
| Can be resolved through mediation | Social skill building could be of benefit | Needs to be addressed/ should NOT be ignored | CANNOT be resolved through mediation |

Source: Jennifer Astles, DASA Newsletter, Jan. 2014

Reporting Bullying

It is the responsibility of all students, parents, faculty, and staff members to report occurrences of bullying behaviors as outlined in this policy. Parents and students who know of such behaviors are required to report this information. Additionally, students who feel that they have been or are the victims of bullying behaviors should promptly notify a faculty member. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way.

JPII recognizes that not all inappropriate behaviors should be considered bullying or a willful violation of this policy.

Reporting Procedures

The initial report of unwanted behavior should be to the classroom teacher or coach with whom the incident occurred. Resolution might look like separation, or mediation and could include the receiving of points.

If the unwanted behavior continues or the severity of the offense requires immediate attention by the administration it will be reported to the Dean of Students Office or Counseling.

1. Student reports the behavior to counselor
    a. If a student tells a teacher first, the teacher will refer to a counselor
2. If necessary, students may be asked to complete an **"incident report form"**
3. After a report is made:
    a. If it is **not** determined that Student Life in not required, Counseling will follow up with the parent and student
    b. If Student Life **is** required, they will follow up and take appropriate action.

**The administration of JPII reserves the right to treat any single act as severe enough to warrant disciplinary action.**

Responsibilities of Students

- Students should tell the offending student to stop.
- Students who witness unkind behavior of others should intervene and tell the nearest adult.
- Students being bullied must promptly report it to school staff, faculty, or administration.
- The filing of a false or fabricated complaint of bullying or retaliation is strictly prohibited and will result in disciplinary action.
- Students who have bullied others must be willing to resolve bullying situations and make changes to their behavior.
- While students do not have to be friends with everyone, students must treat each member of our school community with respect. **"You don't have to be friends with everyone, but you do have to be friendly".**

Responsibilities of Parent / Guardians

- Parents/guardians who witness or become aware of an instance of bullying or retaliation must promptly report it to their child's teacher, counselor or other school administrator.
- The filing of a false or fabricated complaint of bullying, cyberbullying, or retaliation is strictly prohibited. Violation of this policy may result in removal from our school community.
- Parents/guardians will not confront students in any manner.. Violation of this policy may result in removal from our school community.
- **If a parent wishes to seek a resolution they must do so with another adult. Oftentimes, this is the most effective way to resolve a student conflict.**
- Parents are encouraged to set a good example. Avoid using any bullying-type tactics, name-calling, or slurs of any kind around your child such as scaredy cat, weak, cry-baby, wuss, wimp, etc.
- Parents/guardians will monitor their child's use of technology. Most bullying happens outside of the school day through the use of social media.
- Encourage healthy friendships. The healthiest friendships are reciprocal and based on shared interests and values.