



Pope John Paul II High School
International Student Program
SCHOOL RULES FORM

Discipline/Student Code of Conduct

Philosophy and Expectations for Student Behavior

JPII is a Catholic community whose purpose is education. All members of the community are expected to work toward this goal. At JPII, we seek to create a healthy moral environment and to build a school community reflecting Gospel values and the spirit of Jesus' love as defined by the Grad at Grad document. We wish to protect members of our school family from injury or malicious harm, to safeguard both private and school property, and to develop an atmosphere that is conducive to learning. Accordingly, the rules of the school seek to achieve an atmosphere in which students can learn and teachers can effectively facilitate learning.

Our goal is to aid our students in growing into mature and responsible Christian adults. We believe firm and sound discipline of the individual is basic to this development. Furthermore, we know that correct behavior must be taught, learned and practiced. As a starting point in creating a Christian community and cultivating habits of responsibility, we agree to comply with the following rules and regulations.

- A respectful and businesslike tone should pervade the School. Students are expected to follow the rules of common courtesy demonstrating individual responsibility and contributing to a positive community environment.
- Demonstration of affection between students determined to be inappropriate by the School (e.g., prolonged hugging, kissing, inappropriate touching) is not reflective of the professional school environment we seek. This list is not exhaustive.
- As a Catholic school community, opportunities to gather in prayer are especially important. Student behavior during liturgies and prayer services should be exemplary. Students are to participate during all masses and prayer experiences including prayer or song as appropriate. Non-Catholic students are expected to participate as fully as possible and to remain respectful.
- We expect students, parents, teachers, administrators, and staff, to treat all others with respect. Courteous behavior and respect for the rights of others are expected of all students both on and off campus. Any conduct that reflects negatively on JPII, including the posting of degrading, unkind or offensive statements or other representations using technology (e.g., MySpace, Facebook, etc.), can be grounds for school disciplinary action, including, but not limited to, expulsion at the School's sole discretion.

Administration and Review of Behavior Policies

The Administration will be in charge of administering the behavior and discipline procedures and expectations. Teachers or staff may assign detention or other consequences for violations of rules. In matters serious enough to warrant suspension and/or expulsion, the Principal will make the final decision.

Dress Code

Pope John Paul II High School believes that student dress does affect the learning environment and educational process. All student dress should emphasize modesty. We believe all of our students are beautiful individuals from the inside out and do not need to wear specific fashions to make that point. Additionally, we will not

promote advertising and/or social commentary through dress. To this end, there should be no words on any clothing unless it is approved Pope John Paul II clothing or educational/collegiate clothing.

The administration reserves the right to make individual judgments regarding the appropriateness of dress and appearance. As fashions change, the administration may communicate specific interpretations of the dress code as it will apply to the new fashion.

We expect our students to dress in clean, modest clothing at all times. This means no excess skin showing for either male or female students. Skirts and shorts are to be no more than three inches from the center of the kneecap. Shirts must not show cleavage and must have at least short sleeves. Pants must be hole-free, correctly sized and correctly worn. Sweat pants and shirts are not allowed with the exception of JP II sweatshirts or college sweatshirts. Denim is allowed on regular school days if they meet the above pants requirements. Shoes must promote student safety and for that reason, “flip-flops” and extremely high heels are not appropriate for school. Shoes must be worn at all times.

Hair must be neat, clean and cannot be distracting. Headwear is not allowed on campus during school hours unless for religious purposes. Facial jewelry, other than earrings, is not allowed.

In addition to these requirements, there will be specific occasions or situations that will require more professional/dressed-up attire. Students dress-up as an expression of respect and support for the values of the school community. Liturgy days will require more dressed-up attire. On these days and for other occasions that the administration deems appropriate, jeans and t-shirts will not be allowed. School sweatshirts are not allowed on dress-up days.

Different standards for different events may be deemed necessary and appropriate. In such cases, the dress code for the event will be set by the administration for school-wide events. The faculty/coach for a special event will set the dress code for the event. All participants in the special event are required to follow the specified dress code. Any violations will result in disciplinary action.

Enforcement of Dress Code

Students who violate the dress code may be subject to discipline at the School’s discretion, including, but not limited to, detention. In addition, students who are not properly dressed will be asked to change into appropriate attire. If unable to do so, they may be sent home or to the office. Repeated violations of the dress code will be considered acts of insubordination and will be treated accordingly.

Disciplinary Sanctions/Description of Offenses

Examples of inappropriate behavior are included below. JP II reserves the right to discipline students for inappropriate behavior, including, but not limited to, reprimand, social probation, detention, suspension, or expulsion. Such action is in the School’s sole discretion. Nothing in this Handbook should be construed to guarantee use of any specific disciplinary procedure or to otherwise limit the School’s sole discretion in such circumstances.

Absence Without Notification – Parent failing to respond to the attendance offices’ request for verification.

Assault – Assault is defined as a crime of violence against another individual. All acts of violence will be reported to the police. See policy on harassment.

Cell Phone Use – Cell phones can only be used in the main office during school hours. Cell phones can never be used in the library, nor can they be used during before or after-school probation tutoring or detention.

Cheating – Cheating is defined as giving or attempting to give or receive any aid unauthorized by the instructor. Plagiarism is a form of cheating and is defined as passing off another person's work as one's own. Paraphrasing without acknowledgment of authorship is also plagiarism. Borrowing another person's work is another form of cheating. Cheating (including the aiding and abetting of cheating), plagiarism, or copying on tests, exams, papers, or other schoolwork is considered a serious moral and academic offense and will be dealt with by the faculty or administration in its sole discretion. Generally, if a student is found to be cheating:

- The assigned schoolwork involved in the cheating, copying, etc. will be graded zero and the student should receive no credit for that assignment. The student's parents may be notified in writing by JPPII.
- A copy of the notification should be placed in the student's file as well as a copy to the administration.
- A second cheating incident will result in the student receiving a grade of F for the current grading period in that subject and may lead to suspension or expulsion at the School's discretion.

JPPII reserves the right to discipline students for cheating, plagiarism or copying on tests, exams, papers or other schoolwork in its sole discretion. Nothing in this policy or Handbook should be construed to guarantee use of any specific disciplinary procedure or consequence or to otherwise limit the discretion of the JPPII in such circumstances. The penalties are enforced throughout the student's 4 years at JPPII and are accumulative.

Disruptive Behavior – Disruptive behavior is any behavior that interferes with the learning environment. One (1) hour detention for any infraction. Repeated offenses will result in a parent conference.

Dress Code – The purpose of the dress code at Pope John Paul II High School is to lend dignity to both the individual and the school; and to enhance the learning environment. See page 1 for the dress code guidelines.

Eating or Drinking in the classroom - Drinking or eating food, including chewing gum, in classrooms is forbidden. *Water is acceptable.* The only exceptions will include special events for special classroom activities, which should be cleared through the administration. Teacher and students are responsible for necessary cleanup after such a special circumstance.

Extraordinary Parental Conduct (Including off-campus behavior) – Membership in the Pope John Paul II High School community is a privilege and requires a commitment from all to the furtherance of the School's mission. In this respect, if a parent or guardian's conduct interferes with the full development of a student's intellectual, emotional, spiritual and/or physical formation, it is deemed detrimental to the furtherance of the School's mission and therefore is unacceptable. Parents or guardians who do any of the following acts are considered to be acting contrary to the school's mission and policy as reflected in this handbook:

- Intentionally providing tobacco, alcohol or other mind-altering drugs, except where such drugs are prescribed, to any JPPII student or students.
- Knowingly providing a location where any JPPII student or students consume or ingest tobacco, alcohol or other mind-altering drugs, except where such drugs are prescribed.
- Any other intentional act or failure to act which has the effect of assisting or enabling any JPPII student or students to engage in conduct that violates the drug and alcohol and/or extraordinary conduct provisions of this handbook.

As a consequence of any parent or guardian engaging in any of the acts or failure to act identified above, JPPII shall have the right to suspend or expel any or all of that parent or guardian's student or students from the school community. Parental cooperation is essential for the welfare of students. If, in the opinion of the administration,

parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

Extraordinary Student Conduct - Usually the school does not involve itself in student conduct apart from school or school events. However, there may be an occasion when student conduct, whether on campus or separate from the school, will be of such a nature as to negatively reflect on the school and will call into question the student's continuance as a member of the Pope John Paul II Community.

Any student who hosts or facilitates a party or gathering at which alcoholic beverages or other illegal drugs are used by minors, or provides or procures a facility for any such party or gathering, has seriously violated the kind of behavior expected by members of the school community. The student(s) will be suspended pending an investigation.

Forgery – It is considered forgery if a student falsifies any signatures other than their own whether written or electronic.

Gambling – If money is exchanged during any activity, the student is considered to be gambling. This includes bets on games, etc.

Harassment, Intimidation or Bullying - Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, gender or sexual orientation. Harassment can occur at any time during school-related activities or from home in the form of cyber- bullying.

Improper Public Display of Affection – Public displays of affection are inappropriate and not acceptable.

Initiating a false alarm – is when a student purposefully and inappropriately engages an alarm of any kind.

Insubordination – A student will be charged with insubordination when the student fails to cooperate with an adult's request to follow policy and/or procedure.

Language – Profanity and derogatory language is not allowed on campus or at school events.

Leaving campus without permission – Students must provide parental permission and check out with the office.

Loitering – Students are not allowed in unsupervised areas. This includes the parking lot during lunch hours. Students must receive permission from the office or the administration to go to the parking lot during school hours.

Parking lot conduct – Students can only park in their assigned area during school hours. Safety rules must be adhered to at all times.

Physical Violence/Fighting - A student shall not intentionally threaten, cause or attempt to cause physical injury to anyone on or around the school grounds at any time. This includes any school event at home or away.

Skateboards - Skateboards, roller or blade skates are not allowed on campus. Any of these items brought to school will be confiscated and returned only to the student's parents.

Stealing - Stealing school or private property of any kind makes a student liable for expulsion. Selling and buying goods between students in the school without prior authorization is not allowed and calls for suspension from

school. If articles bought and sold are stolen, the transaction makes one liable for expulsion. This includes incidences occurring while attending/participating in a school sanctioned event.

Use of Electronics – JPII strongly recommends that students NOT bring hand-held electronic devices other than student laptop to campus. The school will not accept any responsibility for theft or loss. Students are not allowed to use or visibly display any electronic devices at any time except lunch during school hours. However, teachers reserve the right to allow students to use iPods or similar device at their discretion. Use of hand-held electronics is not allowed in the library at any time. (See the technology policy on hand-held electronics.)

Use/Possession of Weapons - Weapons of any type are strictly forbidden on school property and call for immediate suspension and liable for expulsion. This includes any threats, verbal or written, involving weapons or anything that can be perceived as a weapon. Cigarette lighters and matches are considered weapons and are not allowed on campus.

Vandalism - Students who deface or damage school property will be charged with vandalism and further, they will be subject to restitution and/or punishment by law.

To emphasize, there are certain actions which threaten the safety or security of members of our community that are strictly prohibited. Such actions include, but are not limited to:

- possession of potentially lethal weapons or substances;
- violence or assaultive behavior;
- harassment, intimidation or bullying of individuals within or outside of the school community;
- possession or use of drugs or alcohol;
- theft of personal or school property;
- vandalism or destruction of property; and
- electronic, written, verbal or physical threats towards students, faculty or staff.

These behaviors not only violate JPII rules, but may also violate the law. Engaging in any of these actions may result in immediate dismissal from JPII and may also lead to an individual's arrest.

Detention

Students may be assigned to detention for violating school or classroom rules. Detention will be held after school on Monday, Tuesday and Thursday from 2:50 to 4:00 and will be supervised by the Assistant Administrator or their designee. Detention takes priority over all other activities (e.g., athletic practices, games, jobs, etc.). During detention, a student may be required to do cleaning or maintenance work at the school. This provides an opportunity for the student to make up for the harm his/her violation caused to the school community. Students assigned to detention, who fail to report as assigned, will have an additional day of detention.

Repeated violations or a more serious offense may lead to a student being suspended from school classes.

Suspension

A student may be suspended from attending classes as a result of their misconduct. Suspension prohibits the student from the school grounds or any school activity for the duration of the suspension. Absences because of suspension are not excused. However, suspended students must complete all work assigned during the suspension and make up missed tests within one (1) week of their return. Students on suspension may not participate in athletics or any co-curricular activity.

Parents will receive written notification of a suspension. The student must confer with the administrator in charge before the student will be readmitted to classes. After a suspension, a probationary contract may be developed that must be signed by the student, his/her parent(s), and an administrator.

If a student officer is suspended during the course of the year, he/she will be removed from office for the remainder of the academic year. A student officer suspended during fourth quarter will be removed from office for the remainder of the academic year and will be ineligible to run for either class or executive council positions during the following school year.

Occasionally, the nature of the offense is such that the school feels that the student is in need of medical intervention. If the school deems it necessary that a student is in need of medical intervention, the school can require the student to see a mental health professional. An evaluation/risk report must be provided with recommendations before the student is admitted back into school.

Dismissal

When a student is found guilty of a dismissible offense, the following sequence will occur.

1. The Assistant Administrator will consult with the Principal in all cases of dismissal.
2. Notification of incident is made to student's parents and counselor.
3. Students who are dismissed for disciplinary reasons have the right to appeal this decision (unless otherwise stated) before the Disciplinary Appeal Board. If the student is dismissed, the financial policies as outlined in the Student & Parent Handbook will be in effect.
4. The dismissed student shall return his/her ID card to the Assistant Administrator and return all library books and rented textbooks.
5. The dismissed student will have her/his parent or guardian make the necessary arrangements with the Registrar for transferring records to a new school.
6. The dismissed student shall not be allowed back on the Pope John Paul II High School campus for any reason.
7. The dismissed student will not be allowed to attend any function that is the sole activity/event of JP II High School whether on campus or away.
8. Permission for exceptions to any of the above may be granted upon written request to the administration.
9. The student may appeal for re-admission.

Appeals Process

The Disciplinary Appeal Board is composed of the Assistant Administrator, three faculty members, and another faculty member who is chosen by the student to guide them through the appeal process. The Board will hear all requests for appeal when a student is dismissed, and render recommendations to the Principal.

Procedure

1. Students who are dismissed for disciplinary/academic reasons have the right to appeal this decision before the Disciplinary Appeal Board.
2. The student, parent(s) and a student-selected advocate present their case for review to the Disciplinary Appeal Board.
3. Following this meeting, each faculty member on the Board votes independently on the status of the student.

4. The Assistant Administrator will review this meeting and the results of the vote with the Principal, who makes the final decision in all cases of dismissal.
5. The Assistant Administrator will inform the parents and student of the final decision.
6. If the student is dismissed, she/he must follow the dismissal check out procedures as outlined in the dismissal section.
7. If the student is readmitted, the Assistant Administrator will set the length and terms of the probation based on recommendations from the Disciplinary Appeal Board.

Interpretation of Behavior Policy

Pope John Paul II High School reserves the right to clarify and interpret all policies and regulations.

I have read and agree to abide by the JPPII school rules.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date