



**SULLIVAN MIDDLE SCHOOL**  
5600 25<sup>th</sup> Street South  
Fargo, ND 58104  
701-893-3200 [www.jp2schools.org](http://www.jp2schools.org)

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### **ACCREDITATION**

North Dakota Department of Public Instruction  
Cognia, formerly AdvancED

### **MEMBERSHIPS**

National Catholic Education Association  
Eastern Dakota Conference for Athletics  
North Dakota High School Activities Association

### **SCHOOL PATRONS**

Bishop John Shanley, D.D. – 1<sup>st</sup> Bishop of Fargo  
Bishop James Sullivan, D.D. – 6<sup>th</sup> Bishop of Fargo  
Sacred Heart of Jesus  
Saint John Paul II

### **SCHOOL COLORS**

Red and White

### **SCHOOL NICKNAME**

“Deacons”

### **MISSION STATEMENT**

The Mission of St. John Paul II Catholic Schools is to inspire excellence by teaching the total person and fostering the following of Christ as taught by the Catholic Church.

### **CORE VALUES**

•Community •Excellence •Faith •Learning •Service

## **PURPOSE OF THE STUDENT HANDBOOK**

The student handbook serves as a reference for students, parents/guardians, teachers, coaches, and other school officials who need to be knowledgeable of the procedures, policies, and responsibilities of students in St. John Paul II Catholic Schools (JPII Catholic Schools).

The Administration has the right to make any exceptions to any regulations outlined in this handbook.

## **VISION STATEMENT**

We foster the following of Christ by forming students who:

- Encounter Christ through engagement in prayer and the sacramental life
- Develop lives of virtue based on Scripture and tradition
- Treat each human person with dignity
- Recognize the vocation of living lives in community: family, church, school, civic, and global
- Share the joy of the Gospel with others

We inspire excellence by developing students who:

- Demonstrate academic excellence
- Participate in co-curricular activities
- Integrate knowledge of the Catholic Faith
- Engage in service-learning
- Identify and develop their gifts, talents, and abilities
- Are life-long learners who seek truth, wisdom, and knowledge

We teach the total person:

- Religious and Spiritual
- Intellectual
- Physical
- Emotional
- Social
- Moral

Our work is in partnership with parents, as parents are the primary educators of their children.

## **WELCOME**

Welcome to Sullivan Middle School, a family of learners for all who attend and work here. Whether students, teachers, parents, staff, or clergy, being part of a family means sharing and laughing with each other, as well as building and lifting each other up. Being part of a family means depending on others to support us and steer us in the right direction when we step off the path.

There are rules that go hand in hand with being a part of our Sullivan Middle School family. Trust and respect, for others and ourselves, are expected. There are high expectations for academic and personal behavior, in-school or at co-curricular events, and for all schoolwork.

We are a Catholic school. We pray and worship together and build positive relationships with each other and God. We strive to strengthen our faith and live morally healthy lives.

Thank you for choosing Sullivan Middle School. Thank you for choosing to be a part of our family.

## **SULLIVAN MIDDLE SCHOOL PHILOSOPHY**

Sullivan Middle School strives to proclaim to our students the Gospel of Jesus Christ in the Catholic tradition and to help them grow through a person-centered education. This process encompasses three principal goals: to foster spiritual, intellectual, and physical development of the individual; to form a close, familial community for the purposes of relational growth; and to translate the Gospel message into active concern and action within and outside the school community.

Sullivan Middle School seeks to challenge students' intellectual and physical abilities and spiritual development. It recognizes that education transcends the classroom, addressing itself not simply to the mind, but to the whole person. It also recognizes that its teachers must accept and respect students as unique individuals in order for each student to build a positive self-image and an appreciation for education as a life-long process to be integrated into their lives.

Objectives:

1. To provide opportunities for students to develop as Christians through worship, study, and active apostolates.
2. To provide opportunities for students to grow in occupational, educational, and recreational skills and in knowledge needed for their future through the use of required and elective disciplines.
3. To provide activities and programs for the development of positive relationships with both peer and other age groups.
4. To foster an appreciation and respect for the gifts of the Holy Spirit and of the physical universe as well as fostering a sense of Christian responsibility to share them with others.
5. To lay the foundation for leadership within the Church by encouraging a sense of responsibility for an active involvement in the life of the Church.
6. To foster personal growth by encouraging involvement in co-curricular activities.

The Deacon Way is a way of life that provides clear expectations for students, staff, and parents to participate in a life that exemplifies respect to God, self, and others. Through the study and practice of incorporating virtues into daily life we grow in faith, leadership, character, positive role model, academics and sportsmanship.

The Deacon Way is intended to provide a clear path to "inspire excellence by teaching the total person by fostering the following of Christ as taught by the Catholic Church."

## **SULLIVAN MIDDLE SCHOOL CODE OF CONDUCT**

In the spirit of the Catholic faith, St. John Paul II Catholic Schools' Code of Conduct informs students and parents of the basic expectations of a student. The online Receipt & Acknowledgement form needs to be signed and submitted prior to the start of each school year. For students taking part in fall activities, it must be signed and submitted prior to their 1st day of practice.

### **Preface**

The intention of this Code of Conduct is to assist the students of Shanley and Sullivan to be "*Imitators of God as beloved children and walk in love*" by conforming their thoughts, words and actions to the minds "... which is yours in Christ Jesus," and following His example (CCC 1694). It is meant to ensure a safe, healthy, and moral environment for youth in our school setting. This Code is a reminder that we are all created with dignity in the image and likeness of God (Gen 1:26-28).

Pope St. John Paul II challenged young people to heroic faith. In his message for World Youth Day 2002, he exhorted them *“not be content with anything less than the highest ideals!”* He also said, *“If you have an ardent desire for the Lord, you will steer clear of the mediocrity and conformity so widespread in our society...”* This Code aids in the creation of an environment that aspires to the highest of standards and ideals.

The content of this Code is inspired by the Holy Father’s message, Jesus’ *great commandment* (Matt 22:36-40) of love, and the God given dignity of each person. This Code is one of Christian kindness, respect, hospitality, and care, which will provide an ability to defeat mediocrity and conformity. This Code also reflects Christian stewardship and our proper duty and respect towards places and things.

**The following Code of Conduct will be used in conjunction with existing  
JPII Catholic Schools Student Handbook, policies, and protocols.**

**Responsibility Toward God** – *“You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment.”* (Matt 22:36-38)

- By using God’s name and the name of Jesus Christ only with respect, and never in careless abusive or angry manner
- By respectfully participating in prayer and worship
- By faithfully representing the teachings of the Catholic Church with integrity in word and action
- By showing respect to the Creator by taking care of God’s creation

**Responsibility Toward Self** – *“...whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is an excellence and if there is anything worthy of praise, think about these things. Keep on doing what you have learned and received and heard and seen in me. Then the God of peace will be with you.”* (Philippians 4:8-9)

- By being mindful that God created each of us in His image and likeness participants will act accordingly
- By being truthful, understanding, open-minded, gracious, reliable, and respectful
- By upholding and supporting God’s plan for sexual relations
- By promoting chastity in dress, speech, and action
- By respecting human life in the following ways
  - Not using alcohol, tobacco, and/or any form of illegal drugs
  - Not using profanities
  - Not possessing weapons
  - Not acting in a disruptive manner

**Responsibility Toward Others** – *“The second is like it: You shall love your neighbor as yourself. The whole law and the prophets depend on these two commandments.”* (Matt 22:39-40)

- By respecting the role of adult leaders and administrators and established guidelines
- By reporting immediately to a responsible adult anytime I see the safety of another in jeopardy
- By honoring and respecting the personal dignity and boundaries of others
  - Treating everyone fairly, regardless of sex, race, religious or political orientation, or economic status
- By promoting and maintaining a safe environment for peers
- By making restitution for any damages I may cause
- By demonstrating responsibility toward others, students will not:

- Use physical aggression and/or harm
- Use language that insults, bullies, intimidates, or humiliates
- Isolate or exclude others
- Threaten or use behavior that leads others into disobedience, disrespect for others, or illegal behavior
- Engage in inappropriate sexual behavior
- Steal
- Disrespect the property of others: personal and/or institutional
- Gossip, slander or use malicious speech or jokes
- Use sexual language or jokes that demean God's gift of sexuality or demean the dignity of another
- Cheating
- Cooperate in harmful behavior/harassment, either by encouragement or supportive observation

It shall be an expectation that each student behaves in a manner both on and off campus that is consistent with the Catholic principles of the school. The fact that a student is registered at JP II Catholic Schools indicates that the applicable policies, rules, regulations, and consequences have been examined and accepted by the student and parents/guardians. The school will work cooperatively with parents/guardians and students to assist students in meeting the academic, moral, and behavioral expectations of the school.

### **Minor Misconduct**

Situations of Minor Misconduct will generally be addressed by teachers and/or other staff members as they encounter them.

Minor Misconduct includes, but is not limited to:

1. Academic dishonesty
2. Uniform infractions
3. Excessive noise or disruption
4. Consuming, candy, or food at inappropriate times or places
5. Being out of designated area
6. Tardiness
7. Disruption of the educational process by being disrespectful, by refusal to obey directions, or by talking back to authority
8. Public displays of affection or inappropriate contact
9. Inappropriate use of technology or social media (Policy No. 2003)
10. Possession of over-the-counter medications (Policy No. 5005)
11. Inappropriate language
12. Running, pushing, shoving, or yelling in hallways, classrooms, or common areas

### **Major or Severe Misconduct**

Any incidents of Major, Severe, or Criminal Misconduct will be handled by the school Principals according to this Code. The Administration reserves the right to determine the appropriateness of any disciplinary action, which may include out-of-school suspension or permanent expulsion.

Major or Severe Misconduct includes, but is not limited to:

1. Habitual and/or egregious cheating on tests, plagiarism, or academic dishonesty
2. Repeated refusal to obey directions of or talking back to administrators, teachers, substitute teachers, or other school personnel

3. Repeated disrespect towards school personnel, students, or parent volunteers
4. Threats, fighting, physical injury to students, school personnel, or volunteers
5. Harassment/bullying as defined by the Anti-Bullying/Cyber-Bullying Policy No. 2004
6. Hazing as defined by the Anti-Hazy Policy No. 5010
7. Language that is abusive, racist, or sexually demeaning
8. Egregious misuse of technology or social media
9. Continued swearing or the use of profane or abusive language
10. Leaving school premises without authorization
11. Possession or distribution of obscene pictures, magazines, books, or other materials that contradict Catholic moral teachings
12. False fire alarms or bomb threat
13. Theft, vandalism, damage, destruction, or misuse of school property or property of other students or school personnel
14. Possession and/or use of alcohol, drugs, other controlled substances, or tobacco as defined in the Student Substance Abuse Policy No. 5102
15. Possession or use of prescribed drugs or over-the-counter medications not in accordance with directions
16. The use or possession of weapons or other items perceived as harmful as defined in the Weapons Policy No. 5009
17. Engaging in any assaultive or violent behavior
18. Selling or distribution of drugs
19. Repeated failure to make up a detention in a timely manner
20. Severely inappropriate or irreverent behavior in church or during religious events
21. Public conduct or speech that contradicts Catholic teachings, damages or diminishes the reputation of JP II Catholic Schools or the Catholic Church, or that causes scandal
22. Any violation of the local, state or federal laws
23. Other conduct contrary to the mission of JP II Catholic Schools and deemed inappropriate by the Administration.

### **Parent Concerns Information**

In any school community, it is unavoidable that concerns about various issues may arise from time to time. It is therefore important to have clear guidelines for the handling of those concerns that are based upon sound principles. The most basic guiding norm is the duty to respect the inviolable dignity of each person. From that dignity flow certain moral demands which when met enable us to act in harmony with that dignity.

1. *Fidelity to truth and rendering justice to others requires each of us to adhere to the following:*
  - a. Hold accused person(s) innocent until proven guilty
  - b. Respect their right to a good reputation
  - c. Respect their right to defend themselves
  - d. Respect levels of confidentiality appropriate to the situation
2. *The Catechism of the Catholic Church offers us wise guidance in this area: "Respect for the reputation of persons forbids every attitude and word likely to cause them unjust injury. He becomes guilty:*
  - a. *Of rash judgment* who, even tacitly, assumes as true, without sufficient foundation, the moral fault of a neighbor;
  - b. *Of detraction* who, without objectively valid reason, discloses another's faults and failings to persons who did not know them
  - c. *Of calumny* who, by remarks contrary to the truth, harms the reputation of others and gives occasion for false judgments concerning them." (n. 2477)

Above and beyond our natural duty to render justice to one another is our supernatural responsibility to live by divine charity by loving our neighbor as Christ has loved us. This responsibility is the basic Baptismal duty

of every member of the Church. The school community should radiate the light of charity in both word and deed.

### **Handling of Concerns**

The above principles are reflected in the protocol for the handling of concerns. This protocol is intended to supplement the JPII Catholic Schools Appeal Process Policy No. 2006, approved by the Board of Directors June 2018.

- Parent protocol for addressing concerns.
  1. An effort should be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
  2. One should operate under the assumption that the school staff and administration has handled the situation appropriately until such time as evidence to the contrary is substantiated.
  3. Appropriate chain of command for addressing concerns (each level may require an extended process of dialogue and clarification):
    - a. Concern is first addressed to particular individual involved
    - b. If satisfaction is not achieved, then concern brought to appropriate administrator
      - 1) If teacher => appropriate School Principal
      - 2) If coach, activities leader => Activity Director
    - c. If satisfaction is not achieved at level b, concern may be brought to the President
    - d. If satisfaction is not achieved at level c, concern may be brought to the Chair, Board of Directors
  4. At each level, there should be a timely, reasonable, respectful response to the concern.
  5. If you not are directly involved in the concern, you are not the person to address it. Encourage those directly involved to bring the concern to the appropriate level.
- Consequences for violations of parent concerns protocol
  1. The JPII Catholic Schools recognizes the administrators' authority to exercise discretion within the parameters of JPII Catholic Schools' policy.
  2. The failure to respect personal dignity and/or the principle of subsidiarity (not following the appropriate chain of command and thus involving a higher level too soon in the process) can damage the bonds of communion in the school community. Repairing and restoring the bonds is needed in those times.
  3. Consequences for violation of this protocol may range from restorative steps (apologies, retraction of words, correction of actions) to permanent expulsion of the students for the most severe violations.

### **SULLIVAN MIDDLE SCHOOL RELIGION PROGRAM**

All students are required to take a Religion class for each quarter of attendance at Sullivan Middle School. Religion classes are held with the same frequency as other classes and use the same grading standards. Formal religious instruction aims to point students toward intimacy with Christ and His Church. This includes times of prayer, reading of Scripture, projects, and class discussion, in addition to use of religion textbooks.

**Campus Ministry:** Sullivan Middle School has an assigned Diocesan Priest that leads our Campus Ministry. This initiative is designed to support students and encourage them to live their faith and build strong relationships with God and others. Liturgical celebrations, weekly adoration, school reconciliation services, class retreats, emphasis on character virtues, Teens for Life, and other experiences are part of what Campus Ministry fosters for the following of Christ.

**Prayer:** At Sullivan, our day includes many forms of prayer: Morning Prayer, classroom prayer, weekly school Mass, opportunities for Confession, and other devotions. In all these times of prayer, the expectation is active participation to the best of one's ability.

**The Eucharist:** At Sullivan, Mass is celebrated weekly either as a school or with Shanley High School. Regardless of the location of the liturgy, respect and participation are expected of all students. Students may receive Communion following the guidelines set forth by the United States Conference of Catholic Bishops, as discussed in Religion class.

**Education in Virtue:** The mission of Education in Virtue is to provide strategies for children and adults to grow in virtues and to live out the virtues in their daily life experiences. "A virtue is a habitual and firm disposition to the good. It allows the person not only to perform good acts, but to give the best of him or herself." (CCC1803) At Sullivan Middle School we focus on using the language of virtues to develop character within ourselves and others. Virtues are non-denominational, culturally inclusive, and have no gender bias.

**The Chapel:** All students and staff are encouraged to use the Chapel for prayer and meditation. The Blessed Sacrament is reserved in the Chapel's tabernacle; you are encouraged to visit Jesus there. Eucharistic Adoration and Confessions are available at various times throughout the school year – please check with your Religion teacher for this schedule.

**Retreat:** A retreat is an opportunity to step away from our regular routine to pray, reflect, and build community. A retreat is scheduled for each grade and all students are required to attend. Students who miss the retreat must do some form of make-up work.

**Sacrament of Reconciliation:** The Chaplain will offer daily opportunities for reconciliation and all school reconciliation each semester. Students and staff may also request an appointment time with the Chaplain to receive this sacrament.

**Service:** Our school nickname "The Deacons" literally means "those who serve." In light of this nickname and our school's mission, each year students are required to complete service hours for Religion class. The Religion Teachers will share the specific requirements for each grade level.

## **GENERAL INFORMATION**

**Assemblies:** Assemblies are for the education and entertainment of everyone. All students must attend and will be seated in assigned areas.

- Speakers are treated with respect, politeness, and attentiveness. **Cell phone and device use in any form are not allowed at assemblies.**
- Liturgy is a special form of assembly that requires the full attention, participation, and quiet respect of all attendees.

**Backpacks:** Backpacks are to be used to carry materials to and from school but not to classes. Students cannot carry backpacks during the school day unless other arrangements have been made with the school principal. School personnel can search any backpack being used during the school day without prior consent.

### **Before/After School Guidelines:**

- Students not involved in school-sponsored activities should leave the building by 4:00 p.m.
- Students involved in school-sponsored activities should leave the building immediately after the end of the activity.
- For reasons of school security and personal safety, the academic areas of the building are closed to students before 7:00 a.m. and after 4:00 p.m.
- Upon arrival at school in the morning, all students need to enter the building immediately and go to the Commons area.
- Students will conduct themselves properly at all times within the building and on school grounds.
- Consumption of food and beverages outside the Commons area, running, and excessive noise, among other behaviors, is prohibited. This includes before, during, and after school hours.

**Beverages:** Only plain (no flavorings or other additives) drinking water is permitted in all areas of the school. Students are allowed to carry water bottles during the school day. Any other beverages are permitted in the Commons area only.

**Bus Rules and Regulations:** Students who ride school buses are expected to behave in a courteous manner. Students who violate rules of conduct may lose bus privileges. Consequences for violations that occur on the all buses will also take place once administration is notified.

**Cafeteria/Commons:**

- Students will respect all cafeteria workers and parent volunteers.
- All food and drink, whether from the school kitchen or brought from home, must be consumed in the Commons area. Plain (no flavorings or other additives) drinking water is the only exception.
- Students will use good table manners and positive behavior during lunch. This includes, but is not limited to, speaking at a conversational level, staying seated while eating, and cleaning up after oneself.
- The Federal Hot Lunch program prohibits fast food items from being brought into the school's lunchroom.
- Application forms for free and reduced-price meals are available throughout the year by calling the JPII Business Office: 701-893-3231.

**Cell Phones/Electronic Communication Devices:** Student cell phones are not allowed during the school day. All violations may be subject to consequences. Due to the new 1:1 device initiative the need for personal cell phones during the day is no longer necessary. If parents have vital information that requires immediate attention from their students during the school day, they should contact the school office.

**Change of Address or Family Status:** Parents are asked to notify the school office with any changes in address or phone number for themselves or emergency contacts. Parents are asked to notify the school office for changes in family status due to such instances as divorce or guardian/custody arrangements.

**Custody**

JPII Catholic Schools presumes that both biological parents have access to their children unless a parent provides legal evidence of sole custody rights. It is the custodial parent's responsibility to provide the school with a court certified copy of a court order. Copies of legal documents (custody of child, court approved guardianship or tutorship, or court approved visitation rights) must be on file in the student's cumulative file. Unless a court has ruled otherwise, non-custodial parents have the right to copies of their children's academic records and receive school communications. Custody matters between parents or guardians are to be settled off campus.

**Emergency Preparedness:** Drills will be held periodically during the school year. Students will remain silent in order to hear and follow their teachers' instructions. Exit procedure information is also posted in each classroom.

**Field Trips:** Occasionally students may miss regular classes due to school-related activities.

- BEFORE the absence occurs, students are responsible for obtaining the ABSENCE RELEASE REQUEST form along with the needed signatures from teachers whose classes will be missed. Students with poor attendance or those with academic or behavioral problems may not be permitted to participate in extra activities.
- Students are required to wear school uniforms on these outings unless other arrangements are cleared with administration.
- JPII Catholic Schools will provide transportation for the field trip. Parent/Guardian consent for all field trips is done through the online annual Field Trip Permission sign-off.

**Hall Passes:** Teachers may limit the number of times a student can leave a class.

**Lockers:** Each student is issued a locker with a combination lock to hold books, coats, and other necessary school items

- Students will not share their combinations with other students.
- Valuable items should not be placed in lockers.
- Students may personalize their lockers and use magnets, not tape, as needed. Any words or images considered offensive or counter to the teachings of the Church will be removed.
- Lockers are to be locked at all times when not in use. Nothing can be used to interfere with the secure placement of the locking mechanism.
- The school cannot be responsible for items missing from a locker.

**Media Center:** Students are encouraged to use the Media Center to read, study, and research.

- Students will be calm and quiet and maintain a sense of purpose while in the Media Center.
- Games and social media sites are not allowed on school computers. Emailing as part of an assigned class project is acceptable; other personal email use is not allowed on school computers.
- Students choosing to access unauthorized sites or disregard school computer use guidelines are subject to consequences.
- Materials checked out are due within two (2) weeks. No additional books or materials can be checked out until all overdue materials are returned. Receipt of yearbooks, final reports cards, etc., may be postponed until materials or outstanding fines are remedied.
- No food or beverages are allowed in the Media Center.

**Messages:** Except in cases of emergency, students will not be called out of class for messages. Students will be given messages once in the morning and once in the afternoon. In addition, emails may be sent to teachers from the school office asking them to send students to the office for messages.

**Money/Valuables:** Large sums of money or valuables should not be brought to school.

**Nurse's Office Guidelines:** The school nurse will be available Monday-Friday from 8:00 a.m. to 3:30 p.m. The nurse's role is to promote and maintain optimal health, prevent illness and injuries, and care for those with illnesses and injuries. Students are able to visit the school nurse only after they have received a written pass from their teacher. Going to the nurse's office in between class periods without a pass is not permitted. The student must check in with their classroom teacher and receive a note before coming to the nurse's office. The nurse will visit with the student and determine a treatment plan. Overuse or abuse of the nurse's office may result in a discussion with the nurse, principal, and possibly with the parents to rectify the problem.

**Prohibited Areas:** The central offices, faculty room, kitchen area, maintenance rooms, and faculty parking area are off limits to students. **For safety reasons, students can't be in the auditorium, weight room, or gyms unless accompanied by a teacher, advisor, or coach.**

**Public Display of Affection:** Public display of affection, including hand holding, is not allowed.

**School Business Hours:** School business hours are from 7:30 a.m. until 4:00 p.m.

**School Closing:** JPII Administration will consult with the local weather officials, the Fargo Police, and a visual observation to determine if school will be cancelled or start late. Whenever the JPII Catholic Schools need to close due to severe weather or unforeseen circumstances, the automated Parents Web Parent Alert system will be used to inform you by phone and text. Social media and local news stations will also carry the information. As always, if you feel it is unsafe for your child to come to school because of your family's logistics

on a bad weather day, do not hesitate to make the decision to keep your child home, but a parent needs to notify the school.

**School and Parent/Student Communication:** The following are used to communicate with parents and students:

- Parents' Open House
- Quarter Reports on Student Progress
- Parent-Teacher Conferences
- Automated Parent Alert Messaging System (for emergency and weather-related information)

The following are found at [jp2school.org](http://jp2school.org) and provide 24/7 access to information for parents and students:

- ParentsWeb – check grades, attendance, and lunch accounts
- PowerSchool Learning – teachers' lesson plans, handouts/worksheets, online textbooks (if available)
- Teacher and Staff email addresses
- School Calendar
- Weekly Newsletters

**Security Camera Use:** To maintain the balance between student's right to privacy and JPII Catholic Schools' efforts to provide a safe and secure environment for staff, students, and the general public, JPII may use security cameras in buildings, on school grounds, and in buses. The placement of these cameras will be in public areas where there is no reasonable expectation of privacy.

Any video recording used for security purposes in school buildings, property, or buses used to transport students is the sole property of JPII Catholic Schools. The President or his/her designee shall be the custodian of such recordings. Any video data used as evidence shall be duplicated in a forensically sound manner, placed on read-only media and secured. Files not used as evidence will be kept for twenty days before being overwritten.

Any requests for viewing such files must be made in writing to the President or his/her designee. Such requests will be reviewed in light of confidentiality issues and the Family Education Rights and Privacy Act. If permission to view is granted, the viewing must occur in the presence of the custodian of the record. Under no circumstances will the video be duplicated and/or removed from JPII Catholic Schools unless in accordance with a court order and/or subpoena.

**Signs and Advertising:** Prior consent from the administration must be secured before any signs are posted in the school buildings. Tape is not permitted on painted surfaces when hanging approved signs and posters.

### **ACADEMIC GUIDELINES**

**Grading System:** All Sullivan Middle School teachers use the following grading scale

A	= 100 – 93%	C+	= 81 – 80%	D-	= 65 – 64%
A-	= 92 – 91	C	= 79 – 75	F	= 63 and below
B+	= 90 – 89	C-	= 74 – 73		
B	= 88 – 84	D+	= 72 – 71		
B-	= 83 – 82	D	= 70 – 66		

Students' current grades are available by accessing the ParentsWeb account and report cards are issued at the end of each semester, meaning two times per school year. In consultation with the principal, teachers have the right to adjust grade percentages and may use extra credit or test retakes as options. Each teacher provides students with a course syllabus that includes class expectations, objectives, and the value of all tests, homework, quizzes, etc., that make up the final grade.

**Make-up Work:** Following an absence, students need to have previously assigned work completed. For example, if the student was present on a Wednesday when the assignment was given, absent on Thursday, and back to school on Friday, the assignment given on Wednesday should be complete. Students need to access PowerSchool Learning and teacher lesson plans to print any handouts or assignments that are missed while absent. Teacher discretion will be used in all instances of excused absence.

**Progress Reports:** Parents and students should access ParentWeb periodically to keep up-to-date on assignments and grades. Students who are doing unsatisfactory work of D's or F's will be notified no later than mid-quarter with progress reports. Teachers and administrators may choose to notify parents earlier than mid-quarter, and parents are encouraged to email teachers with questions or concerns as soon as they occur.

### **ATTENDANCE GUIDELINES**

**Daily Attendance Procedures:** Parents need to notify the school office between 7:30 and 8:15 a.m. if their child will be absent that day or the parents will be called. Upon returning to school, a note explaining the absence must be brought to the school office at the beginning of the school day. Notes or calls from people other than parents or legal guardians are not accepted without written notice from the parents or legal guardians. Parents planning to be out of town are asked to notify the school office to provide the name and phone number of the adult authorized to act as legal guardian in the parents' absence.

- **ANY STUDENT ARRIVING AFTER THE START OF THE SCHOOL DAY MUST IMMEDIATELY REPORT TO THE SCHOOL OFFICE.**
- **ANY STUDENT LEAVING BEFORE THE CONCLUSION OF THE SCHOOL DAY MUST SIGN OUT AT THE SCHOOL OFFICE BEFORE EXITING THE BUILDING.**

Students who have been absent for any reason must report to the school office upon arrival at school. A parent's or guardian's note explaining the absence is given to the front desk, and the student receives an admittance slip. This slip is presented to each teacher whose class was missed for the teacher signature or initials. If a written note explaining an absence is not turned in to the office within three (3) days of an absence, it becomes permanently unexcused as part of the student's attendance record.

**General Attendance Policies:** Good school attendance is essential for academic progress and is the responsibility of both the parents and the student. Student contribution to and achievement in class are directly related to attendance. Class discussions and teachable moments add to a student's general knowledge and can't be recaptured if missed. Middle school is a time to prepare for the rigors of high school where poor attendance can lead to loss of credit and the necessity of retaking classes.

- Doctor, dentist, orthodontist, or other appointments during the school day should be eliminated whenever possible. If an appointment is unavoidable, please schedule it so a minimum of class time will be missed and remember to bring a note from the doctor, clinic, or dental office when returning to school.
- Family Trips outside allotted days off are discouraged.

**Attendance Review:** Attendance records are reviewed periodically by administration. When occasions of excessive absence and/or attendance violations occur, reports are mailed to parents and copies are placed in student files. In addition to listing absences and tardies, the report outlines expectations and consequences for the student for the rest of the quarter, semester, or school year.

**It is the policy of Sullivan Middle School that the administration determines if a student's absence is excused or unexcused.** A request to be excused must be made by the parent or guardian, and the school will determine the needs of the student based on information gathered on a case by case basis.

An instance determined to fit one of the categories below will be considered an EXCUSED absence.

**Excused Absences:**

- Illness

- School-sponsored activities
- Funerals
- Sacraments
- Retreats or Church activities
- Requested family trips approved by administration: one-week notice required
- Family emergencies
- Required court appearances
- Medical and dental appointments with 24 hours' notice, please; a note from the medical or dental office must be turned in to office upon return to school so the office can enter excused or unexcused absence for attendance.
- Inclement weather

Students are responsible for making up assignments missed due to absence. PowerSchool Learning is available for access to lesson plans and handouts. A student absent for an extended period of time due to illness needs to submit a physician's note to the school office.

If a student will be absent due to a family trip or other planned leave, parents will give written notice to the office at least one (1) week in advance. It is the student's responsibility to obtain an ABSENCE RELEASE REQUEST Form, known as a "green sheet," from the office and to bring it to all the teachers whose classes will be missed. Teachers will individually determine the time and date when missed assignments are due for their classes. With planned absences, any work not completed before the absence will be due on the day of return to school. All quizzes and tests are also expected to be made up on the day of return to school.

**Unexcused Absences:** Absences from school for reasons other than those already listed are considered unexcused. Examples include, but aren't limited to, leaving school without permission, skipping class, and absence from school without administrative authorization. Consequences may include, but aren't limited to, detention, in-school or out-of-school suspension, or community service. Teachers are not required to provide make-up material, including quizzes, tests, or labs, for students whose absences are considered unexcused. Any work turned in late due to unexcused absence may receive partial or no credit.

If a parent's or guardian's note explaining an absence is not turned in to the office within three (3) days of an absence, it becomes permanently unexcused as part of the student's attendance record.

**Absence Due to School-Sponsored Activities:** Any student involved in co-curricular activities must attend school regularly. Students missing class due to a school-sponsored activity must notify their teachers at least one (1) day in advance to make arrangements for work that will be missed. **While absences due to participation in school-sponsored activities aren't recorded on a student's daily attendance record, students who don't follow the above stated procedure will not receive credit for missed assignments, quizzes, or tests.**

**Absence Effect on School-Sponsored Activities:** A student who misses any part of the school day when a co-curricular event or practice takes place will not be allowed to participate in any capacity that day. Exceptions include previously scheduled doctor's appointments and absences previously approved by the school principal. Students with poor attendance may be denied the privilege of participation in co-curricular activities at any time by school administration.

**Absence Due to Suspension:** A student suspended from school is not allowed to participate in co-curricular activities in any capacity including practices, contests, meetings, or performances of any kind until reinstatement in school has occurred and notification is given to the coach or advisor of the co-curricular activity. Further or continued suspension from co-curricular activities can occur if the severity of the offense warrants as determined by a meeting of the school principal, school activities director, and head coach of the activity.

## **IPII CATHOLIC SCHOOLS POLICIES AND GUIDELINES**

### **Academic Integrity Guidelines:**

This guideline will apply to the following:

- Tests
- Quizzes
- Plagiarism on major papers and projects (with either a published work or another student's work).
- Homework (teacher discretion)
- Forgery of service hours.

### **Students Guilty of Cheating:**

- Will lose credit for the work.
- Will be named in violation of the policy and be reported to the principal, counselor, and parents.
- With a second violation in the same class will be dropped from the class or given an F for the semester.
- With a second violation in a different class within the same academic year will meet with the principal, counselor, parents, and the teachers involved.
- Individual teachers will determine homework policies.
- Other disciplinary actions are at the discretion of the Administration.

### **Activities Eligibility Policy No. 5103**

The JPII Catholic Schools students participating in any activity shall adhere to the constitutions and bylaws of the North Dakota High School Activities Association (NDHSAA) and the policies and guidelines of the JPII Catholic Schools as described in the student handbook.

### **Alcohol Screening and Verification System Policy No. 5101**

The JPII Catholic Schools' administration or designee, at its own discretion, may mandate the use of alcohol screening for any or all individuals as it deems necessary on campus or at any school sponsored event.

### **Anti-Bullying/Cyber-Bullying Policy No. 2004**

Bullying is strictly prohibited by JPII Catholic Schools on school premises, at any school-sanctioned or sponsored activity or event, or in a school-owned or leased school bus or school vehicle. Retaliation or reprisal against a victim of bullying or anyone who witnesses, reports, or provides information on acts of bullying is also strictly prohibited. Any person who is being bullied or who is aware bullying is taking place must immediately report it to a JPII Catholic Schools' faculty, administration, chaplain, or other employee. The JPII Catholic Schools' administration shall deal with reports of bullying or reprisal promptly and confidentially.

Definition of Bullying: Bullying is conduct that is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities, places the student in actual and reasonable fear of harm, places the student in actual and reasonable fear of damage to property of the student, or substantially disrupts the orderly operation of the school. Bullying is the use of aggression with the intention of hurting another person, resulting in pain and distress to the victim.

Without limiting the definition, bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching, or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments focusing on issues regarding sexuality and/or sexual orientation
- Verbal- name-calling, sarcasm, spreading rumors, teasing

### **Anti-Hazing Policy No. 5010**

Hazing or willing participation in hazing activities will not be tolerated by JPII Catholic Schools. Students, personnel, and volunteers who are aware that hazing is occurring, or has occurred, are required to report any information immediately to Staff, Administration or Chaplain. Administration shall deal with reports of hazing promptly and according to specific reporting requirements.

Hazing means any act, including acts via social media, committed by a person whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization that is affiliated with JPII Catholic Schools; and that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating or demeaning the student, or endangering the mental or physical health of a student.

- Involvement in hazing includes but is not limited to soliciting, directing, aiding, or otherwise participating actively or passively in such acts.
  - Hazing occurs regardless of the consent or willingness of a person to participate in the activity.
  - The prohibition of hazing applies both on or off campus.
  - Because it is not always clear to individuals which activities are unacceptable and constitute hazing, student leaders and members of student groups are strongly encouraged to consult with advisors, coaches or other school officials responsible for the program or activity.
1. Would you feel comfortable telling your parents about this activity? If no, you may want to ask a school official.
  2. Are you hiding the existence, or part of the existence, of this activity? If yes, you may want to contact a school official.
  3. Would you be personally willing to participate in every element or role within this activity? If no, you may want to contact a school official.

**Hazing can be a criminal offense as defined under North Dakota law. N.D.C.C. 12.1-17-10 provides:**

Hazing. A person is guilty of an offense when, in the course of another person's initiation into, or affiliation with any organization, the person willfully engages in conduct that creates a substantial risk of physical injury to that other person or a third person. As used in this section, "conduct" means any treatment or forced physical activity that is likely to adversely affect the physical health or safety of that other person or a third person, or which subjects that other person or third person to extreme mental stress, and may include extended deprivation of sleep or rest, or extended isolation, whipping, beating, branding, forced calisthenics, over-exposure to the weather and forced consumption of any food, liquor, beverage, drug or other substance. The offense is a Class A misdemeanor if the actor's conduct causes physical injury. Otherwise, the offense is a Class B misdemeanor.

**Consequences:**

1. Students suspected of violating this hazing policy, including reprisals or retaliation, will be dealt with in accordance with the disciplinary procedures as stated in the Student/Parent Handbooks. The consequences may range from disciplinary probation, suspension (from co-curricular and athletic activities or from school), to expulsion, as well as criminal prosecution.
2. All reports of hazing shall be reported to law enforcement and to the Diocese by JPII Catholic Schools Administration.

**Appeal Process Policy No. 2006**

An appeal concerning any matter relating to JPII Catholic Schools will be processed in accordance with the following regulations:

- Resolution of Ordinary Differences within the School Community
- Recognition of Administrative Authority
- Process of Appeal

**Communicable Disease Control and Infectious Conditions Policy No. 5004**

JPII Catholic Schools will work cooperatively with the Cass County Health Department to enforce and adhere to the State of North Dakota Department of Health guidelines for prevention, control and containment of communicable diseases in schools, so long as those guidelines are consistent with the teachings of the Catholic Church.

Contagious Disease and Illness Criteria

If your child has a contagious disease, the exclusion from school criteria must be followed:

In case of fever:

- Following any fever over 100 degrees, a child should remain home until he/she has been fever free for at least 24 hours without the use of over-the-counter products (i.e.: Motrin, Tylenol-never give a child aspirin). Note that during the early morning hours, a child's temperature will often register as normal, whereas later in the day, it may rise again. This is one reason why a child needs a period of at least 24 hours without an elevated temperature before returning to school.

In case of vomiting or diarrhea:

- Children who have been suffering from vomiting and/or diarrhea need a period of time to regain strength before returning to school. Children should be kept at home for a minimum of 24 hours after the last bout of vomiting and/or diarrhea.

In case of Strep Throat: Children should remain at home for 24 hours after the start of antibiotic therapy. If they return before being on antibiotics for 24 hours, they may still be contagious to others.

### **Computer Technology Materials Policy No. 6001**

JPII Catholic Schools shall provide appropriate hardware, software, and computer technology materials in order to enhance the academic and spiritual development of the students.

### **Concussion Management Policy No. 5108**

JPII Catholic Schools will follow the applicable North Dakota State Statutes for concussion management for all students who participate in JPII Catholic Schools sponsored athletic activity. (See North Dakota Century Code, 15.1-18.2)

### **Digital Citizenship Policy No. 2003**

Access to the JPII Catholic Schools computer network and the Internet by students, staff, and faculty is a privilege and not a right. It is the policy of JPII Catholic Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-55] and the Neighborhood Children's Internet Protection Act [47 U.S.C. § 254(h)].

### **Internet Use Guidelines and Acceptable Use Agreement**

It is the mission of the JPII Catholic Schools to promote the development of life skills for our students and to prepare them to live and work successfully. By providing them with electronic access to information, and the ability to communicate with people throughout the world, students will be better able to compete in today's work force. Electronic research skills are crucial to preparation of citizens and future employees. Students will be provided with guidelines and lists of resources particularly suited to learning objectives of their present environment.

The use of technology and internet is a privilege and inappropriate use will result in cancellation of those privileges. Appropriate computer usage is expected. Serious students bear responsibility to self-govern and to protect their privileges. Serious offenses may result in the need for restitution. Student files are not considered in the strictest sense private property but can be accessed for search or for monitoring. This makes any student accessing the Internet responsible for online activities.

**Acceptable Usage** including but not limited to:

- Students shall not use any electronic devices that in any way disrupts or detracts from the educational environment.
- Use of electronic devices for educational purposes will be optional and at the discretion of the teacher.

- The student takes full responsibility for his or her device and always keeps it with himself or herself. The school is not responsible for the security of the device. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- Students are expected to respect the network and adhere to the Digital Citizenship Policy No. 2003 and the Acceptable Use Agreement when using personal electronic devices.
- Students will be expected to access JPII Catholic Schools' Wi-Fi network during designated school day.
- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
- The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
- Violations of these guidelines may result in loss of use privilege, detention, and/or confiscation of the entire device based on the discretion of school administration, teachers or other school personnel.

**Unacceptable Usage** includes but is not limited to:

- Exploring or transmitting information that conflicts with Catholic moral values.
- Doing anything with respect to software, hardware, or programming which results in damage to the technology or inconvenience to others.
- Violating the privacy of any student, employee, or any other individual.
- Transmitting profane, obscene, pornographic, or other objectionable materials.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Using the technology to cheat.
- Copying proprietary information, including software, in violation of applicable law.
- Plagiarizing, which is taking someone else's words, ideas, or findings and presenting them as your own without properly giving credit to the sources.
- Using the network for personal reasons unrelated to schoolwork, assignments, or legitimate educational purposes.
- Using the network for financial gain, a business activity or any illegal activity.
- Creating, transmitting or introducing computer viruses.
- Deliberately trying to degrade or disrupt system performance. (Such acts may also be viewed as criminal activity under applicable local, state, or federal law.)
- Deliberately damaging technology hardware (students will be responsible for repair expenses)
- Transmitting product advertisement or political lobbying.
- Violating any local, state or federal rule or regulation.
- Granting access to unauthorized persons by intentional action.

### **Drug and Alcohol-Free Environment Policy No. 2009**

JPII Catholic Schools promotes and enforces a drug and alcohol-free environment. Being under the influence or in possession of alcohol, drugs or other controlled substances, while in or on the JPII Catholic Schools' buildings, vehicles, and grounds or at any school-sponsored events on or off campus is prohibited. This policy applies to all persons whether employed, attending, or visiting JPII Catholic Schools.

### **iPad Usage School Issued**

The JPII Catholic Schools are committed to our Catholic Mission by providing an excellent education rooted in Gospel values. While the tenants of our Catholic Faith are timeless, we live in a rapidly evolving world.

Powerful technology is already part of the daily lives of our students and is increasingly integrated into their social fabric and the culture of learning. By preparing our students to communicate and collaborate in an ethical and safe manner, we are preparing them for their future.

Equally important to our mission is the expectation of excellence in preparing students to learn and succeed in the 21<sup>st</sup> Century. 1:1 technology provides anytime/anywhere learning and opens doors to collaboration, problem solving, and critical thinking skills that students need to compete and contribute to our local and Catholic worldview. Mobile learning devices will meet these challenges, as well as allow for more flexibility and opportunities for learning. Teachers will have the ability to create a more active and engaging classroom further advancing our mission to inspire student excellence. Your acknowledgement of the handbook online, is agreeing to allow the school and teachers to utilize a variety of appropriate online educational resources (apps, websites, etc.) that adhere to federal laws protecting personal identifiable information.

Each student is responsible for his/her own school issued iPad. Outlined below are the financial obligations should their iPad get lost, stolen, or damaged.

- **Loss or Theft:** If an iPad is lost or stolen, report the loss to the SHS/SMS Technology Help Desk (Library) and file a report with the police in the community in which the loss occurred. See table below for student responsibility.
- **Accidental Damage:** Accidental damage such as but not limited to a broken screen, spills resulting in device no longer working etc. will cost \$49 per incident (up to 3 incidents during a student’s time at Shanley-Sullivan any additional incidents will be the full cost of repair /replacement).

**Loss or Theft**

Loss/Theft iPad 1 <sup>st</sup> occurrence	\$393 Device
	\$37 Case
Loss/Theft iPad 2 <sup>nd</sup> occurrence	\$500 Device
	\$37 Case
Loss/Theft Power Adapter/Cable	\$40 (\$20)

**Damage**

Case	\$37
Power Adapter/Cable	\$20 each
Accidental Damage	\$49 per incident (up to 3)

Students who graduate or who are no longer enrolled must return their device, power adapter and cable, and case promptly. Items not returned will be billed to the student’s account.

**Locker Search and Seizure Policy No. 5008**

All school lockers are property of JP II Catholic Schools and Administration has the right to conduct searches of these lockers at any time.

**Media Centers Policy No. 6002**

JP II Catholic Schools shall provide reference, supplemental, and recreational materials which are intended to implement, enrich and support the education programs of the schools. Responsibility for the selection of materials purchased for the Media Centers within the network lies with the Media Center professional staff. No duly selected material shall be removed from the Media Center due to a Request for Reconsideration of Instructional Materials, except upon the recommendation of the appropriate School Principal in consultation with Media Center personnel and the President.

**Medication Administration Policy No. 5005**

JPII Catholic Schools' staff will assist in the administration of medications to students consistent with the following guidelines. Parents shall use every effort to have prescription and non-prescription medication administration times set for time periods other than school hours. When this is not possible, the JPII Catholic Schools staff may assist in the administration of medication during school hours. The JPII Catholic Schools staff retains the right to refuse to administer medications or provide other medical treatments.

### **Student/Parent Handbooks Policy No. 5003**

JPII Catholic Schools will ensure each family has access to a current student/parent handbook specific to their child's school. The complete JPII Catholic Schools Policy Manual can be found in the school office.

### **Sexual Harassment No. 2001**

Sexual harassment is recognized as a form of sex discrimination and is against the law. JPII Catholic Schools will maintain a learning and working environment free from sexual harassment. It shall be a violation of this policy for any JPII Catholic Schools employee or student to harass an employee or student through contact or communication of a sexual nature as defined by this policy.

JPII Catholic Schools will investigate all verbal or written complaints of sexual harassment and discipline any employee or student found to be in violation of this policy, which may include termination of employment or permanent expulsion. Sexual harassment may include but is not limited to:

- Sex oriented verbal 'kidding' abuse, or harassment.
- Pressure (subtle or otherwise) for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching, such as patting, pinching, or intentional brushing against another's body.
- Suggesting or demanding sexual involvement accompanied by implied or explicit promises of preferential treatment or threats concerning one's employment or educational status.

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of JPII Catholic Schools, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate JPII Catholic Schools official as designated in these regulations. JPII Catholic Schools makes available the complete Sexual Harassment Policy and Procedures on request for review by all guardians and parents, and other members of the community. The consequence for violation of these rules by students will be determined by the Administration.

### **Student Pregnancy and Parenting Policy No. 5012**

JPII Catholic Schools supports and emphasizes the need to make moral choices that are in compliance with the doctrines and teachings of the Roman Catholic Church regarding chastity, pregnancy, abortion and marriage. The students of JPII Catholic Schools are expected to be chaste. However, in the event a student does become pregnant or fathers a child, this act alone will not constitute reason for exclusion or expulsion. Administration and staff will meet with the student(s) and families to offer support, to encourage them to seek Pastoral care, social services, medical care, and to consider the means by which the student(s) can meet educational goals.

### **Substance Abuse Policy No. 5102**

This policy outlines prohibitions on the use and/or possession by students of alcohol, drugs, other controlled substances, and tobacco and sets forth penalties and consequences for violations of the policy. This policy will be enforced year-round.

JPII Catholic Schools has the responsibility to maintain and promote a healthy learning environment. JPII Catholic Schools recognizes that the use and availability of alcohol, drugs, other controlled substances, and tobacco, on and off campus, presents a danger to the well-being of students and interferes with the education process to the detriment of the entire community. JPII Catholic Schools is committed to the implementation of programs and policies that contribute to the well-being of students through education, prevention, intervention, and staff development.

#### **Definitions**

**Administration:** Includes Principals, Activities Directors and the President.

**Alcohol:** Including but not limited to any alcoholic beverage or other intoxicating substance.

**Co-Curricular Activities:** Are those activities, including athletic programs, clubs and NDHSAA sponsored activities, which are sponsored or approved by JPII Catholic Schools but are not offered for credit toward graduation.

**Documentation:** Report of a violation of this policy, which includes, but is not limited to, self-report, parent report, police report, media coverage, electronic documentation, school official, or other public official report.

**Eligibility:** A student must be fully enrolled and in good standing. A student who is under penalty of suspension, or whose character and/or conduct violates JPII Catholic Schools Code of Conduct, is not in good standing, and additional penalties may apply at the discretion of the Administration.

**Mere Presence:** Being in attendance at a gathering or party where the student knows or has reason to know that alcohol, drugs, other controlled substances, and/or tobacco are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.

**NDHSAA:** North Dakota High School Activities Association.

**On Campus/General Vicinity of the Campus:** Includes any part of any JPII Catholic Schools building or any school premises including parking lots, adjacent property in accordance with Federal Law regarding a Safe and Drug Free Zone, in any school-owned vehicle or any other school-approved vehicle used to transport students to and from school activities; or off school property at any school-sponsored or school-approved activity, including retreats, field trips, school-sponsored trips and co-curricular events where students are being supervised by a school employee or person acting as agent of the school in a supervisory capacity.

**Other Drugs/ Controlled Substances:** Including but not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, designer drugs, club drugs, anabolic steroids, opiates, synthetic drugs, over the counter drugs used for the purposes of getting high and/or not administered in accordance with JPII Catholic Schools Policy No. 5005- Medication Administration, or any other substance or paraphernalia defined by North Dakota Century Code Sections 19-03.1-05 through 19-03.1-13 or as defined by Section 812, Schedules I-V of the Controlled Substances Act, 21 U.S.C 812, including analogues and “look alike” or simulated drugs.

**Possess:** To have on one’s person, in one’s effects, in one’s home, vehicle, clothing, locker, backpack, or in any area subject to one’s control.

**Searches:** At random times throughout the school year; trained dogs will randomly search areas of JPII Catholic School’s campuses. If any substances prohibited by this policy are found in or on a student’s personal property, the JPII Catholic Schools’ Substance Abuse Policy will be enforced. Additionally, any student suspected of being under the influence of any substance prohibited by this policy may be required to submit to a screening process at the discretion of the Administration and at parent/guardian expense.

**School Official:** Includes teachers, counselors, administrators, school resource officer, and any employee appointed by an administrator.

**Tobacco, Alcohol, Drugs and Other Controlled Substance Use:** Includes selling, buying, giving away, supplying, transferring, dispensing, possessing, using or being under the influence of tobacco, alcohol and/or other controlled substances. This definition shall include a legitimate suspicion of the above.

**Tobacco:** Includes any kind or form of tobacco; cigarettes, e-cigarettes, cigars, chew, snuff, etc. and/or any tobacco related devices such as pipes, rolling papers and tobacco containers of any kind.

#### **On Campus/School Sponsored Activity Alcohol, Drug and Other Controlled Substance Use Violation**

Possession and/or use of or being under the influence of alcohol and/or other drugs by students in any form (except by prescription and in accordance with JPII Catholic Schools Policy No. 5005-Medication Administration) is not permitted on campus or in the general vicinity of any campus before, during, or after school, or at a school sponsored activity. Any student who consumes, possesses, sells, supplies, gives away, distributes, or is under the influence of alcohol and/or other drugs on JPII Catholic Schools property is subject to immediate dismissal at the discretion of the Administration.

When documentation (see definition) is received and validated indicating that a violation has taken place on campus or in the general vicinity (see definition) the Administration will follow the procedures as outlined below. The first offense will result in the Administration imposing the following:

1. The student may be suspended for up to three (3) days at the discretion of the Administration and may be reported to law enforcement as deemed appropriate by the Administration.
2. The student will be sent home in the care of their parent(s)/guardian(s) after meeting with the Administration. The Administration will inform the parent(s)/guardian(s) that the student must participate in a minimum of three (3) meetings with an administrative approved staff member. Failure to participate in these required meetings and to follow any recommendations may result in dismissal from the JPII Catholic Schools.
3. The student will be readmitted only after participating in a re-entry conference involving the student, parent(s)/guardian(s), an administrator, and the school counselor. The result of the conference could be a recommendation that the student obtain a professional chemical dependency evaluation by an approved agency at parent/guardian expense. The parent(s)/guardian(s) and the student must agree to release the results of the evaluation to the school. Failure to obtain a recommended evaluation or to follow the recommendations of the chemical dependency agency, and/or conference may result in dismissal from JPII Catholic Schools.
4. At the discretion of the Administration, a student may be required to submit to a screening and/or verification process at an approved site, which may include urine analysis or other medically and legally approved screening processes, for an identified period of time at parent/guardian expense. Refusal by the student and/or parents to comply with this process will constitute a violation of this policy and the appropriate consequences will apply which may include immediate dismissal at the discretion of the Administration.
5. The student will be assessed for appropriate eligibility consequences for co-curricular participation under school policy and NDHSAA guidelines.
6. Parents and students may seek help and support for substance abuse concerns from the Administration. If a student seeks help for a substance problem before being cited for a violation of this policy, no disciplinary action will be taken, although at the discretion of the Administration certain processes outlined within this policy and procedures may still apply and NDHSAA rules will still apply. Disciplinary action will be taken for failure to comply with the recommendations of the Administration or if the student violates the policy or the school receives notification of use. These steps will be taken in accordance with the Amnesty guidelines.
7. Additional consequences may be assigned as deemed appropriate by the Administration.

#### **Off Campus: Police and/or Other Verified reports of an Alcohol, Drug, and/or Other Controlled Substance Use Violation**

When documentation (see definition) is received that an alcohol and/or other drug use violation has taken place off campus, the Administration will follow the procedures as outlined below. The first offense will result in the Administration imposing the following:

1. Contact the parent(s)/guardian(s) of the student and notify them that documentation of a violation has been received.
2. Schedule a parent-school conference involving the student, parent(s)/guardian(s) and the Administration to review the validity and severity of the violation and begin the steps involved with an Off Campus Violation.
3. The student will be required to participate in a minimum of three (3) meetings with an administrative approved staff member. Failure to participate in these meetings and/or follow the recommendations made, which may include a professional chemical dependency evaluation from an approved agency, as well as failure to follow subsequent recommendations stemming from an evaluation, may result in dismissal from JPII Catholic Schools.
4. At the discretion of the Administration, a student may be required to submit to a screening and/or verification process at an approved site, which may include urine analysis or other medically and legally approved screening processes, for an identified period of time. Refusal by the student and/or

parents to comply with this process will constitute a violation of this policy and the appropriate consequences will apply which may include immediate dismissal at the discretion of the Administration.

5. The student will be assessed for appropriate eligibility consequences for co-curricular participation under school policy and NDHSAA guidelines.
6. Parents and students may seek help and support for substance abuse concerns from the Administration. If a student seeks help for a substance problem before being cited for a violation of this policy, no disciplinary action will be taken, although at the discretion of the Administration certain processes outlined within this policy and procedures may still apply and NDHSAA rules will still apply. Disciplinary action will be taken for failure to comply with the recommendations of the Administration or if the student violates the policy or the school receives notification of use. These steps will be taken in accordance with the Amnesty guidelines.
7. Additional consequences may be assigned as deemed appropriate by the Administration.

#### **Additional Offenses for Both On and Off Campus Violations**

Additional offenses of this policy will result in review by the Administration to evaluate the future enrollment of the student in JPII Catholic Schools. The Administration, consistent with the JPII Catholic Schools Code of Conduct, may recommend additional penalties, probation, or dismissal from JPII Catholic Schools.

#### **Mere Presence**

When a student asserts “mere presence” (see definition) for an off campus violation, they will be required to prove their assertion to the Administration by seeking documentation from law enforcement officials, for example obtaining a “Breathalyzer” or field sobriety test, etc. Students should be aware that an intention to leave is not a defense, nor is being a “designated driver.” Students who have successfully asserted “mere presence” will be required to participate in one (1) meeting with an administrative approved staff member and will be assessed for appropriate consequences for co-curricular participation.

#### **Amnesty Guidelines**

JPII Catholic Schools strives to provide an environment that promotes the physical, emotional, and spiritual development of its students. To that end, if a student not having first been caught in violation of this policy, approaches any staff member and requests assistance in dealing with life circumstances (including chemical use and abuse) that are impeding his or her growth and development, JPII Catholic Schools will waive the consequences which would otherwise be imposed for violation of this policy and related provisions contained in the Student Handbook. JPII Catholic Schools will mobilize all reasonable resources to assist the student and the student’s family but will be subject to any and all consequences as defined in the North Dakota High School Activities Association (NDHSAA) constitution and by-laws.

However, if in the opinion of JPII Catholic Schools Administration the student seeking assistance did so for the purpose of avoiding consequences, (for example the student reaches the counselor’s or principal’s office to request assistance in advance of a report of a particular violation which otherwise would have come to the administration’s attention) the student will receive assistance but will be subject to any and all consequences as defined in this policy, Student Handbook and/or NDHSAA rules and regulations.

1. Any student who is found to be in violation of this policy and has not chosen to seek assistance as described in the preceding paragraph, will be given access to assistance but will be subject to any and all consequences as outlined in this policy, Student Handbook and/or NDHSAA rules and regulations.
2. A student can expect that any personal problem he/she discusses with a JPII staff member will be confidential, subject to the welfare of the student or others. An exemption would be if the JPII staff member is called to testify in a judicial proceeding.

#### **Reports of Tobacco Use**

JPII Catholic Schools is a tobacco free community. The use or possession of tobacco (see definition) by students on campus/general vicinity of campus (see definition) and the illegal use off campus is not permitted.

Students who violate the Tobacco Free Policy (JPII Catholic Schools Policy No. 2002) will:

1. Have their parents notified by the Administration for each violation.
2. Participate in a minimum of one (1) meeting with an administrative approved staff member.

3. The student will be assessed for appropriate eligibility consequences for co-curricular participation under school policy and NDHSAA guidelines.
4. Additional offenses against this policy will result in the student being required to complete a Tobacco Awareness/Cessation program approved by the Administration at parent/guardian expense. Documentation of completion of the assigned program must be provided in writing to the Administration within thirty (30) days of notification of any additional violation if so assigned.
5. Additional consequences may be assigned as deemed appropriate by the administration.

### **Activities Ineligibility**

The following will apply to a student in grades 7-12 who is in violation of this policy and/or the NDHSAA guidelines: School Accountability, Period of Suspension, Summer Accountability, Leadership Role Ineligibility, Recognition-Awards Ineligibility, and Mere Presence.

### **School Accountability**

Students participating in co-curricular activities will be held accountable for their choices regarding the use and possession of tobacco, alcohol, drug paraphernalia and/or controlled substances for the entire school year. The use and/or possession of the above-mentioned substances during the school year will result in the implementation of the substance abuse policy.

### **Period of Suspension**

Suspensions imposed under this policy begin when notification is given to the student and parents/guardian by the school administration. The period of suspension is outlined below. Suspensions carry over from one (1) academic year to the next, and periods of summer vacation are not counted towards satisfaction of suspensions. For example, if a student is suspended from activities for six (6) weeks under this policy beginning the last week of a school year, the student will be suspended for the last week of that school year, and the first five (5) weeks of the ensuing school year. Suspensions are cumulative through a student's academic career.

A suspension means that the student may not participate in any public events during the suspension and is not eligible to travel out of town with the team or group during the time of the suspension. However, a student may practice with co-curricular teams during periods of suspension.

### **Violations**

1. First violation: Penalty will be a six (6) week suspension from all school co-curricular activities.
2. Second violation: Penalty will be eighteen-week suspension.
3. Third violation: The student is ineligible for all activities for a minimum of eighteen weeks, after which the student must apply for reinstatement.

### **Summer Accountability**

Students participating in co-curricular activities will be held accountable for their choices regarding the use and possession of tobacco, alcohol, drug paraphernalia and/or controlled substances for the entire calendar year. The use and/or possession of the above-mentioned substance during the summer will result in the implementation of the above-mentioned policy. The period of summer vacation begins June 10th and will be deemed to end upon the commencement of the first NDHSAA practice in August. However, since the student is in violation of the substance abuse policy during the summer, a subsequent minimum two (2) week or two (2) contest suspension (whichever is longer) will go into effect during the student's next season of participation. The contest suspension rule will not be valid if a student does not actively participate in his/her next sport/activity season to completion. If the violation occurs during the summer, the suspension will be enforced from the first authorized date of practice for the next activity in which the student participates.

If a student does not participate at the beginning of the season and completes the season through its duration, the contest suspension rule will start again for the following season.

If the next season falls into the next school year, the contest suspension rule will be applied at that time. A second summer/ violation will result in a penalty in accordance with the NDHSAA rules for a second violation. If a student is suspended from activities for conduct occurring during summer vacation, the suspension will begin as of the start of the next activity. For students participating in fall activities in which practices begin in August, the period of summer vacation will be deemed to end upon the commencement of pre-season practices.

### **Leadership Role Ineligibility**

Any student who has a violation will not be eligible for a leadership role for a period of twelve (12) calendar months from the date the school is notified of or determines that there has been a violation. For purposes of this Policy, "leadership role" includes, but is not necessarily limited to, election to Homecoming Court, class officer, Student Council, team captain, Student of the Quarter award, Student Ambassador, chair or officer of any school club or activity, and participation in Deacon Leadership Team.

### **Recognition-Awards Ineligibility**

Any student who commits a violation of this policy that occurs between the start of an activity's season and that activity's awards banquet, or who is suspended from participation in that activity at any time during its season on account of a prior violation of this policy, will not be awarded a letter, nominated for NDHSAA awards or receive any other recognition/awards for that activity for that season. Participants will also not dress for the activity.

### **Mere Presence**

If a student asserts and proves "mere presence" to Administration for an off campus violation of this policy, they will serve a two (2) week or two (2) contest suspension, whichever is longer. If the violation occurs during the summer, the suspension will be enforced from the first authorized date of the practice for the next activity in which the student participates.

### **Student Records Policy No. 5006**

JPII Catholic Schools recognizes the importance of keeping accurate, comprehensive student records. The President or his/her designee shall ensure that student records are maintained, identified, retrieved, preserved, or destroyed in an efficient manner through best practices and standards. The principal or his/her designee shall act as custodian of records for students enrolled at that school.

### **Student Search Policy No. 5007**

Students of the JPII Catholic Schools may be subject to search when the Administration has reasonable cause to suspect that the student has in his/her possession, any item that is perceived as harmful.

### **Tobacco Free Environment Policy No. 2002**

Smoking and/or the use of any tobacco products, including electronic cigarettes or similar nicotine delivery products, are prohibited in and/or on all JPII Catholic Schools vehicles, school buildings and grounds. This policy applies to staff, students and visitors.

Smoking and/or the use of any tobacco products, as mentioned above, are also prohibited at school events, whether on or off school property. This tobacco free policy includes all events held on any JPII Catholic Schools property whether or not such events are sponsored by, or associated with the school, and all events sponsored by JPII Catholic Schools regardless of where such events are held.

### **Travel and Transportation Policy No. 5011**

JPII Catholic Schools provides for and promotes travel opportunities for students in connection with studies and activities. Every reasonable effort shall be made to make travel opportunities equally available to all students.

### **Weapons Policy No. 5009**

The use or possession of weapons and other items perceived as harmful on all JPII Catholic Schools property and at school related functions is prohibited.

## **SULLIVAN UNIFORM POLICY**

The purpose of the uniform policy is to support a safe and disciplined learning environment, limit external distractions to learning, encourage positive student behavior and modesty, lessen the impact of socio-economic differences, and encourage students to experience a greater sense of school identity and belonging.

**General Information:** Upon entering the school building, all students will follow the uniform policy until the end of the school day. Students in violation of the uniform code will be asked to conform. Students who aren't or won't conform to the policy will not be admitted into the classroom and will be sent to the school principal for appropriate action, which may include calling home for a change of clothes. The school also has extra used uniform pants and shirts of various sizes available for students who are unable to contact someone at home. **Deacon Den apparel is not uniform approved.**

**BASE Layer:** Items may be purchased at any store, vendor or our uniform site for 2020-21 school year.

Polo Shirt: Long or Short Sleeve	Solid Color: Red or White
Oxford Shirt: Long or Short Sleeve	Solid Color: White only
Pants & Shorts: Dockers Style (shorts <b>NOT</b> permitted Dec-Feb)	Solid Color: Navy Blue or Khaki
Skirt/Skort: (tights or leggings are <b>required</b> Dec-Feb)	Solid Color: Plaid: Classic Navy (red)

**Notes for Shirts & Tops**

- Shirts are to be collared with buttons and not have any emblems or logos on them. Only top button undone.
- Solid white or red, t-shirts may be worn under polo or oxford style shirts (no logos or emblems on the t-shirts).
- Shirts must not be tight or form-fitted and must always be tucked in. No undergarments visible.
- Polo shirts are to be cotton, cotton blend or polyester performance blend.
- Polo shirts with buttons only - no zippers, snaps, or clasps.

**Notes for Pants & Shorts**

- NO FORM-FITTING pants allowed, **NO JEGGINGS.**
- No knit, denim, or corduroy fabrics.
- Docker style pants and must have a finished hem.
- **No cargo or jogger style pants.**
- Belts are encouraged but not required.
- Khaki is to be traditional khaki; no green or brown shades.
- Pants/shorts styles are to have a waistband and must be worn at the waist, with no rips or holes.
- **No jean style, yoke stitching or rivets on the pants, as appears on jeans or colored jeans.**
- Docker style walking shorts only with a finished hem, not below the knee, and not more than 4" above the knee.

**Notes for Skirts**

- Skirts must be worn no more than 4" above the knee.
- Plaid is to be Classic Navy (red).
- Leggings & Tights are to be **SOLID ONLY** black, grey, navy blue, red or white. NO patterns allowed.

**OUTER Layer:** Items may be purchased at any store, vendor or our uniform site for 2020-2021 school year.

Sweaters: Crew Neck, V-Neck, or Cardigan	Solid Color: Navy Blue or Red – w/ JPII logo
Sweatshirts: Crew Neck only (unisex)	Solid Color: Red – w/ JPII logo
Fleece Jacket: Full or ¼ Zip (unisex)	Solid Color: Black – w/ JPII logo

**Notes for Outer Layer**

- A Base Layer item must be worn under the Outer Layer.
- No hoods.
- Deacon Den apparel is not dress code approved.

**Clarifications about Clothing and Appearance**

- **School Day Dress:** Upon entering the building, all students must follow the dress code guidelines until the end of the school day or until the last bell has rung.
- **Shoes and Socks:** Socks must be worn with all shoes or sandals.
- **Socks:** Visible socks must be solid Navy Blue, Black, Red or White

- **Fitting:** All clothing must be appropriately sized for the student. **No over-sized or under-sized clothing will be allowed.**
- **Accessories:** Such as jewelry may be worn as long as they do not distract from the uniform or be distracting to others.
- **Hat/Headwear:** No hats/headwear during the school day.
- **Hair:** Must be of natural color and well-groomed.
- **No Facial Hair**
- **Non-Uniform Day:** Non-uniform days will be designated on the monthly school calendar. Students are to wear clothing appropriate for the school environment on those days. No oversized or undersized clothing will be allowed.
  - No clothing that promotes disrespect of the Catholic faith or the teachings of the Church.
  - No clothing or jewelry that displays or promotes the use of alcohol, drugs, or obscene language.
  - No tank tops, spaghetti straps, low necklines, or bare midriff tops.
  - Shoes **MUST** be worn.
  - No yoga pants, tight fitting pants or pants with rips or with holes.
  - All clothing must be appropriately sized for the student, neither over-sized nor form-fitting.
  - Shorts, skirts or dresses not more than 4" above the knee.
  - No hats or hoods up.

**Clothes for PE Classes:** Clothing permitted for physical education classes is by direction and at the discretion of the gym teacher.

- Shorts should be long enough to permit free movement.
- Boxer shorts and yoga pants are not allowed.
- Tee shirts and shorts cannot advertise alcohol, tobacco, display vulgar or inappropriate words, nor have images inconsistent with our Catholic faith.

**Events and Travel Attire:** Students are representing St. John Paul II Catholic Schools in all aspects of student life and therefore need to act and dress respectfully. Appropriate and modest attire is an expectation on school trips, school sponsored events, and at co-curricular activities.

**The following are prohibited at during the school day:**

- Wearing jackets or non-uniform outerwear.
- Tattoos visible.
- Piercing other than earrings.
- Wallet chains.

**PLEASE NOTE: For the 2021-2022 schools year all uniform items must be ordered through our uniform site at [Globalschoolwear.com](http://Globalschoolwear.com), school code JOHN05.**



**SULLIVAN/SHANLEY ACTIVITIES HANDBOOK**  
**Mr. Michael Breker, Activities Director**

**Forward**

Sullivan Middle School and Shanley High School's Co-Curricular Activities extends the work of JP II Catholic Schools by offering another environment in which the education of the whole child can be fostered to help students grow towards a deeper understanding of themselves and their role as followers of Christ.

## **JPII Catholic Schools Coaches Vision Statement**

*“To inspire excellence in all that we do, through the teaching of Christ. Coaches within JPII Catholic Schools believe:*

- *Positive relationships are the foundation of a successful program.*
- *Meaningful competition provides an atmosphere in which individual and team growth can take place.*
- *Participation is both important and a privilege.*
- *Activities should teach positive values like sportsmanship, dedication, hard work, and responsibility.*
- *Activities are part of the educational experience, and enhance physical, mental, and social health. “*

The Deacon Way is a way of life that provides clear expectations for students, staff, and parents to participate in a life that exemplifies respect to God, self, and others. Through the study and practice of incorporating virtues into daily life we grow in faith, leadership, character, positive role model, academics and sportsmanship.

The Deacon Way is intended to provide a clear path to “inspire excellence by teaching the total person by fostering the following of Christ as taught by the Catholic Church.”

SportsLeader is a Catholic virtue-based formation program, building on the Deacon Way, that offers an intentional way for student-athletes to grow their Catholic faith and shape their character. SportsLeader promotes a virtue each week that the teams incorporate into their meetings, practices, and competitions. Virtue equals strength.

## **THE JPII CATHOLIC SCHOOLS AND THE NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION (NDHSAA) POLICIES**

### **Activities, Practices and Events Policy No. 5107**

JPII Catholic Schools will strictly limit practices and activities on Sundays, Holy Days of Obligation, Wednesday evenings, and days of religious significance. Games, performances and events sponsored by the JPII Catholic Schools shall be discouraged on Sundays, Holy Days of Obligation, Wednesday evenings and days of religious significance. All exceptions are to have final approval from the President.

### **Activities Eligibility Policy No. 5103**

JPII Catholic Schools students participating in any activity shall adhere to the constitutions and bylaws of the North Dakota High School Activities Association (NDHSAA) and the policies and guidelines of the JPII Catholic Schools as described in the student handbook.

### **Substance Abuse Policy No 5102**

This Policy outlines prohibitions on the use or possession by students of alcohol, tobacco and illicit drugs, and sets forth penalties and consequences for violations of the policy. Refer to page 19.

Co-Curricular Activities Substance Abuse Violations – The period of suspension shall begin the date the school administration becomes officially aware of the violation.

1. First violation: Penalty will be a six (6) week suspension from all school co-curricular activities.
2. Second violation: Penalty will be 18-week suspension.
3. Third violation: The student is ineligible for all activities for a minimum of 18 weeks, after which the student must apply for reinstatement.

### **General Guidelines for all three offenses**

Consequences for violations are cumulative throughout the middle school years and again within the high school years.

1. Suspension periods will cover consecutive weeks whenever a violation occurs during the school year. Periods of suspensions can and will be carried over from one year to the next.

2. Violations occurring out of season or during the summer are enforced from the first contest of the next season of participation for the student during the following year. Students who elect to participate in any activity must remain in good standing and complete the season of that activity in order for that participation to constitute service of a suspension.
3. The participant will not be involved in any public recognition or activity during the suspension, although students will be allowed to continue to practice. Participants who are suspended from activities will not be included in performances\*, drama productions, and awards presentations.  
\*Music performance exceptions apply only to those students who are required to participate in the three designated curricular concerts, which are established by administration.
4. Any student who has a violation that occurs during the season or prior to the awards presentation will not be awarded a letter or receive any other recognition/awards for that activity.
5. Any participant who has a violation may not be eligible for a leadership role for a period of twelve calendar months from the date of the violation.

#### **Middle School Activities Competition Level Policy No. 5104**

This policy governs the competition level for all JPII Catholic Schools middle school students in co-curricular activities. Subject to the criteria and procedures listed in the policy's appendix, any JPII Catholic Schools student in grades 7th or 8th is eligible to participate in a co-curricular activity at a higher level.

#### **High School Activities Competition Level Policy No. 5105**

Any JPII Catholic Schools student in grades 9-12 is eligible to participate in a co-curricular activity at a higher level as determined by the coach and/or Activities Director. Underclassmen are allowed to play at any level as determined by the coach.

#### **Concussion Management Policy No. 5108**

JPII Catholic Schools will follow the applicable North Dakota State Statutes for concussion management for all students who participate in a JPII Catholic Schools sponsored athletic activity. (See North Dakota Century Code, 15.1-18.2)

There are numerous provisions identified in the state law. One is a requirement that schools provide to student athletes and parents information regarding concussions incurred by students participating in athletic activities. Students and their parents can read this information on the Activities webpage. It is highly recommended that every student athlete and parent successfully complete the 20-minute National Federation of High School's online course. *"Concussions in Sports-What you need to Know"* The course can be accessed at: [www.nfhs.org](http://www.nfhs.org)

Athletes will be removed from activity if they show any of the following signs and symptoms related to a mechanism of concussion:

Headache	Mood Changes	Poor Balance
Feeling Tired	Blurred Vision	Nausea
Dizziness	Sensitive to Sound	Confusion
Loss of Memory	Irritable	Sensitive to Light

Only an Appropriate Health Care Professional (AHCP) can determine if an athlete has sustained a concussion. JPII Catholic Schools has designated a contracted Certified Athletic Trainers and/or any contracted attending physicians providing coverage at home games.

#### **Return to Play Protocol**

1. Return to Play Protocol
2. Athlete will be removed from activity for remainder of the day.
3. Athlete will be instructed to avoid physical activity, including PE class until given clearance by AHCP.
4. The athlete must be asymptomatic for 24 hrs. before they are given an exertion test and take the Post-Concussion IMPACT test.

5. If the athlete passes ImPACT/exertion test they are ready for light activity.
6. If they remain asymptomatic for 24 hrs. after light activity, they are ready for sport specific activity
7. If they remain asymptomatic for 24 hrs. after sport specific activity, they are ready for non-contact training drills and activity.
8. If they remain asymptomatic for 24 hrs. after non-contact training drills and activity, they are ready for full contact practice and activity.
9. If they remain asymptomatic for 24 hrs. after full contact practice and activity they will be cleared for return to play.

Note: If the athlete becomes symptomatic during course of protocol, he or she will be re-evaluated by AHCP for clearance before restarting the Return to Play Protocol.

### **Clearance for Return to Play**

1. All athletes that have sustained a concussion must go through the return to play protocol, even with physician clearance.
2. Only the JPII Catholic Schools AHCP can provide clearance for return to play.
3. Exceptions to above: A requirement that the student or student's parent obtain written authorization from health care provider (as described above) before returning to practice, training, or competition. The student or parent must provide this authorization to the student's coach or athletic trainer.
4. Athlete may possibly return to activity if they are not diagnosed with a concussion.

## **ACADEMICS AND ATHLETICS**

Participation in co-curriculars is a privilege. With this privilege come responsibilities in the areas of preparation, attitude, sportsmanship, and academics. These responsibilities exist both in and out of school, both in athletic and non-athletic settings. We recognize the need for God's support and guidance in meeting these responsibilities.

JPII Catholic Schools has a rich tradition and history in academic excellence among its students participating in school activities. Students who are involved generally have had higher GPAs, and each year a high number of varsity programs qualify as Scholar Teams based upon a cumulative GPA of 3.2 or better. Parents can play an important role in helping students balance the demands of academics, school activities, and school in general. The preparation and practice necessary for success in either activities or academics is equally important.

### **Academic Eligibility Guidelines**

The following rules and regulations will govern academic eligibility of students participating in a High School and middle school co-curricular activities within the JPII Catholic Schools.

- Students must be enrolled in six (6) classes each academic semester.
- Students must maintain a minimum cumulative GPA of 1.5 and have a minimum GPA of 1.5 at the end of the quarter or semester.
- Students who receive a failing (F) grade (regardless of their GPA) at the end of any official grading period will be declared academically ineligible.
- Students with a grade of Incomplete (I) at the end of an official grading period will be ineligible until that grade is changed.
- WF-withdraw/fail, counts as an F on GPA.

A student who fails to meet any of the above stated rules and regulations will be placed on academic probation. Academic probation excludes a student from participating in any team or individual competition or co-curricular performance of any kind. The student may still practice and attend program/activity-related meetings. The Activities Director will contact the parents/guardians, via mail, and the student, in person, to discuss the student's academic situation.

### **Official Grading Period for Shanley and Sullivan for determining academic probation**

1. First Quarter Mid Term ("F" Grades)
2. First Quarter report card (For GPA and "F" Grades)
3. Second Quarter Mid Term ("F" Grades)
4. Second Quarter report card (For GPA and "F" Grades)
5. First Semester
6. Third Quarter Mid Term ("F" Grades)
7. Third Quarter report card (For GPA and "F" Grades)
8. Fourth Quarter Mid Term ("F" Grades)
9. Fourth Quarter report card (For GPA and "F" Grades)
10. Second Semester
11. Eligibility report

\*Students receiving a failing grade at the quarter or semester grade will be ineligible for activities.

### **Correction of Academic Deficiencies**

Any student who is placed on academic probation based on receiving a failing grade on a report card may be removed from probation by improving that grade to a passing mark by the next official midterm, quarter, and/or semester grade check. The student must be passing all their classes to become eligible.

Any student who is placed on Academic probation based on receiving an incomplete (I) on a report card may be corrected by completing the necessary work.

Academic probation based on a GPA of less than 1.5 at the end of any official grading period may be corrected by earning a GPA of 1.5 or better at the end of the next official grading period which would be the end of a quarter, and/or semester which includes no grade of "F".

### **School Attendance Guidelines**

Any student involved in any co-curricular activity must meet their academic needs by attending school regularly. Refer to the following policies previously defined on page 13: Absence Due to School Sponsored Activity, Absences Due to Suspension and Tardy Regulation.

## **ACTIVITIES GENERAL STANDARDS AND GUIDELINES**

### **Calling Off Practice**

- All practices are cancelled on days in which school is cancelled because of weather or other unforeseen reasons.
- On days that activities are cancelled because of weather and practices are allowed, all practices must be completed, and all students must be out of the building by 6:00 p.m.

### **Captain's Practices**

Captain's practices are not sponsored or supervised by JP II Catholic Schools. JP II Catholic Schools assumes no liability for participants involved in captain's practices.

### **Dress and Grooming**

Students who participate in co-curricular activities are expected to dress appropriately, modestly, and in accordance with JP II Catholic Schools "non-uniform day" guidelines. Coaches/Advisors may establish and post appropriate standards with each individual group. Participants should also expect to be neatly groomed, with clean and well-kept hair.

### **Participation Fees**

JPII Catholic Schools have established a fee system for all students who participate in co-curricular activities within the JPII Catholic Schools. The participation fees are found on the Tuition & Fees Plan, participation fees are non-refundable after the first nine (9) scheduled practices.

### **Participation Guideline for Students Multiple Co-Curricular Activities**

Many of our students are involved in several activities which occasionally conflict with each other outside of the school day. Academic and co-curricular leaders should make every effort to work with the student to determine a positive solution that allows the student to attend part of both activities, if possible.

- Concert vs. practice – student attends the concert
- One of the three designated curricular music concerts vs. game – student attends the concert since this is an academic class - they are earning a grade for the concert
- Performance dress rehearsal vs. practice – student attends the performance dress rehearsal
- Performance dress rehearsal vs. game – student attends the game
- Concert vs. regional/state competitions – student attends the competitions

Should a state music and a state activities event occur simultaneously, student, advisor/coach and parents/guardians would work together for a decision in the best interest of the student.

### **Practice Attire**

Athletes are to dress appropriately and may not wear a shirt that has been altered in any way at practices. T-shirts that have the sleeves cut off and have been cut out down the side of the shirt are prohibited. This includes all practices and camps held and sponsored by JPII Catholic Schools or any of its coaches. Attire rules apply to practices and camps that take athletes off campus such as long training runs or offsite runs/practices.

### **Transportation Guidelines**

It is the belief of the administration that when the teams traveling to and from co-curricular contests is an important part of the team building process. Therefore, for all contests or events outside of the Fargo/Moorhead area that JPII Catholic Schools supplies the transportation, participants are required to travel to and from the contest or event in the JPII Catholic Schools approved vehicle(s). If parents need to drive their own child home from an out of town event where transportation is provided by the JPII Catholic Schools, they must sign the Travel Release Form before doing so. Under no circumstances will a participant be permitted to drive their own vehicle to a contest outside of the Fargo-Moorhead area.

### **Winter Travel Guidelines**

Beginning November 1, all participants in activities must have the following winter apparel in their possession when loading buses to travel outside the Metro area.

- Winter coat
- Winter cap or stocking hat
- Winter gloves or mittens
- Winter foot apparel

## **ATHLETIC CAUTIONS, CONSIDERATIONS, AND RESPONSIBILITIES**

Activities can be highly competitive and physical conditioning plays a major role in the preparation of the student athlete. Because of the intense demands of participation, students must observe the practice rules, procedures, and training progression that are given. This, in turn, should address the need for safety, learning, and the overall desire to succeed and enjoy the sport. A few risks will be highlighted; however, additional risks may not be mentioned, but care should be taken to follow these suggestions:

### **Preparation for Activity**

- Clothing, shoes, and protective equipment for your sport should fit properly and be worn during practices and contests. Remove all jewelry before participation.
- Individuals requiring athletic training services should arrive early to receive treatment to avoid being late for practice. All physical problems that are chronic or may interfere with participation should be reported to the trainer and coaches.
- All athletes must have their annual physical exam on file prior to the start of the season and should report in sound physical condition/sport appropriate.
- If needed, shatterproof glasses and/or appropriate eyewear should be worn when needed.

### **Locker Room and Practice**

Be alert to the surroundings to prevent any injuries. Students should not engage in roughhousing or horseplay which could lead to injury. Keep soap and shampoo in the shower area and report to a coach or trainer any problems with foot or skin infections. Close and lock your lockers whether you are at a home competition or on the road. Do not leave valuables out, as locker rooms are frequently used by visiting teams and outside organizations after school. When spikes/cleats are used for the sport, they should not be worn in the building. Please put them on outside and remove them before entering. If locker rooms are used inappropriately, they may be closed after school.

### **General Sport Cautions**

- Be alert to dehydration symptoms. Students should remain well hydrated throughout the season of participation.
- Do appropriate stretching and warming up before the start of activity.
- Inappropriate use of required equipment for the sport is forbidden.
- Assist with the equipment check at practice and game sites to ensure safety.
- Do not overload equipment. Always be certain to observe noted limits.
- When practice or competition is taking place outdoors, always be mindful of pending weather conditions that could threaten safety.
- Proper safety procedure for individual sports will be covered by coaches in each specific activity.

### **Emergencies**

Because of the nature of sports, injuries may occur. All injuries must be called to the attention of the coaching staff and athletic trainer. Some injuries may require more intense management. When such an incident occurs, the practice, scrimmage, drill, or contest should be stopped. Make sure the coach, trainer, or other site manager is aware of the problem. If necessary, additional assistance should be called. If a fire or safety alarm occurs, the site should be evacuated, with all participants moving a safe distance away from the facility.

## **ATHLETIC INSURANCE AND INJURIES**

Activities can play an important role in your student's development; however, there is a risk of injury occurring during participation. We encourage all parents to have medical coverage in the event that an injury occurs while their student is involved in activities or during the regular school day. JPII Catholic Schools does not provide insurance coverage for student participants other than prescribing to a catastrophic insurance through the NDHSAA. JPII Catholic Schools has a certified athletic trainer on staff during most practices and contests. The athletic trainer will consult with the parents and make recommendations if they believe further attention is needed by a physician.

### **Injury Treatment Basics for Home**

As a parent, you may find yourself treating a sports injury at home. When treating an injury, remember RICE.

**Rest:** Stop working the injured area and rest. Avoid anything that causes pain in the injured area.

**Ice:** Apply ice to control swelling and reduce pain. While applying heat may "feel good", it actually increases the swelling and recovery time. Always apply ice first.

**Compression:** Wrap the injured area to control the swelling. If the skin is discolored (blue or purple), a doctor should be consulted.

**Elevation:** Elevate the injured area to assist with the control of swelling and to provide relief from other discomfort.

Please inform your child's coach or athletic trainer of any injuries that you think they might not be aware of.

## **STUDENT ELIGIBILITY NDHSAA/JPII CATHOLIC SCHOOLS**

JPII Catholic Schools is a voluntary member of the North Dakota High School Activities Association and the National Federation. Both of these associations have developed guidelines and rules. The list below represents a summary of the regulations dealing with student eligibility. The rules are found in the NDHSAA Handbook online at [www.ndhsaa.com](http://www.ndhsaa.com) under publications on the homepage. Your role in following the rules will ensure eligibility to participate in co-curricular activities. Not following the rules could lead to ineligibility and/or forfeiture of contests. Decisions regarding eligibility may not be appealed.

If you have a question regarding one of the regulations, or have some other question dealing with eligibility or participation, please feel free to contact the Activities Director at your school.

### **Age**

A student becomes ineligible on or after he/she reaches the age of 20.

### **Physical Exam**

A student must have an annual physical on file with the athletic trainer. A physical must be obtained on or after April 15 and will remain in effect for the upcoming school year.

### **Amateur Status**

A participant will become ineligible in an activity if they receive cash for participating in a contest. They will also be ineligible if they participate in activities, schools, tryouts, or games sponsored by professional athletic organizations during the season of a sport. Competing in a contest under an assumed name will also cause a student to become ineligible. Participants may accept any cup, medal, or trophy (not cash) for winning or placing in a competition providing the value of the award does not exceed \$75.

### **Playing on Teams Outside of School**

A student shall not have participated in a similar athletic contest during the same sports season as a member of any other than a high school team nor as an unattached individual in non-school contests during the high school season in that sport, and the penalty for this violation shall be loss of eligibility from the date of the infraction for six contests for each violation in that sport. (Example: if a student is on the school basketball team, he/she may not play on a non-school basketball team during the school season. He/she may be on a volleyball club team during basketball season, and not lose eligibility).

### **Summer Camps**

Students may participate in summer sports camps. Participation in summer camps for fall sports is not permitted after July 31st. Students may participate on city recreation or independent teams or as unattached individuals during the summer until the opening of the high school season in that sport.

### **Transfer**

If a student transfers from one school to another after their 9th grade year without the family moving into the Fargo Public Schools District, the student will be ineligible for varsity competition for one (1) calendar year at Shanley High School.

### **All Star Competition**

Students shall not compete in any sport under NDHSAA jurisdiction in All Star events or in national competition without having written permission from the NDHSAA. Participation in such contests will cause the student to lose eligibility.

### **Misbehavior During Contests**

If a student is found in violation of the ethics of competition or the EDC description of good sportsmanship, he/she may be barred from interscholastic competition either as a participant or spectator, or both, for the current and future events.

### **TRYOUTS AND STUDENT ASSIGNMENT WITHIN THE PROGRAM**

All eligible students have the opportunity to try out for a school activity. Each activity has a starting date, and there will be a minimum of three days of tryouts/practice before team selections will be made. Sub-varsity and lower level program students need to be invited to try out for a higher-level program.

Students at try-outs are evaluated using three areas of criteria: General Commitment to the Program and Program Rules; Skills and Abilities; and Eligibility and Conforming with Eligibility Guidelines.

### **DEACON WAY PARENT/SPECTATOR SPORTSMANSHIP**

We All Play a Role.....

Rarely is a contest played without negative reaction from a coach, participant, or spectator in the stands on a call made by the official. Officials do make mistakes, as well as coaches, players, and yes, the "fans". School activity programs can bring out the very best in our participants, students, and adults, or it can bring out the worst. Everyone has a role to play. We can do this by being a good example and by following a few simple practices.

#### **General Guidelines**

- Be a gracious host and show respect for our opponents
- Respect the decisions made by the contest officials
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs
- BE A FAN, NOT A FANATIC
- Realize that a ticket is a privilege to observe the contest and support the activities, not a license to verbally assault others or be generally obnoxious
- Examples of a Good Sport
  - Exhibits spirit of benevolence and genuine concern for the opponent
  - Accepts results gracefully and acts fairly and courteous at all times
  - Maintains self-control in all circumstances
- Unacceptable Behavior
  - Disrespectful or derogatory yells, chants, songs, or gestures
  - Criticizing officials in any way; displaying a temper with an official's call

### **PARENT/COACH COMMUNICATION**

Both parenting and coaching are extremely difficult tasks. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As a parent, you have a right to understand what expectations are placed on your child when involved in our programs. This begins with clear communication from the coach of your child's team.

### **Communication You Should Expect From Your Child's Coach**

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the team
3. Location and times of all practices and contests
4. Team requirements: i.e. fees, special equipment, off-season conditioning
5. Procedures should your child be injured during practice or a contest
6. Discipline that might affect your child's participation

### **Communication Coaches Expect From Parents**

1. Concerns expressly directed to the coach
2. Notification of any schedule conflicts well in advance
3. Specific concerns regarding a coach's philosophy and/or expectations

As your child becomes involved in the programs of JPII Catholic Schools, he/she will experience some of the most rewarding moments of his/her life. It is also important to understand that there might also be times when things do not go the way you or your child wishes. During those times it is important to have an open dialogue with the coach. *"Too many people enjoy the comfort of opinion without struggling through the labor of thought"* -- John F. Kennedy

### **Appropriate Concerns to Discuss With Coaches**

1. The treatment of your child mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

As a parent it may be very difficult to accept your child's playing time. Coaches are professionals. They make judgment decisions based upon what they believe to be the best for all the students involved.

### **Issues Not Appropriate to Discuss With the Coach**

1. Playing Time
2. Team Strategy
3. Play calling
4. Other student athletes

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern:

1. Call to set up an appointment to meet with the coach.
2. Student-Athlete must attend meeting with parents
3. If the coach cannot be reached, call the Activities Director at your school.
4. Please do not attempt to confront a coach without a scheduled appointment, such as before or after practice or a contest. Meetings of that nature usually do not promote resolution.
5. Communications regarded as "group communications" will not be entertained. Petitions and/or unplanned large group meetings are unacceptable

*What Can A Parent Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution?*

Follow Parent Concerns Protocol, see page 6.

### **NCAA ELIGIBILITY**

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has outlined rules on eligibility, recruiting, and financial aid. The NCAA consists of three membership divisions: Divisions 1, 2, & 3. Institutions are members of one or another of divisions, based upon the size and scope of their athletic programs and whether they provide athletic scholarships or not.

If a student is planning to enroll in college as a freshman and wishes to participate in either Division 1 or 2 athletics, he/she must be certified by the NCAA Eligibility Center. The Center was established as a separate organization by the NCAA members in 1993. Their purpose is to provide consistent interpretations of the NCAA eligibility requirements for all prospective student athletes.

### **The Student Athlete’s Responsibility While in High School**

Complete the following forms:

1. Register with Eligibility Center
2. Complete SAT or ACT Exam
3. See school counselor for the Center registration
4. Have a school transcript sent to the Eligibility Center.
5. Complete Amateurism Certification

These actions should be taken by the end of the student’s junior year to insure adequate time for processing.

<https://web1.ncaa.org/eligibilitycenter>

### **ACTIVITY AFFILIATIONS**

Shanley High School and Sullivan Middle School are affiliated with the National Federation of High School Activities and the North Dakota High School Activities Association. These schools provide regulations through the association’s rules, policies and programming.

The middle school is affiliated with the F-M Area League. Competition in Girls’ and Boys’ Basketball, Volleyball, Wrestling and Track and Field is scheduled with other member schools, Valley City, Wahpeton, Ben Franklin, Discovery, Carl Ben Eielson, Moorhead, West Fargo Liberty Middle School, and West Fargo Middle School.

Members of the Eastern Dakota Conference include the following high schools:

<b>School</b>	<b>Mascot</b>
Devils Lake.....	Firebirds
Fargo Davies.....	Eagles
Fargo North.....	Spartans
Fargo South.....	Bruins
Grand Forks Central.....	Knights
Grand Forks Red River.....	Roughriders
Shanley.....	Deacons
Valley City.....	Hi-Liners
Wahpeton.....	Huskies
West Fargo.....	Packers
West Fargo Sheyenne.....	Mustangs

The Eastern Dakota Conference school information may be found on the following website: <http://www2.edutech.nodak.edu/edcsite/> and [www.easterndakotaconference.org](http://www.easterndakotaconference.org).

### **CLUB CONSIDERATIONS & RESPONSIBILITIES**

Activities can be highly competitive, and practice is a major role in the preparation of these activities. Because of the intense demands of participation, students must observe the practice rules, procedures, and training progression that are given. This, in turn, should address the need for safety, learning skills, and the overall desire to succeed and enjoy the activity.

If there is a particular health concern related to a participant that may interfere with or limit the student’s participation in the activity, parents need to notify the coach/advisor (s) of these concerns. Every effort will be made, if possible, to allow the student to continue to participate. Students participating in activities are

encouraged to take care of their health. Eating healthy and getting enough rest become extremely important to success in the activity. During competition, participants are encouraged to drink water rather than pop or other beverages.

Activities do require a significant time commitment. Many activities are held on Saturdays and require some travel. The days are long and return times are most often estimates. The coach/advisor (s) will provide a time “window” of the expected time of return from an event, but participants and parents should be aware that events may run longer than expected (due to travel, number of participants in a particular activity, awards ceremonies, etc.).

The coach/advisor (s) also recognizes that students are often involved in other activities. Whenever possible, coach/advisor will work with students to accommodate other activities. Students are encouraged to participate in other activities. No student will be denied participation because of conflicts with other activities. When initial efforts to resolve participation conflicts fail, the Administration will review the circumstances and make a decision.

**Emergencies**

In the event of an emergency, the advisor/coach should be notified immediately. If necessary, additional assistance will be secured and parents will be notified. It is important that all participants provide emergency contact information to the coach/advisor prior to the start of the season. Any changes to this information should be given to the coach in a timely manner.

**Responsibilities**

Unsportsmanlike conduct is not acceptable. Be positive in your interaction with other competitors and officials. Never discuss tournament results or ballots at the tournament site. Share your concerns with your coach/advisor at the conclusion of the event. If you have a concern about something that is taking place during an event, take your concerns to your coach/advisor not to another team members or contestants.

**DIRECTORY OF JP2 CATHOLIC SCHOOLS ACTIVITY ADMINISTRATION**

Activities Director’s Office.....	701-893-3218
Activities Administrative Assistant.....	701-893-3255
Fax Number.....	701-893-3277
JP2 Catholic Schools Website.....	<a href="http://www.jp2schools.org">www.jp2schools.org</a>
EDC Website.....	<a href="http://www2.edutech.nodak.edu/edcsite">www2.edutech.nodak.edu/edcsite</a>
Activities Calendar.....	<a href="http://www.easterndakotaconference.org">www.easterndakotaconference.org</a>

Our No. 1 Priority Sportsmanship, Ethics, and Integrity are the fundamental components of high school activity programs. Each group identified with the conduct of interscholastic activities must fulfill its respective role and responsibilities to ensure the awareness and practice of **SPORTSMANSHIP, ETHICS, AND INTEGRITY.**

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|----------------------|-----------------------|
| Coaches/Advisors     | Officials             |
| Student Participants | School Administrators |
| Parents/Fans         | State Association     |

**Student and parent signatures on the online Receipt and Acknowledgement signifies acceptance and acknowledgement of the information in the student/parent handbook, including the Student Code of Conduct, Parent Concerns Protocol, Internet Guidelines and Acceptable Use Agreement, iPad Agreement, and Activities Handbook.**

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