



## **ACCREDITATION**

North Dakota Department of Public Instruction  
Cognia

## **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  
Sacred Heart of Jesus  
Saint John Paul II

## **SCHOOL COLORS**

Red and White

## **SCHOOL NICKNAME**

“Deacons”

## **SCHOOL SONG**

Forward for Shanley High.  
Never give up and don't say die!  
We will cheer our team to victory.  
We will keep our spirits high!  
You Rah! Rah!

Forward for Shanley High.  
We will fight to win this game.  
We will fight, fight, fight!  
We will cheer, cheer, cheer!  
Victory for our Shanley High!  
Fight!

## **MISSION STATEMENT**

As followers of Christ, the mission of St. John Paul II Catholic Schools is to teach the total person by inspiring virtue and excellence as taught by the Catholic Church.

## **VISION**

*“Be who God meant you to be and you will set the world on fire.” – St. Catherine of Siena*

St John Paul II Catholic Schools send forth Students who will set the world ablaze by

Their reverence for the truth;  
Their commitment to virtue;  
Their zeal to serve; and  
Their devotion to Jesus Christ.

## **CORE VALUES**

Community | Excellence | Faith | Learning | Service



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## **PURPOSE OF THE STUDENT/PARENT HANDBOOK**

The student/parent 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.

## **WELCOME**

Welcome to Sacred Heart 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 Sacred Heart 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 Sacred Heart Middle School. Thank you for choosing to be a part of our family.

## **SACRED HEART MIDDLE SCHOOL PHILOSOPHY**

Sacred Heart 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.

Sacred Heart 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.”



## **SACRED HEART 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 Sacred Heart 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 JP II 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. Not being where expected
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 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, including digital, 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. 5018
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 or disciplinary consequences 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 JPII 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 JPII Catholic Schools and deemed inappropriate by the administration.

### **EXPECTATIONS FOR COMMUNICATING CONCERNS**

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 and approved by the Board of Directors June 2020.

- 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
    - If teacher => appropriate School Principal
    - If coach, activities leader => Activity Director
  - a. If satisfaction is not achieved at level b, concern may be brought to the President
  - b. 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 are not directly involved in the concern, you are not the person to address it.
6. 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.



## **SACRED HEART MIDDLE SCHOOL RELIGION PROGRAM**

All students are required to take a Religion class for each quarter of attendance at Sacred Heart 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:**

Sacred Heart Middle School has an assigned Diocesan Priest who 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 virtues, Deacons for Life, and other experiences are part of what Campus Ministry fosters for the following of Christ.

### **PRAYER:**

At Sacred Heart, 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 Sacred Heart, 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 Sacred Heart 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; all 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, as determined by the principal.



**SACRAMENT OF RECONCILIATION:**

The chaplain will offer daily opportunities for reconciliation. At all school reconciliation each semester, all students are required to meet with a priest and may choose to ask for a blessing if not receiving the sacrament. Students 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.
- 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 between classes. Students cannot carry backpacks during the school day unless other arrangements have been made with the principal. School personnel can search any backpack being used during the school day without prior consent.

### **BEFORE/AFTER SCHOOL GUIDELINES:**

- The academic areas of the building are closed to students before 7:00 a.m. and after 4:00 p.m. for reasons of security and safety
- Upon arrival at school in the morning, all students need to enter the building immediately and may go to the Commons
- Access to lockers and classrooms is prohibited until 7:45 a.m.
- 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
- Students will conduct themselves properly at all times within the building and on school grounds
- Running and excessive noise, among other behaviors, are prohibited.

### **BEVERAGES:**

Only plain (no flavorings or other additives) drinking water is permitted in all areas of the school. Students may carry water bottles during the school day. Snacks are not allowed in the classrooms.

### **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.

### **CAFETERIA/COMMONS:**

- Students will respect all cafeteria workers and parent volunteers
- All lunch items must be consumed in the Commons area.
- 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 JP II Business Office: 701-893-3231

### **CELL PHONES:**

Cell phones provide a uniquely tempting distraction to teenagers from the academic and social life of the school. Therefore, cell phones and smart watches are prohibited during the school day. From a student's arrival at school until the final bell of the day, they are not to be used, seen, or heard during any part of the school day. They may not be carried on one's person – such as in pockets, pencil cases, or lunch boxes – and must be turned off and stored in one's car or backpack.

If parents need to contact a student during the school day, they should call the school's main telephone number requesting that a message be delivered to the student. Students needing to communicate with their parent/s during the school day should seek permission to call home from the school office.

**Students who do not adhere to these expectations will have their mobile devices confiscated and turned into the school office. Mobile devices will be returned at the conclusion of the following school day, or when a parent physically retrieves the device from the office, whichever is sooner.**

### **Changes of Address or Family Status:**

Parents are asked to notify the school office with any changes in address, email, 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:**

JP II 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:**

At St. John Paul II Catholic Schools, the safety and well-being of our students and staff is a high priority. That is especially true during school emergency situations. To provide an effective response to a school emergency, JP II Catholic Schools has developed an Emergency Response Plan. The Plan works in conjunction with the various emergency agencies in the region as well as other schools' plans in the metro area. These plans are reviewed annually and as needed following an emergency.

Throughout the year, each school conducts training and drills to prepare students and staff for possible emergency situations. Some drills and preparations are only practiced by the staff during professional development time. These exercises prepare staff and students to act quickly and help minimize fear during an actual emergency. Students and/or staff will participate in fire and lockdown drills as well as evacuation and sheltering procedures. Although standard protocols and procedures provide the basis for our response, our response to an emergency is greatly influenced by each specific situation.



Besides regular safety inspections and periodic review of security procedures, the school buildings will remain locked during the school day with visitor entrances controlled. For security reasons, certain components of our emergency response plans are not publicly available.

During an emergency, the school phone system may not be accessible. Typically, parents will be alerted to emergency situations through the Parent Alert System.

#### **FIELD TRIPS:**

Occasionally students may miss regular classes due to school-related activities.

- Field trip details will be communicated by the appropriate school personnel before they occur
- Parent/Guardian consent for most field trips is done annually through the online Field Trip Permission sign-off

#### **HALL GRACES:**

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 are not to 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 Catholic 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 is not responsible for items missing from a locker
- All school lockers are property of JPII Catholic Schools, and the administration has the right to conduct searches of these lockers when deemed necessary. Refer to Student Search and Seizure Policy No. 5007

#### **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 or devices
- Emailing or messaging as part of an assigned class project is acceptable; other messaging is not allowed
- 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 delayed 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. Messages will be relayed to students in a timely manner.

**MONEY/VALUABLES:**

Large sums of money or valuables should not be brought to school.

**NURSE'S OFFICE GUIDELINES:**

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 permission from their teacher. The student must check in with front office staff before going to the nurse's office. 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, and maintenance rooms are off limits to students. Music teachers will give passes for student use of practice rooms. **For safety reasons, students cannot be in the auditorium, weight room, or gyms unless accompanied by a teacher, advisor, or coach.**

**PUBLIC DISPLAY OF AFFECTION:**

Public displays of affection between students are 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:

- Parent Open House
- Weekly Newsletters
- Quarter Reports on Student Progress
- Parent-Teacher Conferences with student's advisory teacher
- Other parent/teacher meetings scheduled upon request
- Automated Parent Alert Messaging System (for emergency and weather-related information)

The following can be found at [jp2schools.org](http://jp2schools.org) and provide 24/7 access to information for parents and students:



- FACTS (ParentsWeb) – check grades, attendance, and lunch accounts
- Schoology (previously PowerSchool Learning) – teachers’ lesson plans, handouts / worksheets, online textbooks (if available)
- Teacher and/or Staff email addresses
- School Calendar

**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 Sacred Heart 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		Failure of a semester class will result in required summer enrichment.
B-	= 83 – 82	D	= 70 – 66		

Students' current grades are available by accessing the FACTS (ParentsWeb) account and report cards are issued at the end of each quarter, meaning four times per school year. 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. Students need to access Schoology for 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 FACTS (ParentsWeb) periodically to keep up to date on assignments and grades. FACTS is setup to send an automated grade notice weekly. Teachers or administrators may notify parents, and parents are encouraged to contact teachers with questions or concerns as needed.



## **ATTENDANCE GUIDELINES**

- **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.**

### **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. 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.

If the main office is not notified of the reason for an absence, it is marked unexcused. 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 cannot 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 avoided 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 school-scheduled days off are discouraged.
- **It is the responsibility of the parent or guardian to notify the school office of any planned absences. It is the student's responsibility to notify their teachers and make arrangements for missed work.**

### **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 Sacred Heart Middle School that the principal determines if a student's absence is excused or unexcused.**

### **EXCUSED ABSENCES EXAMPLES:**

- Illness
- School-sponsored activities
- Funerals
- Sacraments
- Retreats or Church activities



- Family trips: a one week notice to the principal is requested
- Family emergencies
- Required court appearances
- Medical and dental appointments with 24 hours' notice, requested
- Inclement weather

Students are responsible for making up assignments missed due to absence. Schoology is available for access to lesson plans and handouts. Teachers will individually determine the time and date when missed assignments are due for their classes.

#### **ABSENCE DUE TO SCHOOL-SPONSORED ACTIVITIES:**

Students involved in co-curricular activities must attend school regularly. Students missing class due to a school-sponsored activity will need to notify their teachers to make arrangements for work that will be missed.

#### **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 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 principal, school activities director, and head coach of the activity.

#### **TARDY REGULATIONS**

Students are expected to be on time for all classes. Students arriving at school after classes have begun should report to the school office. In this instance, students must obtain an "Admittance Slip" for class admittance. Excessive tardies may necessitate a conference with parents, student, and administration to determine the next course of action.



## **JPII CATHOLIC SCHOOLS POLICIES AND GUIDELINES**

The complete JPII Catholic Schools policy manual can be found in the principal's office. Please contact your principal if you wish to see any of the following policies in their entirety.

### **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 within the same academic year the student will meet with the principal, counselor, parents, and the teachers involved
- Other disciplinary actions are at the discretion of the administration

### **ACTIVITIES ELIGIBILITY POLICY NO. 5101**

The JPII Catholic Schools students participating in any activity shall adhere to the constitutions and by-laws 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. 5017**

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/cyber-bullying is strictly prohibited by JPII Catholic Schools on school premises, at any school-sanctioned or sponsored activity or event on and off campus, in any vehicle used for official school purposes, through technology, or electronic media. *More importantly, regardless of where and/or how the act of bullying occurs, if it results in a substantial interference with the bullied student's educational opportunities, those actions may be subject to the procedures set forth in this policy.*

Retaliation or reprisal against a victim of bullying or anyone who witnesses, reports, or provides information on acts of bullying is also strictly prohibited.

All incidents of bullying will be addressed and/or viewed in accordance with Catholic teachings and/or beliefs.

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 and 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
- Would you feel comfortable telling your parents about this activity? If no, you may want to ask a school official
- Are you hiding the existence, or part of the existence, of this activity? If yes, you may want to contact a school official
- 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 which provides for:**

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**

St. John Paul II Catholic Schools network (JPII Catholic Schools) will work cooperatively with the appropriate county health departments to enforce and adhere to the North Dakota Department of Health (NDDoH) 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.

Infectious Disease Criteria: If your child has a contagious disease, JPII Catholic Schools follows the criteria set by the ND Department of Health. Details can be found on the Parent Resource page of the JPII website under Medical Information and [ND Contagious Disease & Illness Requirements](#).

### **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 school issues 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 SCHOOL 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 tenets 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/SHMS Technology Help Desk (Media Center) 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 and hardware issues such as, but not limited to, a broken screen, broken or non-working power cord/adaptor, significant battery issues, and/or broken Apple Pencils are covered under Apple Care+ for Schools (up to 2 incidents per year for 4 years beginning Fall 2022). Additional incidents will be billed to the student's account at the full cost of repair/replacement.
- **iPad Cases:** Apple Care+ for Schools requires the use of pre-approved iPad cases. Cases provided by the school meet the Apple Care+ criteria. Damage that occurs with unauthorized accessories will not be covered; the full cost of repair or replacement will be billed to the student's account. See table below for a list of approved keyboard cases.

### Loss or Theft

iPad	\$450
Apple Pencil (grades 9-12)	\$89
Case	\$35
Power Adapter, Cable	\$20 each

### Damage

Case	\$35
Power Adapter, Cable	\$20 each
Accidental Damage	\$0 (iPad and/or Apple Pencil; up to two incidents/year, billed full cost after coverage is exhausted or expired)

### Approved Keyboard Cases

Logitech Rugged Combo 3 (keyboard case)
Logitech Rugged Combo 3 Touch (keyboard case w/ built-in trackpad)
Brenthaven Smart Connect Keyboard Case

Devices will be collected and inventoried at the end of each school year. Returning students will receive their equipment at the start of each year. Items lost or returned with damage will be replaced or repaired and billed to the student's account.

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



### **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.

### **NAME AND BRAND IDENTITY POLICY NO. 2010**

Our schools continue to have a rich Christ-centered tradition of Catholic education in North Dakota since its founding in 1882 by the Sisters of the Presentation of the Blessed Virgin Mary. The name and brand established are deeply rooted in faith and values that have cultivated a community of faith, learning, and service. This policy aims to support and protect the integrity of the JPII Catholic Schools' visual identity, ensure consistency, and support its growing reputation.

The JPII Catholic Schools crests, shield, and "Shanley Deacons" are registered trademarks with the State of North Dakota. Use of any JPII Catholic Schools' name, crest, and/or shield are to be in strict accordance with the graphic requirements in the JPII Branding Guide found on the JPII website under Quick Links.

### **SEXUAL HARASSMENT POLICY NO. 2001**

JPII Catholic Schools will maintain an academic, co-curricular, and working environment free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and is against the law. Employees, students, and volunteers of JPII Catholic Schools may not engage in sexual harassment. JPII Catholic Schools will investigate all verbal or written complaints of sexual harassment and discipline any employee, student, or volunteer found to be in violation of this policy. Violations of this policy may trigger mandated reporting to law enforcement and/or Child Protection Services.

Sexual harassment may include but not limited to:

- Sexually oriented verbal "kidding," obscene jokes, abuse, or harassment
- Pressure (subtle or otherwise) for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome sexual conduct or inappropriate physical contact,
- Suggesting or demanding sexual involvement accompanied by implied or explicit promises of preferential treatment, or implied or overt threats concerning one's employment or educational status
- Unwelcome sexual conduct or inappropriate communication using electronic technologies, including but not limited to pressuring to submit to or distributing images of what is commonly referred to as "sexting"
- Sexually oriented nonverbal behavior such as gestures and ogling

Anyone who believes they have been the victim of sexual harassment by a student, employee, or volunteer of JPII Catholic Schools, or a third person with knowledge or belief of conduct which may constitute sexual harassment, should immediately report the behavior to school administration.



### **SEXUAL OFFENDERS ON SCHOOL PROPERTY NO. 2005**

A sexual offender, as defined in North Dakota Century Code Section 12.1-32-15, who has pled guilty or been found guilty of or has been adjudicated delinquent of a sexual offense against a minor or is required to register under NDCC Section 12.1-32-15 or equivalent law of another state may not knowingly enter upon the real property of JPII Catholic Schools without the express, written permission of the President of JPII Catholic Schools. Any employee, volunteer/visitor, parent/guardian of a student, or student charged with a criminal sexual offense against a minor is required to give notice to the President of JPII Catholic Schools. Violations of this policy may be reported to law enforcement under NDCC Section 12.1-20-25.

### **STUDENT SUBSTANCE ABUSE POLICY NO. 5018**

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.

### **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.

### **OFF CAMPUS: POLICE AND/OR OTHER VERIFIED REPORTS OF AN ALCOHOL, DRUG, AND/OR OTHER CONTROLLED SUBSTANCE USE VIOLATION**

When documentation is received that an alcohol and/or other drug use violation has taken place off campus, the student will be held accountable for their choices regarding the use and possession of tobacco, alcohol, drug paraphernalia and/or controlled substances 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.

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.

### **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.

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.

### **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 SEARCH AND SEIZURE POLICY NO. 5007**

Students may be subject to a search when the administration has reasonable cause to suspect that the student has in his/her possession or belongings any item that is perceived as illegal, harmful, dangerous, or property not deemed as their own. A search may take place while a student is at school, on school grounds, or at a school-sponsored activity and seizure of any items in question found may occur.

### **TOBACCO-FREE SCHOOL 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.

### **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.

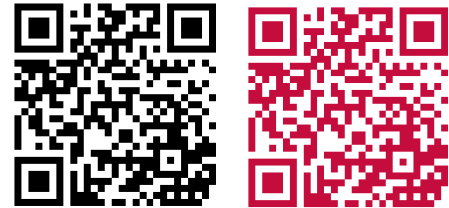


## SACRED HEART UNIFORM POLICY

The purpose of the Sacred Heart Middle School 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 socioeconomic differences by using a common vendor, and encourage students to experience a greater sense of school identity and belonging.

All available options can be found by scanning the QR codes on the right, or manually insert the address <https://www.globalschoolwear.com/school/JOHN05> into your browser.

Subscribe for sale alerts on the site.



### GENERAL INFORMATION:

Upon entering the school building, all students must follow the uniform policy until the end of the school day. Students in violation of the uniform policy will be asked to conform. Students who cannot or will not conform to the policy will not be admitted into the classroom and will be sent to the principal for appropriate action, which may include calling home for a change of clothes. The school has extra used uniform pants and shirts of various sizes available for students who are unable to contact someone at home. Parents are encouraged to remind students to build the habit of checking their apparel throughout the day to ensure shirts remain tucked, buttons buttoned, and skirt length appropriate, etc.

**Deacon Den apparel is not uniform approved.**

### BASE LAYER:

Items must be from the JP II uniform site with the JP II crest logo.

Polo Shirt: Long or Short Sleeve	Red or White
Oxford Shirt: Long or Short Sleeve	White
Pants & Shorts (shorts <b>NOT permitted</b> Dec-Feb)	Khaki or Navy
Skirt/Skort (tights/leggings are <b>required</b> Dec-Feb)	Navy Large Plaid

### Notes for Tops

- Solid white t-shirts may be worn under polo or oxford style shirts (no visible logos or emblems on the t-shirts)
- Shirts must be tucked in at all times, must not be tight or form fitted. No undergarments may show
- Only top button undone

### Notes for Pants & Shorts

- **NO form fitting pants** allowed
- Must have finished hem, without rips, holes, or tears
- Belts are encouraged but not required
- Shorts not to be more than 4" above the knee



**Notes for Skirts/Skorts**

- Skirts must be worn no more than 4" above the knee
- **NO rolled waistbands**
- Shorts should be worn under the skirts that do not show and must be black or navy only
- Plaid is to be the Classic Navy (red)
- Leggings & Tights are to be **SOLID ONLY** black, grey, navy, red, or white. NO patterns allowed

**OUTER LAYER:**

Items must be from the JPII uniform site with the JPII crest logo

Sweaters: Crew Neck, V-Neck, or Cardigan	Red
Sweatshirts: Crew Neck only (unisex)	Red
Fleece Jacket: Full or ½ Zip (unisex)	Black or Red

**Notes for Outer Layer**

- A polo or oxford shirt must be worn under the Outer Layer

**CLARIFICATIONS ABOUT CLOTHING AND APPEARANCE**

- **Shoes and Socks:** Socks must be worn with all shoes or sandals
- **Socks:** Visible socks must be solid Navy, Black, Red, or White
- **Fitting:** All clothing must be appropriately sized for the student. **No over-sized or under-sized clothing will be allowed. Parent/Student is responsible for appropriate fit and length**
- **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. **NO LEGGINGS** as pants
  - 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 Sacred Heart Middle School during the school day:**

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

**All available options can be found on the JP II uniform site:**

**[Globalschoolwear.com](http://Globalschoolwear.com) | School – Code JOHN05.**

**(Subscribe for sale alerts on the site)**

Uniform exchanges will be setup during parent/teacher conference and various times during the year.





# Shanley High School / Sacred Heart Middle School 2023-2024 Activities Handbook Activities Office

Shanley High School and Sacred Heart Middle School's Co-Curricular Activities extends the work of JPII Catholic Schools by offering another environment in which the education of the total person can be fostered to help students grow towards a deeper understanding of themselves and their role as followers of Christ. Our mission is accomplished through the teaching and practice of virtue and instilling "The Deacon Way."

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 in all that we do.

*"Real greatness is found in living for others; in being a servant to others. We call that the Deacon Way."* Bishop John Folda, Diocese of Fargo

JPII Catholic Schools Activities strongly emphasizes respect, sportsmanship, good citizenship, student character, and virtue. As representatives of our schools, coaches, parents, teachers, staff, alumni, and student participants are expected to be good role models and to honor human dignity by treating others with respect.

We embrace the Catholic teaching that each person is created in the image and likeness of God and shares a fundamental human dignity. As a Catholic school, we strive to provide an environment dedicated to protecting and fostering the development of that dignity. It is through education in virtue and life of Grace that students learn how to exercise their God-given freedom responsibly. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you" (John 13:34).

St. John Paul II Catholic Schools expressly prohibits bullying in all forms, either by an individual or group of aggressors. We believe that developing a culture where the dignity of the human person is honored always is the most effective way of preventing instances of bullying among students. However, at times we fall short and instances where bullying is suspected, witnessed, or reported in the realm of Activities, the Policy No. 2004, Anti-Bullying/Cyber-bullying will be applied.

*"The correct practice of sport must be accompanied by practicing the virtues of temperance and sacrifice; frequently it also requires a good team spirit, respectful attitudes, the appreciation of the qualities of others, honesty in the game and humility to recognize one's own limitations. In short, sports, especially in less competitive forms, foster festive celebration of friendly coexistence. While playing sports, Christians also find help in developing the cardinal virtues – fortitude, temperance, prudence, and justice."* St. John Paul II





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

### **ACTIVITIES, PRACTICES AND EVENTS POLICY NO. 5104**

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. 5101**

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

### **SUBSTANCE ABUSE POLICY NO 5018**

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.

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 suspension/s 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. 5102**

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. 5103**

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. 5105**

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. Athlete will be removed from activity for remainder of the day.
2. Athlete will be instructed to avoid physical activity, including PE class until given clearance by AHCP.
3. The athlete must be asymptomatic for 24 hrs. before they are given an exertion test and take the Post-Concussion ImPACT test.
4. If the athlete passes ImPACT/exertion test they are ready for light activity.
5. If they remain asymptomatic for 24 hrs. after light activity, they are ready for sport specific activity
6. If they remain asymptomatic for 24 hrs. after sport specific activity, they are ready for non-contact training drills and activity.
7. If they remain asymptomatic for 24 hrs. after non-contact training drills and activity, they are ready for full contact practice and activity.



8. 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 in activities 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 any of the grade-check dates below will be declared academically ineligible.
- Students with a grade of Incomplete (I) at the end of a quarter will be ineligible until that grade is changed.
- WF-withdraw/fail, counts as an F on GPA and academic eligibility.

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 and may not miss any class time until the subsequent eligibility check. 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 HIGH SCHOOL AND SACRED HEART MIDDLE SCHOOL**

Eligibility checks for participation in co-curricular activities will be based on the current grade at 8:00 a.m. on the dates listed below or final quarter grade. Any students with a failing grade will be ineligible to compete but may practice with the team. The ineligible student is not permitted to miss school for the activity, including travel time. They may regain eligibility only upon the subsequent check. Students failing the Q2 check will be ineligible for a period of two weeks. Students failing the Q4 check will be ineligible for the remainder of the season.

Semester 1	Semester 2
September 20	February 7
October 4	February 21
October 18 (Q1)	March 6 (Q3)
November 22	April 10
December 6	April 24
December 21 (Q2)	May 8
	May 22 (Q4)

**CORRECTION OF ACADEMIC DEFICIENCIES**

Any student who is placed on academic probation based on receiving a failing grade at grade check may be removed from probation by improving that grade to a passing mark by the next 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 (at quarter grades only) may become eligible once necessary work is completed.

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**

Students involved in any co-curricular activity must meet their academic needs by attending school regularly. Refer to the Attendance Guidelines on page 28.

**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 forecast 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 JPII Catholic Schools. JPII Catholic Schools assumes no liability for participants involved in captain's practices.

**Eligibility for Captain Selection**

1. Student must have participated in the Activity at the Varsity Level the season prior



2. Student must not have had any violations of the NDHSAA policy as to Student Substance use
3. Student must not have been Academically ineligible at the time of application or at the time of appointment
4. Student must not be or at any time during the student's enrollment at Shanley (JPII grades 9-12) have been found to violate the provisions of JPII Policy #5015 Section B, 1-23.
5. Coaches may add additional criteria as they deem necessary but may not remove criteria.

### **DRESS AND GROOMING**

Students who participate in co-curricular activities are expected to dress appropriately, modestly, and in accordance with JPII 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 STUDENT'S 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 travel 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.

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.

### **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 Expectations for Communicating Concerns, see page 11.

## **ACTIVITY AFFILIATIONS**

Shanley High School and Sacred Heart 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
Horace	Hawks
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>



## **DIRECTORY OF JP II CATHOLIC SCHOOLS ACTIVITY ADMINISTRATION**

Activities Director's Office..... 701-893-3218  
Activities Administrative Assistant..... 701-893-3255  
Fax Number..... 701-893-3277  
JP II Catholic Schools Website ..... [www.jp2schools.org](http://www.jp2schools.org)  
EDC Website..... [www2.edutech.nodak.edu/edcsite](http://www2.edutech.nodak.edu/edcsite)  
Activities Calendar ..... [www.easterndakotaconference.org](http://www.easterndakotaconference.org)

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 Agreement Use Agreement, iPad Agreement, and Activities Handbook.