

PARENT-STUDENT HANDBOOK

2022-2023

POPE JOHN XXIII REGIONAL HIGH SCHOOL
28 ANDOVER ROAD
SPARTA, NEW JERSEY 07871

Revised August 9, 2022



“CHALLENGING ALL TO BE AN HONOR TO THE FATHER”

Through the inspiration of Pope Saint John XXIII, we seek to strengthen the Catholic faith; promote academic excellence, integrity, and leadership; and practice love, care, and compassion for all human beings in the gospel spirit of Jesus Christ.

Pope John XXIII Regional High School, founded in 1956, is a regional Catholic high school administered under the auspices of the Roman Catholic Diocese of Paterson. The school is a coeducational, non-residential college preparatory high school, drawing its student body from Sussex, Morris, Passaic, and Warren counties as well as from Pike County, Pennsylvania. The school enrolls approximately 750 students in grades 8 - 12.

Pope John XXIII High School is fully accredited by Cognia (formerly known as AdvancED) and is approved and monitored by the School Office of the Diocese of Paterson.

Non-discriminatory Policy

Pope John XXIII Regional High School does not discriminate or show partiality in its admission practices based on applicants' sex, race, or religious background. Information in these areas is solicited solely for the purpose of completing statistical summary reports required by the Diocesan School Administration and the State and Federal governments.

The Pope John XXIII Handbook as Contract

The regulations contained in this handbook are part of the contract that exists between the school and students and their parents/guardians. Enrollment at Pope John XXIII Regional High School indicates acceptance of these policies and regulations by the students and their parents.

The Administration retains the right to amend these policies for just cause. Parents/guardians will be promptly notified of any changes to this document through a newsletter.

The logo, name, and seal are service marks of Pope John XXIII Regional High School and may not be used in any form without the permission of the Administration of Pope John XXIII Regional High School.



Pope John XXIII Regional High School

Dear Friends,

On behalf of this community of faith and learning, welcome to a new school year! In many ways this is a time to return to normal after the long dark night of the COVID pandemic. The ability to fully engage, once again, all that Pope John High School has to offer is truly a cause for joy. I am delighted to join this community as the new President of the Catholic Academy of Sussex County.

Our mission is unchanging, even though the world around us is ever changing. We seek to educate the minds of young people, while forming their hearts, though the tenants of our faith, to be people of commitment and compassion. We seek to give young men and women the competence to see, and the courage to act. When a young man or woman graduates from Pope John they know they are loved by God, and called to return that love to the Father by being men and women for others.

This is, above all other things, a place of faith. We pray each day together. We work to bring about God's Kingdom on Earth, by living the Gospel of Jesus Christ in our daily interactions with one another. This handbook serves as our roadmap, our guide to a way of being a school community. Our program is one of prayer, worship, service, study, and human formation. We pray, study, work and play together as the closest of neighbors and friends. We hold one another up in our challenges and we celebrate with joy the successes of each individual who is a member of this community.

Our faculty, support staff, administrators, coaches and counselors are, simply put, the best at what they do. And while doing all they can for our students, they model the loving kindness of the God who first loved us.

Although this handbook serves as a contract between us, we always remain open to any question that you may have that may assist you or your student during their time with us.

With every best wish and prayer for you and those you love, I remain,

Sincerely,

Father Walter E. Jenkins, C.S.C., Ed.D.
President
Catholic Academy of Sussex County



Pope John XXIII Regional High School

Dear Parents, Guardians, and Students,

It is with a great sense of honor, excitement, and enthusiasm that I continue my work as principal of Pope John XXIII Regional High School.

Pope John High School is blessed with a fantastic group of administrators, a dedicated faculty, staff, supportive parents and students with limitless potential. I look forward to working with all stakeholders to continue the vision of Catholic Education that so many strong individuals have fostered here for so many decades. I stand on each of their shoulders and appear much taller than I actually am.

It is my most sincere prayer that I will be a catalyst for maintaining a positive, nurturing, and disciplined environment where every child and employee feels valued and validated through the important work that we collectively undertake.

There is no doubt that the world we live in today, is desperately in need of the many talents that our students have been gifted with. We each need to be reminded that if our gifts and talents are not used in the service of others and for the betterment of the world, then we become the noisy gong or clanging cymbal that the Apostle Paul so eloquently wrote about in his letter to the Corinthians.

It is my greatest hope, that through our collective experiences here at Pope John, in the classroom, at liturgy, on the stage, on the field of play, through participation in clubs, and by carrying out meaningful community service, that we as an institution will reinforce and support the deepening of our students' faith, and amplify within them the Gospel call to walk along the narrow path, by living with truth, integrity, honesty, justice, empathy, compassion, understanding and love at the very center of their lives.

Finally, we are each called to live with great humility and with great hope. Let each of us through our interactions here at Pope John and outside in the greater community, be afforded the God-given opportunity to be a light to everyone we come in contact with. It was the great poet, Ian Anderson, who wrote, "It is only the giving that makes us what we are."

May God Bless each of you today and always,

Mr. Gene Emering
Principal

Highlights for the 2022-2023 School Year

Parent Communication with Students during the School Day

Parents should not contact their children via social media or by cell phone during school hours, as this disrupts the learning environment. Students found receiving or responding to text messages, emails, and/or other electronic communications, including messages from parents, guardians or siblings, will be disciplined accordingly (see below). In case of emergency or the need for immediate contact, parents or guardians will receive a call from an administrator or other school personnel.

Students will no longer be allowed to carry cell phones on their person during the school day. Any student found with their cell phone on their person during the school day will have their cell phone confiscated and will be issued a detention. If a student is found with a cell phone on their person for a second time then their phone will be confiscated and will be issued two detentions. If a student is found with a cell phone on their person for a third time they will be issued 2 detentions and their cell phone will have to be turned in to the main office every morning for the remainder of school year. The cell phone will be retrieved after the final bell of the school day.

Every student will stand and participate in a respectful manner and remain standing for the daily prayer and Pledge of Allegiance. Failure to do so will result in the student being asked to withdraw from Pope John High School.

Early Dismissal - Students will be released only to parents or guardians.

Please note: Due to bus arrival and parking lot restrictions, no cars are allowed to exit the upper lot from 2:00 - 2:36 pm.

Daily Attendance

"Every parent, guardian or other person having custody and control of a child between the ages of six and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school" (New Jersey Statute 18:38-25).

Pope John XXIII Regional High School takes attendance at school very, very seriously. A child cannot learn if he or she is not in school – it is really quite simple.

For rules and regulations on assignments missed during school absences, please refer to the academic policy section.

All student drivers must be in the building by 7:10 AM.

All other students are required to be in the building by 7:30 AM and in their first-period class by 7:55 AM and are to remain on the school property until 2:36 PM, the official school dismissal time.

During the school day, students must attend all classes or other exercises as designated by their schedules.

Students who accrue a tenth absence will not be able to attend the prom and will not meet the school's "senior final exam exemption policy" No exceptions will be made to the senior exemption policy.

Students are required to purchase and wear a physical education uniform – the gray or navy PJ logo t-shirt and navy PJ logo gym shorts – during physical education classes.

The Philosophy of Pope John XXIII Regional High School

Pope John XXIII High School exists for the purpose of educating its students and fostering within them morality, patriotism, social responsibility, and the ideals of Christian maturity. In cooperation with the family, the parish, and the local community, our students learn to become knowledgeable members of a democracy, global citizens, and ultimately individuals who perform meaningful roles in the family, society, and the Church as a whole.

Belief Statements of Pope John XXIII Regional High School

We believe:

- that the ultimate goal of Pope John XXIII High School is to transform the heart and mind of each student in the light of the Truth that is Christ.
- that the doctrines of Jesus Christ, as revealed through both the Tradition of the Roman Catholic Church and the Scriptures and as manifested in the life of our patron Saint John XXIII, should permeate all educational activities.
- that students who promote the Christian transformation of the world through the Gospel spirit of freedom and charity will contribute to the good of society, the growth of the Universal Church, and their happiness in this life and joy in the life of the world to come.
- in promoting respect and care for the diversity of all God's Creation so that every member of the Pope John Community feels valued as a dignified human being.
- in the development of the whole person – the spiritual, moral, intellectual, and physical dimensions of every student - via an integrated program of liturgy, prayer, service, academics, physical fitness, and extracurricular activities.
- that a superior academic environment sets high standards, teaches students to think critically, creatively, independently, and rightly, and encourages each student to perform at his/her highest ability.
- that exploring and implementing the latest advances in education and technology enhance instruction and learning.
- in the importance of family members as partners in the educational process.
- that the Pope John family members should champion right moral and ethical choices that extend beyond the classroom to the global community.
- that Pope John XXIII High School should be a safe and nurturing environment where a consistent Catholic code of conduct fosters personal and academic integrity.

Profile of Pope John XXIII Graduates

Pope John graduates will:

- understand, respect, and—with God’s grace—live the teachings of Jesus Christ as revealed through both the Tradition of the Roman Catholic Church and the Scriptures.
- seek and embrace the Good, the True, and the Beautiful so that they may achieve happiness in this life and joy in the life of the world to come.
- manifest a sense of wonder about all of God’s Creation and be knowledgeable of the world’s diverse cultural heritage.
- be well prepared for college and be life-long, self-motivated learners who think critically, creatively, independently, and rightly.
- understand and use information technology as an aid to lifelong learning.
- possess self-respect in mind, body, and spirit.
- be self-disciplined leaders who work productively and fairly with others by discerning the right moral and ethical choices.
- be stalwart defenders of the weak, the poor and the oppressed, and faithful stewards of the earth.
- seek to serve rather than to be served in family, community, and country.
- be an honor to the Father and an ambassador of Pope John XXIII High School.

Pope John XXIII High School’s Ministry to Youth

Since the Gospel spirit is one of peace, brotherhood, love, patience, and respect for others, we provide opportunities for the personal, spiritual, and apostolic development of the entire school community (administrators, faculty, staff, students, and families) through a network of pastoral counseling, school counseling, and peer ministry.

To fulfill the ideal of Christian Service, students apply classroom instruction in theology to first-hand experiences that inspire and empower their work for justice.

Ministry to youth also offers inspiring liturgies and the Search for Christian Maturity program, as well as retreats and shared prayer. The existence of a community of faith at the heart of the school creates a reverence for human life and freedom, gratitude for the good things of creation, and a sense of responsibility and focus - all of which are essential to the sanctification of individuals and human society.

Directory of Faculty and Staff

Administration

Most Rev. Kevin J. Sweeney, *Bishop of Paterson*
Ms. Mary Baier, *Superintendent of Schools*
Fr. Walter Jenkins, C.S.C., Ed.D.
President
Mr. Craig Austin, *Vice President for Institutional Advancement*
Rev. John Calabro, *Chaplain*
Mr. Brian Vohden, *Vice-President of Academic Affairs*
Mr. Gene Emering, *Principal*
Mrs. Marian Velivis, *Vice-principal*
Mr. Cole Farrand, *Dean of Students*
Mrs. Mia Gavan, *Director of Athletics*

Academic Department Chairpersons

Mr. Brian Carlson, *Business*
Mrs. Elizabeth Buniak, *Computer Science*
Mr. Brendan Berls, *English*
Mrs. Susan Elvena, *Fine Arts*
Mr. Joseph Lopez, *Health and Physical Education*
Mr. Joseph Giovannone, *Mathematics*
Mr. Christopher Kappelmeier, *Science*
Mr. Brian St. John, *Social Studies*
Fr. John Calabro, *Theology*
Dr. Susana Maiztegui, *World Languages*

School Counseling Services

Mrs. Ann Lopez, *Director of Guidance, NCAA Coordinator, Grades 9 through 11 - Last names - L-O*
TBD, *Administrative Assistant*
Mrs. MaryAlice Campbell, *Cultural Exchange Program/ School Counselor, Grades 9 through 11 - Last names - P - Z/Report Cards and Scheduling*
Mrs. Lauren Espinosa, *8th Grade School Counselor, Crisis Counselor*
Ms. Renee Lopez, *School Counselor - Grades 9 through 11 - Last names - A - K*
Mrs. Kathleen Piwko, *School Counselor - 12th Grade Counselor/College Counselor*

Discipline and Security

Mr. Gene Emering, *Principal*
Mr. Cole Farrand, *Dean of Students - grades 8, 9, 10*
Mr. Michael Maguire, *Security*
Jose Miranda, *Security*

Athletic Department

Mrs. Mia Gavan, *Director of Athletics*
Mr. Gerard Graziano, *Athletic Trainer*

Technology Office

Mr. William Myers, *Director of Technology*
Jillian Vasquez, *Technology Assistant*
Mr. Austin Braun, *Social Media Specialist/Webmaster*
Mr. Frank Setlock, *Technician*

Health Services

Mrs. Ann Fowler, *School Nurse*
Mrs. Tami Glander, *School Nurse*

Advancement and Alumni Relations

Mr. Craig Austin, *Vice President of Advancement*

Admissions and Enrollment

Mr. George Mihalik, *Director of Enrollment Management*
Mrs. Anne Kaiser, *Admissions Director*

Business Office

Mr. John Fernandes, *Director of Finance*
Mrs. Robin Holowienka, *Tuition*
Ms. Bonnie Winters, *Payroll and Benefits*
Ms. Bonnie Winters, *Accounts Payable*
Mrs. Lisa Siciliato, *Tuition*

Administrative Assistants

Mrs. Jennifer Gotimer, *Athletics*
Mrs. Laura Wabeke, *Principal's Office*
TBD, *School Counseling Office*
Mrs. Veronica VanDerMark, *President's Office*

Maintenance

Mr. James Reffi, *Director*
Mr. Tim Abbot
Mr. Ed Burgio
Mr. Ed Davenport
Mr. Gerald Kelly

Directory of Teachers by Department

Business Department

Mr. Brian Carlson, *Department Chair*
Mr. Cole Farrand
Mr. George Becker
Mrs. Grace Halevy

Computer Science Department

Mrs. Elizabeth Buniak, *Department Chair*
Mr. Brian Corcoran
Mr. William Myers

English Department

Mr. Brendan Berls, , *Department Chair*
Mrs. Joyce Cluess
Mrs. Jo-Ann Higgs
Ms. Susan Haggerty
Mrs. Katherine Stehr
Ms. Sara Terpak

Fine Arts Department

Mrs. Susan Elvena, *Department Chair*
Mr. Chris Arnold
Mrs. Catherine Kiff-Vozza
Mrs. Karen Scott

Health and Physical Education Department

Mr. Joseph Lopez, *Department Chair*
Mr. Brian Eyer
Mr. Michael Squillante

Library/Media Specialist

Mrs. Judith Zoeller

Mathematics Department

Mr. Joseph Giovannone, *Department Chair*
Mrs. Jodie Ciaraffo
Mr. Brian Corcoran
Mrs. Donna Keller

Mathematics Department (continued)

Mrs. Margaret Maneri
Mrs. Laura Racioppi
Mr. Bruce Shuert

Science Department

Mr. Christopher Kappelmeier, *Department Chair*
Mr. Dave Bandel
Mrs. Kristine Carollo
Mrs. Judith Loff
Mrs. Fabiana Lynch
Ms. Patricia Olsen
Mr. Frank Setlock
Mr. Michael Wagner

Social Studies Department

Mr. Brian St. John, *Department Chair*
Mrs. Jacquelyn Burt
Mr. Brad Cameron
Mr. Christopher Hoffmann
Mrs. Laurie Lynch
Ms. Jenna MacDonald
Ms. Patricia McGinley
Ms. Allison Zuckerman

Theology Department

Fr. John Calabro, *Chaplain/Department Chair*
Mrs. Catherine Conlee
Mr. Daniel Ferrari
Mr. Lee Imbriano
Mrs. Shannon Jones
Ms. Maggie Squillante

World Languages Department

Dr. Susana Maiztegui, , *Department Chair*
Mrs. Gabriela Arnold
Mrs. Giulia Gavin
Mrs. Sofia Partida
Ms. Maria Poli
Ms. Allison Zuckerman

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Part I: Attendance

"Every parent, guardian or other person having custody and control of a child between the ages of six and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school" (New Jersey Statute 18:38-25).

Pope John XXIII Regional High School takes attendance at school very, very seriously. A child cannot learn if he or she is not in school – it is really quite simple.

Daily Attendance

All students are required to be in the building **by 7:30 AM** and proceed to their first period class by 7:45. Students are to remain on the school property until 2:36 PM, the official school dismissal time. During the school day, students must attend all classes or other exercises as designated by their schedules.

An attendance record is kept for each student in the main office. Whenever a student is not physically present in the school building, regardless of the reason, the absence is recorded and noted on the student's report card. A record is also kept of the number of times the student is late for school and/or absent.

Reporting an Absence/Re-entry to School After Absence

If the absence is unforeseen, parents are required to notify the school before 8:30 AM indicating the reason for the absence.

- Students absent during mid-year or final examinations or on the Days of Recollection or retreats sponsored by the school must present a doctor's note immediately upon return to school.
- In cases of absence resulting from suspension or absences of more than three days that are not covered by a note from a medical doctor, the parent/guardian and student must meet with the administration for a re-entry conference prior to the student's readmission to school.
- Please refer to the Home Instruction section under "School Counseling Office" for further details concerning re-entry to school after an extended illness.

Reporting an Absence due to COVID-19

If a student is absent from school due to COVID-19 and will be absent for 5 consecutive days, proof of a positive test result must be submitted to the nurses office.

Absence Consequences

No absences are excused. Students who accrue a tenth absence must pay a \$25 proctor fee and serve one Saturday class session for credit retrieval on the month the tenth absence is accrued. Saturday credit retrieval sessions will run from 8:00 am - 11:00 am.

Students who accrue their **tenth** absence will not be able to attend the prom and will not meet the school's "senior final exam exemption policy" **No exceptions will be made to the senior exemption policy.**

Homework – Late/Missing Assignments Due to Absences

Purpose of Late/Missing Work Policy – help students develop academic discipline and accountability.

All assignments are posted on each teacher's Schoology.

- Students are responsible for checking their teacher's Schoology postings while they are absent and are expected to keep up to date with their work.
- Students will be allowed one day for each day of absence due to illness to make up assignments. For instance, if a student is out sick for two (2) days they have two (2) school days to submit the assignment without penalty, etc.
- Please note: previously scheduled assignments (prior to absenteeism due to illness) remain due on designated due date.

Breakfast Club

- Students may be assigned to the Breakfast Club to make up missing or late assignments in the morning. The Breakfast Club is mandatory for each student who is enrolled in the program. The Breakfast club begins at 7:10 (or upon immediate arrival to school depending on student's transportation needs) and runs until the second morning bell of the day.
- Any student who does not attend Breakfast Club may be subject to disciplinary action. If a student arrives late due to transportation issues they may be assigned to the Media Center during their Advisory Period to complete late work.

Testing Policies – Making Up Tests Due to Illness or Family Emergency

- When a student is absent due to illness or family emergency, they will be given a maximum of two days (from their date of return) to make up their missed test(s).
- The two-day limit applies regardless of job commitments, doctor's appointments, sports activities, or transportation.
- If test(s) cannot be made up during the school day due to a student's schedule, tests will be administered and proctored after school in a designated classroom.
- If tests are not completed within that time period, students will receive a "0" for that assessment.

Attendance at Assemblies

All students are required to attend all assemblies sponsored by the school unless they are excused from such activities by the administration. Students must be seated in the place designated for them by the homeroom moderator.

College Visitation

Senior students will be allowed three (3) college visits. On the day the student returns to school after a college visit/interview, he/she must submit signed/stamped proof of the college visit to the main office. Failure to do so will result in the student accruing official absences. Juniors will be allowed (2) college visit days in the second semester.

Class Trips and Days of Recollection

Class trips and Days of Recollection are part of the school function, and all students are expected to attend and participate unless directly excused by the principal. A parent or guardian may not excuse a student.

Leaving School Before Normal Dismissal

- Students who are dismissed or arrive late to school without participating in more than 3 hours of class will receive a half-day absence.
- Any student who must leave school for any reason before the normal time of dismissal must sign out in the main office and will be charged with either a full day or half-day absence.
- **Students who leave the building for more than three hours will be charged with a full-day absence.**
- **Students who leave the building for three hours or less will be charged with a half-day absence.**
- There are no quarter-day absences.
- **Students will be released only to parents or guardians.**
- Students who are 18 and have written permission from a parent to attend a doctor's appointment may sign themselves out. A note from the doctor is due to the school upon return the following day.
- **No students under the age of 18 may sign themselves out of school, even with parental permission.**

Participation in After-School Activities on Days of Absence

Students who are absent from school are *not* permitted to participate in any extracurricular or after-school activities on the day of the absence.

Students must arrive at school by 9:00 AM and be present in school for the remainder of the academic program or until they are dismissed in order to participate in after-school activities. Any student who leaves for an appointment must receive administrative approval to participate in any after-school activity.

Tardiness to School

Students arriving at school after the start of the first period are to report to the main office immediately upon arrival and sign in, indicating the time of arrival and the reason for being late. Tardiness is calculated as a half day's absence. For the purposes of determining absences, every two instances of lateness to school will be considered the same as one full day's absence. Students arriving after 11:00 AM or out for more than three (3) hours, will be considered absent for the day.

Students who are being driven to school must be in the building by 7:30 am.

1 st tardy	Student receives a warning
2 nd tardy	One detention.
3 rd tardy	Two (2) detentions to be served consecutively.
4 th tardy	One (1) day internal suspension and parent phone call.
5 th tardy	No extra-curricular activities for one (1) week and a phone call made to parents.

Please refer to the Transportation & Busing section concerning student drivers. Driving penalties will be documented and enforced when the student becomes eligible to drive. These infractions may also affect student's participation in extracurricular activities.

Unauthorized Absence

Any student who is found truant will be suspended for two (2) days. Students found truant for a portion of the day or for a class period will be suspended for one (1) day.

Absences for cultural or ethnic events, such as parades, even with parental permission, are not permitted. Unauthorized absences will be treated in the same way as truancy

Part II: Academic Policies

Pope John XXIII High School is a Catholic School and has at its core the study of theology. All students, Catholic and non-Catholic, are required to study theology each year, as well as respectfully participate in all Masses, religious services, and Days of Recollection.

Homework Policy for Late/Missing Assignments

Work is expected to be turned in on the assigned due date.

- Teachers will enter a “0” for unsubmitted/missing assignments.
- Students will have two (2) consecutive calendar days to submit late work for partial credit.
- After three (3) days the assignment grade will be recorded as a zero.
- It is the student’s responsibility to submit or physically hand in work directly to their teacher.
- No assignments will be accepted after the marking period closes.
- Students may be asked to attend the Breakfast Club to make up any late or missing assignments
- Students dismissed early for sporting events must also adhere to the late/missing work policy.

Credit Structure

Credit, a unit of academic time, indicates the amount of instructional time devoted to each subject and is used to ensure that the student has met the minimum requirements for graduation from high school. (Credit values for each course can be found in the *Curriculum Guide & Prospectus*.)

One (1) credit is assigned for every 40 minutes of class time per week during the school year. For example, a course that meets for 200 minutes biweekly (five class periods at 80 minutes each) is assigned a credit value of 5. Most courses offered at Pope John carry a credit value of 5.

Credit is awarded on two conditions:

1. the student has met the minimum attendance requirements for the course, and
2. the student has indicated a basic level of mastery as demonstrated by a passing year-end average.

A student receives credit only for work completed in high school or in high school level courses. Credit is withheld in cases where the student has exceeded the maximum number of absences.

***Students who accrue 10 absences must attend a Saturday class session for credit retrieval.*

Graduation Requirements

In order to be awarded a Pope John XXIII Regional High School diploma, the student must satisfactorily complete 130 credits, which includes the following core requirements as specified by the school, the State of New Jersey, and the Diocese of Paterson. For purposes of clarity, the term *credit year* denotes a full-year course in the subject area.

- English: One (1) credit year for each year of enrollment
- Theology: One (1) credit year for each year of enrollment
- Health/Phys. Ed: Four (4) mandatory units – *Note: Juniors and seniors may opt to take an additional AP or Honors level course in lieu of Phys. Ed./Health if their cumulative GPA is 3.0 or higher. However, these students must independently complete the health component by April 1. The online health course cannot be taken in lieu of Phys. Ed./Health to facilitate a second lab science. The CPR certification, which is required to graduate, can be taken at the American Red Cross, Sussex County YMCA, or St. Clare’s Hospital Training Center in Dover.*
- Mathematics: Three (3) credit years
- Science: Three (3) credit years including physics, chemistry, and biology
- World Language: Two (2) credit years in the same language – *Note: students with specific language-related learning disabilities, as classified by a Child Study Team and the provisions of their official Individualized Educational Program/ Service Plan, might be exempted from the World Language requirement. The Administration may specify additional requirements in lieu of a foreign language course.*
- United States History: Two (2) credit years
- World History: One (1) credit year
- Fine or Practical Arts: One (1) credit year

Again, these are *minimum requirements*. Pope John XXIII graduates are required to complete additional coursework in order to accumulate the required 130 credits, and, in many cases, colleges may have additional entrance requirements. (The credit value of each course offered at Pope John XXIII is found in the *Curriculum Guide and Prospectus*.)

All students are required to take a full course load of eight (8) courses annually – a credit total of 38-40 credits – and may not carry fewer than 33 credits so that the minimum graduation credit requirements are met. Regular meetings with a school counselor will ensure that a student’s course of study meets college, university, or military academy requirements and/or the student’s career goals.

The Pope John School Counseling Department also integrates career education/guidance into the curriculum in grades 8 through 12.

College Courses in High School

Students may take college courses for college credit only, not for high school credit. It is the student's responsibility to provide this information to the colleges to which he/she applies. A college transcript with all completed college courses is provided by the institution to the student.

Participation in Graduation Exercises

Only those students who have completed the Pope John course of study and all specified criteria for graduation may participate in commencement exercises. Since 2015, *all* senior students are invited to submit graduation addresses from which a committee composed of both faculty and administration selects two students who will deliver their compositions.

Rehearsals for graduation exercises are scheduled for the two days preceding graduation and attendance is *mandatory*. Students who do not attend these rehearsals or whose conduct shows a lack of regard for the solemnity of the occasion will not be permitted to take part in graduation exercises.

Confidentiality of Records

As an educational institution, Pope John XXIII High School maintains a file on the student's academic performance, family information, testing information, etc. The School Counseling Office holds the student's cumulative academic file; the Nurse's office holds the student's medical history; and the Main Office maintains information concerning the student's attendance record.

All information is considered confidential and subject to the provisions of the Family Educational Rights and Privacy Act of 1974. Routine access to this information is limited to professional school employees during the course of their duties. Release of this information to any other individual, agency, or institution will be made only upon written request by the parent/guardian or of the student if he/she is of legal age to make such a request.

Grading System

The purpose of a grading system is to assess the student's mastery of the subject matter and to clearly convey that assessment to parents and other educational institutions. Grades are posted on the online portal, PowerSchool. Pope John's grading system is as follows:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	65-69
B	83-86	F - failing	0-64*
B-	80-82		

*The student's unacceptably low level of achievement indicates that he/she has failed to achieve even a minimal understanding of the subject matter.

Notifications are sent to the parents of any student at risk of failing a subject for the year at the conclusion of the third marking period (April).

In addition to the achievement level grades given above, the following special purpose grades are currently used as well:

INC	Incomplete: The student has failed to complete a major portion of the course-work. Incompletes must be satisfied within 10 days after the marking period/exam schedule ends. In cases of verified prolonged absences, extensions may be sought through administrative approval.
X	Excused: This grade is used most frequently in Physical Education to indicate that the student is excused from the class for medical reasons. It may also be used to indicate that a student has been excused from the semester or final exam in academic subjects. The grade of X has no negative effect on the student's average.
P	Pass: The student has demonstrated the minimum acceptable level of achievement in a course to warrant the awarding of credit. The grade of "Pass" carries no quality points and therefore cannot be used in the computation of a GPA (grade point average).
WP	Withdraw Pass
WF	Withdraw Fail

Quality Points

The amount of credit awarded for completing a course is not impacted by the grade earned. Each grade, however, is composed of different quality points and weights, which are then used to compute grade point average (GPA). The student's *cumulative* GPA, officially recorded at the end of each academic year and at the

completion of the seventh semester (3.5 years) for seniors, is the official statistical representation of his/her work.

Courses are assigned to one of three groups to, depending on their level of difficulty:

- Group I: Standard Courses are considered the base level for the quality point system
- Group II: Honors Courses award additional points
- Group III: Advanced Placement Courses are also awarded additional points

Table of Quality point Values

Grade Earned	Quality Pts Group I	Quality Pts Group II	Quality Pts Group III
A+	4.3	4.8	5.0
A	4.0	4.5	4.8
A-	3.7	4.2	4.6
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D	1.0	1.5	1.5
F, I,X,W,P	0.0	0.0	0.0

(As with credit value, the quality point value of each course offered at Pope John XXIII is found in the *Curriculum Guide and Prospectus*.)

Calculating GPA

Sample GPA:

	<i>Column A</i>	<i>Column B</i>	<i>Column C</i>	<i>Column D</i>
Courses	Grade	Quality Point Value	Credits	Point Values multiplied by Credits (Column B x Column C)
Theology	A	4	5	20
Honors English	B	3.5	5	17.5
AP History	A	5	4.8	24
Math	B	3	5	15
Science	C	2	5	10
Spanish	D	1	5	5
Physical Education	B	3	5	15
TOTAL			35	106.5

1. Using the Table of Quality Point Values (above), fill in the values for Column B by assigning the points for each grade received.
2. Multiply the Quality Point Value (Column B) and the credit value for each course (Column C) and place the product in Column D.
3. Total the credits in Column C (in this example, they equal 35).
4. Total the products in Column D (in this example, they equal 106.5).
5. Divide the product total (Column D) by the credits total (Column C): $106.5/35 = 3.04285$.
6. Round the answer to two decimal places, 3.04, which is the student's GPA.

Because quality points are used in the computation of a student's cumulative GPA, it is possible to have a cumulative GPA between 0 and 5. Only final grades are used in the computation, and the quality points earned for these final grades are cumulative from year to year.

Calculating Course Averages

The student's report card also indicates:

- Grades received on the mid-year and final examinations,
- Averages for the first and second semesters (computed by multiplying each *marking period average* by two, adding the examination average, and dividing the resulting total by five), and
- A final average (computed by adding the *semester averages* and dividing by two.)

Thus, each marking period grade contributes 20-percent to the final grade, and the mid-year and final examination grades each contribute 10-percent to the final grade.

Any marking period average or mid-year examination grade that is lower than 50 will be reported as a 50 when the semester average is calculated as well as on the student's report card. The student's actual grade may be indicated in the "Comment" section of the report card. There are two exceptions to this policy:

1. Any student who is determined to have cheated, given assistance or received assistance during the mid-year or final examination will be assigned the grade of zero (0) for that examination. In this case, the grade will be averaged as zero in the calculation of the semester and final averages.
2. Year-end examinations are a final validation of the student's performance. For this reason, students will be expected to remain in the examination room for the duration of the examination period. Students will be assigned the actual grade earned on the final examination, which will be used in the calculation of the second semester and final averages.

Academic Honor Roll

Honor Rolls recognize those students who have demonstrated an above average level of achievement during each marking period. Eligibility for Honor Roll assignment is determined by the student's quarterly average (computed by multiplying the group quality points by the unit weight and then dividing by the sum of the unit weights.)

In computing this average, the following applies:

- A grade of X bears no value and does not affect the GPA.
- A grade of INC will prevent the calculation of a GPA from being calculated until the student completes the work.
- Grades of P, WP and WF have no value in calculating a marking period GPA, and no GPA for that marking period will be calculated.
- Any grade of F, D, INC, P, WP or WF automatically makes a student ineligible for an Honor Roll.

The quarter averages for Honor Roll assignment are as follows:

Honor Roll	Minimum Quarter Average
Administrator's Honors:	<i>All "A"s of 95 or above</i>
Distinguished Honors	4.00
First Honors	3.75
Second Honors	3.25

Academic Standards/Academic Probation

Pope John XXIII Regional High School wants all of its students to be successful in the classroom, therefore, academic progress is carefully monitored.

- Students failing one subject at mid-marking period will be given a warning and will have the remainder of the marking period to re-establish a passing grade.
- Any student who receives two or more failing grades for a marking period will be placed on academic probation for the following marking period.
- Students who receive two or more failing grades during the fourth marking period will be placed on academic probation for the first marking period of the following school year.
- Students who are placed on academic probation for two or more marking periods in an academic year may be subject to dismissal from the school.

The following applies to students who are placed on academic probation.

- At the discretion of the administration, students participating in any extracurricular activities who are **failing two subjects** at mid-marking period will be given a 4 week trial period to improve failing grades to a minimum "D" passing level. If students fail to improve grades following the trial period then they will be placed on academic probation and withdrawn from sport or activity until grades are improved to a passing level.
- Students on academic probation may only stay after school for approved extracurricular academic assistance.
- Seniors on academic probation may not drive to or from school until the probation is lifted.
- The administration may, at their discretion, also withdraw permission for working papers and rescind other school-related privileges accorded the student.

As previously stated, students on academic probation are not permitted to participate in any of the extracurricular clubs, organizations, activities, and interscholastic sports sponsored or sanctioned by the school while on probation. For athletic participation this is instituted as follows for the entire athletic season:

- A student receiving 1st marking period academic probation may not participate in winter sports/extracurricular activities.
- A student receiving 2nd or 3rd marking period academic probation may not participate in spring sports/extracurricular activities.
- A student receiving 4th marking period academic probation may not participate in fall (of following school year) sports/extracurricular activities.

Report Cards

Report cards are issued four times annually at the conclusion of each marking period in November, January, April and June.

Semester Examinations (Midterms and Finals)

All students are expected to sit for mid-year and final examinations as scheduled. All requests for permission to take examinations outside of the regular examination schedule must be submitted in writing to the administration no later than thirty days before the scheduled start of the examinations. Permission to take examinations outside of the regularly scheduled examination period will be considered on a case-by-case basis and granted for serious reasons only.

Exemption from Final Examinations for Seniors

Final exams for seniors are typically administered during the week before graduation. Pope John's exam exemption policy does not apply to the Theology IV examination (which is required for all students), nor to the national Advanced Placement (AP) examinations that are required in all AP level courses. In addition, students who receive a "C" as a final grade in any AP course must take a course final examination in addition to the national Advanced Placement examination.

At the discretion of the Administration and their respective teachers, seniors may be excused from a final examination only if the following conditions are met:

- The student must have an overall Y1 average – which is comprised of the first, second, third and fourth marking period grades as well as the mid-year examination grade – of at least 90 in the course;
- The student cannot receive a grade of "F" in any subject during his/her senior year for any marking period or for the mid-year examination; and
- The student cannot accrue more than 10 absences during senior year.
(To enforce this policy, every two instances of being late to school or leaving school early will be counted as one full day absence. No exemptions will be made for long-term absences due to illness or hospitalization, and no student with more than 10 days absence will be exempt from final exams.)

Exemption from the examination in any subject is not automatic; the subject teacher and administration reserve the right to withhold exemptions from any student for any reason, and no one is exempt until the list is posted by the administration during the week of senior exams. A student, however, may choose to sit for the final examination even if he/she is offered exemption. The grade of "X" (Excused) will be recorded for those students exempt from a final examination.

Plagiarism and Cheating on tests/quizzes/exams

Academic dishonesty will not be tolerated at Pope John XXIII High School. The penalties for any instance of plagiarism or cheating will be strictly enforced.

First Offense:

- Automatic Zero (0) on test/quiz/exam/assignment
- Teacher will notify parents by phone
- Possible elimination from membership or consideration for membership in any of the school's honor societies

Second Offense:

- Sanctions as outlined for the first offense will apply and elimination from any of the school's honor societies
- The Dean of Students will notify the student's parents and schedule a parent conference

Third offense:

- All first and second offense sanctions apply
- Appearance before a board of teachers and administration for possible expulsion by Diocesan Superintendent.

Please note: Plagiarism and cheating offenses are counted for the student's entire career at Pope John High School.

Year End Failures/Summer Review Courses

Students who receive a failing year-end grade in a subject must pass a summer remedial course at Pope John that is offered by the New Jersey Virtual School (NJVS) online program.

Students are required to satisfy failing grades in all subjects that are specifically required for graduation. (As mentioned under the section regarding graduation requirements, in addition to meeting the basic course distribution requirements, students are required to earn a minimum of 130 academic credits by the end of 12th grade.) After the student completes a summer review course, the following procedure/formula is used to determine a student's final grade in a failed course:

$$\text{Pope John final course grade} \times 2 + \underline{\text{summer school grade (divided by 3)}} \\ = \text{Final Pope John course grade}$$

An asterisk () will be placed next to this letter grade on the student's transcript to indicate attendance in a summer school review course. Any student who passes the summer school review course will pass the originally failed Pope John course.*

Remediation of Grade of D

Students who earn a D for a final course grade can remediate to no higher than a grade of C. The final grade will be calculated as follows:

$$\text{Pope John final course grade} \times 2 + \text{Summer School Grade (divided by 3)} \\ = \text{Final Pope John course grade}$$

Repeated Courses

When a student repeats a course to satisfy a failure from the previous year, the original course grade is not removed from the student's academic record. The original year's grades will appear on the student's transcript as well as the grade received for the repeated year, and both grades will be used in the computation of grade point averages.

Submission of Assignments

All assignments are to be submitted at the time prescribed by the teacher. It is the student's obligation to make up assignments missed due to illness or absence. Students must arrange makeup assignments with their respective teachers upon return to class. Previously assigned papers and projects, however, must be submitted on the due date, even in cases of absence from school. Please refer to the Attendance Policies for special regulations concerning absence on the day of a test or semester examination.

Grades and Homework

Homework assignments are posted on Schoology.

Independent Study

The school recognizes that, on occasion, students may wish to pursue an area of study that is not met by the standard curriculum. These students may pursue Independent Study only after the academic department chairperson and the administration approves the student's submitted proposal, and only under the supervision of a Pope John faculty member.

Permission will be granted or denied on a case-by-case basis; the awarding of credit and computation into the Grade Point Average (GPA) will also be determined on an individual basis. Independent Study may not be used to satisfy a graduation requirement.

Part III: Student Conduct

Dress Code – School Uniforms

All students are required to wear the official school uniform, which is available only through the Flynn & O’Hara Uniform Company of Philadelphia, PA (www.flynnohara.com). The closest Flynn & O’Hara store is located at 130 Baldwin Road, Parsippany, telephone 973.882.0833, but orders may also be placed online.

Senior Girls

Skort:	Uniform khaki skort or pants. The skort may not be shorter than 2” above the knee.
Socks:	Navy knee socks or navy uniform tights.
Sweater:	Uniform navy with white trim. V-neck pullover sweater, sweater-vest, or PJ cardigan must be worn from November 15-April 15.
Blouse:	White short or long sleeve banded button shirt with logo.
T-shirts:	(Worn under a uniform blouse). Solid white only, no emblems, logos, designs or text/messages of any kind. T-shirts may not be longer than the uniform blouse.

Senior Boys

Slacks:	Uniform khaki slacks must be worn with a black or brown leather belt, and the belt must be visible.
Tie:	Uniform senior tie.
Socks:	Black socks must be worn.
Shirt:	Button down collar white oxford shirt, long or short sleeve. Must be tucked into slacks at all times so that the belt is visible. Top button must be buttoned.
Sweater:	Uniform navy with white trim. V-neck pullover sweater, sweater-vest or PJ cardigan must be worn from November 15-April 15.
T-shirts:	(Worn under a uniform shirt). Solid white only, no emblems, logos, designs or text/messages of any kind.

Junior Girls

Skort:	Uniform blue/gray plaid or pants. The skort may not be shorter than 2” above the knee.
Socks:	Navy knee socks or navy uniform tights.
Sweater:	Uniform navy with white trim. V-neck pullover sweater or sweater-vest must be worn from November 15-April 15.
Blouse:	White short or long sleeve banded button shirt with logo.
T-shirts:	(Worn under a uniform blouse). Solid white only, no emblems, logos, designs or text/messages of any kind. T-shirts may not be longer than the uniform blouse.

Junior Boys

Slacks:	Uniform gray slacks must be worn with a black or brown leather belt, and the belt must be visible.
Tie:	Uniform junior tie.
Socks:	Black socks must be worn.
Shirt:	Button down collar white oxford shirt, long or short sleeve. Must be tucked into slacks at all times so that the belt is visible. Top button must be buttoned.
Sweater:	Uniform navy with white trim. V-neck pullover sweater or sweater-vest must be worn from November 15-April 15.
T-shirts:	(Worn under a uniform shirt). Solid white only, no emblems, logos, designs or text/messages of any kind.

Sophomore & Freshmen Girls

Skort:	Uniform blue/white plaid or pants. The skort may not be shorter than 2" above the knee.
Socks:	Navy knee socks or navy uniform tights.
Sweater:	Uniform navy with white trim. V-neck pullover sweater or sweater-vest must be worn from November 15-April 15.
Blouse:	White short or long sleeve banded button shirt with logo.
T-shirts:	(Worn under a uniform blouse). Solid white only, no emblems, logos, designs or text/messages of any kind. T-shirts may not be longer than the uniform blouse.

Sophomore & Freshmen Boys

Slacks:	Uniform navy slacks must be worn with a black or brown leather belt, and the belt must be visible.
Tie:	Uniform 9 th & 10 th grade tie.
Socks:	Black socks must be worn.
Shirt:	Button down collar white oxford shirt, long or short sleeve. Must be tucked into slacks at all times so that the belt is visible. Top button must be buttoned.
Sweater:	Uniform navy with white trim. V-neck pullover sweater or sweater-vest must be worn from November 15-April 15.
T-shirts:	(Worn under a uniform shirt). Solid white only, no emblems, logos, designs or text/messages of any kind.

8th Grade Girls

Skort:	Unique 8 th grade plaid or pants. The skort may not be shorter than 2" above the knee.
Socks:	Navy knee socks or navy uniform tights.

Sweater:	Uniform navy with white trim. V-neck pullover sweater or sweater-vest must be worn from November 15-April 15.
Blouse:	White uniform polo with "PJ" on collar.
T-shirts:	If worn under polo – not required – solid white only, no emblems, logos, designs or text/messages of any kind. T-shirts may not be longer than the uniform blouse.

8th Grade boys

Slacks:	Uniform 8 th grade gray slacks must be worn with a black or brown leather belt, and the belt must be visible.
Socks:	Blue socks must be worn.
Shirt:	White uniform polo with "PJ" on collar.
Sweater:	Uniform navy with white trim. V-neck pullover sweater or sweater-vest must be worn from November 15 – April 15.
T-shirts:	If worn under polo – not required – solid white only, no emblems, logos, designs or text/messages of any kind.

Additional Dress Code Requirements

The Pope John dress code extends beyond the uniform, and students are expected to comply with the following:

- Boys' hair should be properly groomed and conservatively cut at all times. Boys' hair should be above the collar and above the eyes
- Boys must also be clean-shaven at all times – no beards, goatees, mustaches, or long sideburns.
- Earrings may not be worn by boys at any time in school or at any school-sponsored function.
- Hair must remain the student's natural color and should not be dyed, highlighted, bleached, frosted, etc.
- Boys and girls are not to wear their hair in Mohawk styles, including shaved sides, shaved designs, shaved heads, or hair that sticks up or out more than 2" from the scalp.
- The wearing of nose-rings or studs is forbidden.
- Visible tattoos are discouraged.
- The wearing of hats in the school building is prohibited at all times. Any visible hat will be confiscated.
- Students are not permitted to wear backpacks in the hallways or classrooms during school hours.
- Only the use of a drawstring tote/cinch sack to and from PE class is permissible.
- Students are not permitted to wear personal earbuds or headphones into the school building, in the hallways, gymnasium, cafeteria or classrooms, including study halls.

Physical Education Uniform

Students 8th - 12th grade are required to purchase the high school physical education uniform – the gray PJ logo t-shirt and navy PJ logo gym shorts – during physical education classes. This uniform is available for purchase at the school and on the school website at www.popejohn.org.

Student Drivers – Expectations & Rules

Driving to school is a privilege granted by the principal after serious review, and only licensed drivers in grades 10, 11 and 12 will be permitted to drive to and from school. Student drivers may only transport one other student and a sibling. To earn the driving privilege, 11th and 12th grade drivers must meet certain criteria:

- Complete 45 service hours by the end of the 3rd marking period of their junior year (30 hours for junior drivers),
- Attend and complete the “Share the Keys” program, and
- Pay a parking fee of \$600, which is due in August prior to the opening of school.

Student drivers are required to be in the school building no later than 7:10 am in order to ensure the smooth and safe entry and exit of the buses. Whether in the morning or the afternoon, student drivers must yield to buses at all times. At the close of the school day, buses have the right of way and students must permit school buses to leave the parking lot first.

Students who arrive at school after 7:10 AM

Student driver policy for arriving late to school:

1 st offense	Verbal warning
2 nd offense	One (1) detention
3 rd offense	Two (2) detentions & phone call to parents
4 th offense	Loss of driving privileges for one (1) week & call to parents
5 th offense	Loss of driving privileges to two (2) weeks & parent conference
6 th offense	Loss of driving privileges for one (1) month & call to parents
7 th offense	Loss of driving privileges for one (1) semester & call to parents
8 th offense	Loss of driving privileges for remainder of school year & parent meeting

No monetary reimbursement will be made for loss of driving privilege.

Any student not assigned a parking place who chooses to park off campus without permission of the administration will be suspended for three days and will not be permitted to drive during their senior year.

Safety first: A 10-mile per hour speed limit must be observed within the school parking area and driveways. Driving in a dangerous manner in the vicinity of the school or failing to obey municipal traffic regulations will be sufficient reason for

revoking a student's driving privilege. A student who exits via the entrance driveway or enters via the exit driveway will forfeit the right to drive to school for a period of time determined by the administration.

One final note: the high school administration has the right to search any car on the property and disable any vehicle if necessary.

Computer Workstation and Network Usage Policies

The school fully expects that all students will follow the directions of their teachers and other school authorities in all matters regarding the school's computer system and other technology resources. All uses of the system and other resources must show a respect for the rights of others and the dignity of the human person. All behaviors will reflect this policy and students will not be permitted to use any school technology resources without the submission of a *Technology Use Agreement* signed by the student and his/her parents/guardians.

Personal School And Home Electronic Communication And Posting

Pope John students are called to be "An Honor to the Father" at all times. Parents and students should be aware of the severity of inappropriate on-line postings and the potential involvement of local law enforcement.

Any on-line posts that are deemed incongruent with our school's mission statement or expected level of behavior will result in disciplinary action that may include immediate suspension, possible expulsion, and/or referral to local law enforcement.

As part of a disciplinary investigation, the administration of Pope John XXIII Regional High School has the right to confiscate and examine any electronic device, including personal cell phones, laptops, and iPads at any time.

Any chromebook confiscated by a staff member for inappropriate use will be searched for inappropriate content. This will be a standard operating procedure.

New Jersey Criminal Statute 2C:24-4: Endangering the welfare of children
A person commits a crime of the first degree if he/she causes or permits a child to engage in a prohibited sexual act or in the simulation of such an act if the person knows, has reason to know or intends that the prohibited act may be photographed, filmed, reproduced, or reconstructed in any manner, including on the Internet.
A person commits a crime of the second degree if, by any means, including but not limited to the Internet, he/she knowingly distributes an item depicting the sexual exploitation of a minor.

- The administration of Pope John XXIII High School will immediately turn over any such incident to local law enforcement.
- Students and parents should be advised that Megan's Law implications may result from any of the actions stated above

New Jersey Criminal Statute 2C:33-4.1: Cyber-harassment
(fourth degree crime if under 21 years old)

A person commits a crime of cyber-harassment if, while making a communication in an online capacity via any electronic device or through a social networking site and with the purpose to harass another, the person:

- (1) threatens to inflict or physical harm to any person or the property of any person;*
- (2) knowingly sends posts, comments, requests, suggests or proposes any lewd, indecent, or obscene material to or about a person with the intent to emotionally harm a reasonable person or place a reasonable person in fear of physical or emotional harm to his/her person or*
- (3) threatens to commit any crime against a person or the person's property*

The administration of Pope John XXIII High School will immediately turn over any such incident to local law enforcement.

Pope John XXIII's Acceptable Use Policy

Pope John High School offers students Internet access and access to other technology resources and has established the *Acceptable Use Policy* for school computers and other technology resources to which all students must adhere. Students are only permitted to use school issued technology resources while on school grounds. Any personal devices such as laptops, cell phones, and Ipads are not permitted. Personal devices will be confiscated and disciplinary action will be taken.

The generic terms "computer" and "computer system" used in this policy apply to *all* school-owned computers, all electronic databases, information and software, and all physical equipment and other technological resources (audiovisual equipment, telecommunications devices, etc.) located on school grounds.

This Internet system has not been established as a public access or public forum but for a limited educational purpose, including classroom activities and career

development. Pope John High School has the right to regulate the material students access or post to ensure that all use is in accord with

- 1) the Christian philosophy of the school,
- 2) the rules set forth in the school's disciplinary code,
- 3) Diocesan policy, and
- 4) the laws of the United States and the state of New Jersey.

Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system. Access to the Internet is available through this school only with permission of the principal or his or her designee, as parents indicated by signing an *Internet Use Agreement*.

Posting of Information on the Internet

The Internet is a public forum with unrestricted access. For this reason, Pope John High School restricts the posting of information related to the school, our staff, and our students on the Internet.

No student is permitted to use images of the school, school staff, or other students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat room, email, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, insulting, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person, is prohibited and result in disciplinary action including possible expulsion.

The administration reserves the right to conduct random checks of laptops or other student devices for content.

Unacceptable Uses of School Network

The following uses of this system are unacceptable:

Personal safety

- a. Students will not post contact information (e.g., address, phone number) about him/herself or any other person.
- b. Students will not agree to meet with someone they have met online. Any contact of this nature or the receipt of any message should be reported to school authorities immediately.

Illegal Activities

- a. Students will not attempt to gain unauthorized access to this or any other computer system or go beyond their authorized access by entering another person's password or account number, or by accessing another person's files.
- b. Students will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

- c. Students will not attempt to modify any of the school's computers or computer systems by changing system hardware or software configurations.
- d. Students will not use the system to engage in any other illegal act.

System Security

- a. Students are responsible for their individual accounts or access privileges and should therefore take all reasonable precautions to prevent others from using their account or access privileges. Under no condition should any student give his/her password to another person or allow a person to use resources in his/her name. This will result in disciplinary action.
- b. Students will immediately notify a teacher or the system administrator of any system problems.
- c. Students are not to download or upload material of any kind to or from any other computer system or the Internet without the express permission of their teacher or the system administrator. Students are not to load or install any program files, applets, or software onto the school's workstations or system.
- d. Students are not to attempt any access to the school's administrative database or student records system. Any attempt to access or alter data and/or programs contained in the school's administrative computer system will be punished by expulsion from the school.
- e. Students are not permitted to use any workstation without a Pope John teacher or system administrator present in the room.
- f. Students attempting to join the staff wifi will result in disciplinary action including possible suspension.

Inappropriate Language

- a. On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, all students will use language consistent with our Catholic Christian philosophy and values. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Students will not harass another person by a persistent action that distresses or annoys that person, and students must stop if asked to do so.
- d. Students will not represent themselves as an official representative of the school or represent their views as official school policy in any communication.

Respect for Privacy

- a. Students will respect others' privacy by not reposting a message that was sent to them privately without permission of the person who sent them the message.
- b. Students will not post private information about themselves, nor will they post any information about another person.

Respecting Resource Limits

- a. Students will use the system only for educational and career development activities.
- b. Students will respect the rights of others to use the system by limiting their use to the time prescribed by your teacher or system administrator.
- c. Students will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
- d. Students will use the email capabilities of the system only with the express permission of their teacher or the system administrator. Students may not establish a private email account on the school's system, nor will they access their personal email account from the school's system.
- e. Students may access Internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards only with the express permission of their teacher or the system administrator. Such requests will only be granted if the access or material being sought is directly relevant to their educational or career development.

Plagiarism and Copyright Infringement

- a. Students will not plagiarize words or ideas that they find on the Internet.
- b. Students will respect the rights of copyright owners. (Copyright infringement occurs when a student inappropriately reproduces a work that is protected by copyright.) Direct any questions regarding copyright law to a teacher.
- c. Students will not attempt to install or use software not licensed to the school on any school equipment, nor will they use school equipment to make illegal copies of software or other copyrighted material.

Inappropriate Access to Material

- a. Students will not use the school's computers to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).
- b. Students' parents should instruct their child if there is additional material they (parents) deem inappropriate. The school fully expects that students will follow their parents' instructions in this matter. However, students will not be permitted any use or access contrary to school policies, even with parental permission.

Students' Rights

- a. The Internet is considered a limited forum, similar to the school newspaper, and, therefore, the school can restrict students' right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic Christian values as expressed in the school's philosophy.
- b. Students should expect no privacy or permanency of the contents of their personal files on the school's computer system. Routine maintenance and monitoring of the system may result in the viewing and/or removal of their files. An individual search will be conducted if there is reasonable suspicion that a student has violated any of the terms of this policy, the school disciplinary code, or the law.

Cooperation with Authorities

The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may, at any time, place restrictions on a student's use of the school's computer system.

Extent of School's Responsibilities Regarding Functions or Services Provided

The school offers no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. The school will not be responsible for any damage a student may suffer, including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations students may incur while using the system, including but not limited to purchases of goods or services, charges for "connect time", and telephone charges. Students and their parents will be held financially responsible for any action that results in damage to any of the school's technology resources.

General Regulations

The General Regulations of Pope John XXIII High School are designed to maintain order and to provide the proper academic atmosphere for all students. Any student showing continued and willful disobedience to these rules and regulations will be subject to disciplinary action.

Students and parents have the right and responsibility to live by the rule of the law. It is their responsibility to obey the school rules and regulations and the authorities who enforce them. This responsibility extends to their conduct while traveling to and from school as well as in the school buildings or on school property. In addition, all school rules apply at athletic and school activities on or off campus.

Accidents and Injuries

All accidents or injuries that occur during travel to and from school, during school hours, or at any school activity must be reported to the office and to the school nurse. All necessary paperwork indicating the nature of the accident or injury must be completed and filed within 24 hou

Appointments

- Appointments with the administration, school counseling office or chaplain should be made before the first period each morning.
- *All doctor, dentist, and other such appointments are to be scheduled after school hours. Permission will be granted only for a medical emergency. After 2:00 no one will be able to exit the upper parking lot.*
- Although students are permitted to take the New Jersey driver's examination during the school day, they must make early morning appointments and then return to school. Under no circumstances may a student take a full day for such an appointment. Furthermore, these appointments are not to be scheduled during mid-year or final examinations, and under no circumstances are students permitted to drive fellow students to such a test; this is a parental responsibility. Finally, appointments for behind the wheel driving instruction must be scheduled after school hours.

Cafeteria & Food/Beverages in School

The cafeteria is the *only* school location where the consumption of food and beverages is permitted. Transporting and/or consuming food or drinks outside the cafeteria warrants an automatic detention, and students may not bring any drink containers into the school or the cafeteria.

- All students must proceed into the cafeteria in an orderly fashion and stand in line for service. Students will also be held responsible for the condition of their table. When finished with lunch, students must place all disposable dishes and other refuse in the proper receptacles.
- Students are not permitted to leave the cafeteria until the lunch period ends. The designated place for relaxation after lunch is the cafeteria – school corridors, the gymnasium, the parking areas, and all vehicles are out of bounds for students.
- Students are required to use a “Meals Plus” swipe card to purchase lunches, drinks and snacks. This system accelerates the checkout procedure, advances quality control, and encourages proper nutrition. Every student must participate in the Meals Plus program since there is no cash option for food purchase.
- Outside drinks - (coffee, etc.) may only be consumed in the cafeteria. Any student consuming food or beverage in the hallways or classrooms will be asked to dispose of their food or beverage.

Cell/Mobile Phone

Cell phone usage is completely restricted upon entry into the school until 2:36 PM., and students may not carry cell phones – whether visible or concealed – at any time during the school day. Should an emergency require contacting a parent during school hours, students may ask to use the school office phone. Before and after

school hours, students may use the cell phone outside the building; at no time may a cell phone be used in any campus building.

Personal headphones are not permitted in school upon arrival to the school until 2:36 PM. All personal headphones must be stored in lockers and remain there until the conclusion of the school day.

Christian Service Program

To fulfill the Pope John XXIII High School mission statement – “to be an honor to the Father” – students are required to complete a minimum of 15 hours of community service annually toward a total of 60 hours by graduation.

- Eligibility for a parking space senior year requires that students accrue a minimum of 45 hours by the end of the third marking period during junior year.
- Students applying to the National Honor Society must complete 60 hours prior to applying and 75 hours by the end of the first semester of senior year.
- In addition, in order to attend the prom, senior trip, or Search, seniors must have completed their 60-hour requirement.
- Students who do not complete community service hours will not receive a diploma.

Conduct Outside of School/Involvement in Criminal Activity

All students should be aware that their conduct within and outside school reflects on the school and their fellow students. In the event that a student’s dismissal from Pope John High School is deemed the appropriate course of action, the principal will:

- notify the parents/guardians immediately by phone that the student is suspended and that expulsion is being seriously considered.
- participate in a conference with the student and his/her parents. (At the principal’s discretion, others may be included in this meeting.)
- report his/her recommendation to the president and the superintendent.

In addition, students/parents who host a party or gathering where alcohol and/or drugs are available – including parties outside the home in restaurants or halls, such as “Sweet 16” birthday celebrations, etc., will be subject to the following:

If there is a party or gathering at which there are drugs or alcohol and police involvement, the child of the host family will be asked to leave Pope John immediately, regardless of whether the parents were home or not at the time of the party.

Police involvement includes:

- The police being called to the house the night of the party;
- Complaints made to the police after the party;
- Police notifying the Pope John administration of the party.

Courtesy and Respect

Courtesy and respect must be shown to the faculty, professional staff, visitors, and peers at all times. Students are strongly encouraged to rise and greet faculty members entering a classroom. Expressions of courtesy include:

- Greeting everyone politely, opening doors, assisting your elders and peers;
- Respecting the confidential and private books, papers, devices, etc., of teachers, secretaries, professional staff members, and fellow students;
- Refraining from chewing gum in the classrooms, at assemblies, or other school exercises; gum chewing is considered improper etiquette and, as such, will result in a detention.

Disciplinary Regulations

Students will comply with the rules and regulations established for the orderly conduct of the school as prescribed by New Jersey Statute 18A:37, which states: *"[Students] pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school" (N.J.S.A 18A:37-1,37-2).*

School Sanction

Rules are made for the orderly and harmonious operation of the school. In order to efficiently administer its school program, Pope John XXIII Regional High School reserves the right to take corrective and remedial measures to place on disciplinary probation any student who has a disregard for the school rules or who does not adhere to the spirit of the rule. The forms of corrective or remedial measures will be (1) detention, (2) suspension, (3) dismissal from school.

Detention

Detention is issued for an infraction of the school rules. Detention is scheduled Monday through Friday in Room 103 from 2:40 – 3:40 PM and must be served within 24 hours of receiving the detention. Failure to report to detention when assigned may result in a suspension from school, in which case the student may only return after his/her parents meet with the administration.

Students assigned to serve a detention will be notified by the issuing staff member at the time of the infraction and reminded by the main office. Students who are disruptive or uncooperative during detention will not receive credit for the detention, and repeated offenses will warrant more severe disciplinary action

Detention Notice

A student who faces Disciplinary Action will receive an electronic notice of the intended Disciplinary Action. The student's parents or legal guardians will also be notified with an email of the detention. The Notice of Intended Disciplinary Action will also be emailed to student's parents including the following:

- The date, violation, and teacher/administrator who issued the disciplinary action

Saturday Detention

Students who accrue five detentions could be subject to serving a Saturday detention. Saturday detentions will run from 8:00 am - 11:00 am and students must pay a \$25 proctor fee upon arrival.

- Students who refrain from serving an after-school detention within the allotted time period may also be subject to serving a Saturday detention.
- The administration reserves the right to issue a Saturday detention depending on the severity of the student handbook violation

Suspension

Students are suspended from school for more serious infractions. Suspension may be in-school or at home. On the day of suspension, students are not permitted to participate in or attend extracurricular activities.

Students who receive an in-school suspension are to remain in the designated suspension area for the entire day and are expected to complete assignments and/or take any tests or quizzes administered during that time. Students are also required to submit all assignments due on the day of suspension. In-school suspensions may also result in cleaning of school equipment, handwriting letters of apology to staff/parents, etc.

Students who receive out-of-school suspension are expected to be at their home for the entire day. Telephone calls will be made to verify that the suspended student is, in fact, at home. The student is responsible for completing all missed work within 24 hours of his/her return to school, and any missed tests must be made up on the day of the student's return.

Students who do not abide by the terms of their suspension are in danger of expulsion. Before a student is re-admitted to class following a suspension, an in-person conference with the student, the student's parent/guardian, and a member of the Administration must be held.

Suspension Notice

All suspensions that are issued will be reviewed by the Administration. The Administration will meet with the student to review the Student Handbook Violation that occurred and after review issue a formal suspension on the day of occurrence. The suspension can either be an in-school suspension or out of school suspension depending on the student's violation.

All parents and guardians will be notified of the suspension by phone call on the day the violation occurred. The length of the suspension will be determined by the violation that has taken place. A record of suspensions will be kept by the Dean of Students. Students who receive a second suspension could be submitted to the Disciplinary Council for an expulsion review.

Expulsion

Expulsion of a student from a Catholic high school is an extremely serious matter. Expulsion is a last resort when previous attempts at correction have failed, or the offense is so egregious that enrollment in the school is no longer deemed possible.

Expulsion Notice

In the event a student accrues a significant amount of absences, tardies, detentions, or suspensions, they may be subject to disciplinary review. The Disciplinary Review Committee will then discuss all current and previous student handbook violations. After the Committee convenes the student will meet with the Pope John Administration to discuss any recourse as a result of the violations up to and including expulsion.

President of the Academy Decision Final

The President of the Academy, in his sole discretion, may accept, modify or reject, in whole or in part, the recommendations for suspension or expulsion. The President of the Academy will issue a final decision in writing to the parties, which shall be final and binding upon the parties.

In the event that dismissal from a Catholic high school is deemed the appropriate course of action, the principal will:

- notify the parents/guardians immediately by phone that the student is suspended and that expulsion is being seriously considered.
- participate in a conference with the student and his/her parents. Others may be included at the principal's discretion.
- report his/her recommendation to the president and the superintendent.

In a case involving a grave offense, there is no requirement for an initial conference. Reasons for expulsion include but are not limited to the following offenses:

- actions in or out of school that are detrimental to the school's reputation
- arson
- bullying, including cyber bullying
- continued and willful defiance of authority
- continued and willful disobedience
- criminal activity, including criminal charges or indictment
- continued and willful use of verbal and/or physical threats
- extortion
- gambling for financial gain
- gross disorder (including mob action)
- membership in, involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- harassment: physical, sexual, verbal
- hazing of a student or group of students
- inappropriate use of a cell phone including cell phone cameras
- improper use of social networking sites
- noncompliance with a mutually agreed upon behavioral contract
- physical assault/sexual assault
- possession of a weapon or materials that can be used as weapons
- possession and/or trafficking in pornographic materials
- theft
- use, sale, distribution, or possession of illegal or controlled substances inside or outside of school
- use, sale, distribution, or possession of alcohol inside or outside of school
- willful defacement or destruction of school property
- violations of the Electronic Acceptable Use Policy

After consulting with the principal and the superintendent of the Catholic Schools Office, the president reserves the right to expel a student.

Drugs, Alcohol, Vaping, & Tobacco

Whereas the use of alcohol/drugs constitutes a physical and mental risk for both the consumer and the community, the use, possession, ingestion, and/or distribution of alcohol/drugs will not be tolerated at Pope John XXIII High School. Pope John High School prohibits the possession, ingestion, or distribution of alcohol/drugs in the school buildings, on the school grounds, on school transportation, or at any school-sponsored function and will work with the local police department to enforce the laws of New Jersey concerning use, possession, ingestion, or intent to distribute alcohol/drugs.

Any student at Pope John High School who seeks help in securing treatment for an alcohol/drug problem will be assisted by the administration and school counseling department. Any student or intending to distribute alcohol/drugs will be expelled from Pope John XXIII High School.

Drug and Alcohol Testing

Pope John High School has the right to request that a student be tested for drug and/or alcohol abuse if there is a suspicion of drug and/or alcohol abuse. Failure to comply with this request by either the parent/guardian or the student may result in expulsion.

If a student tests positive in any of the weekly drug tests, the student is immediately suspended from school and activities. In order to be reinstated, the student and parents/guardians must:

- Attend a conference with the administration of the school,
- Sign a contract agreeing to participate in counseling provided by a school-approved substance abuse or family counselor,
- Contact the approved counselor and schedule an appointment, and
- Accept the requirement that the student submit to periodic testing for the duration of the student's attendance at Pope John.

Failure to comply with the conditions set forth above will result in the student's expulsion from Pope John. The parents will be responsible for payment of any school required testing and/or counseling.

If a student tampers with or the test is adulterated in any way, whether it be for *Stand Tall* or requested by the administration, the test will be considered positive, and the aforementioned conditions must be met if the student plans on remaining at Pope John as a student in good standing.

The following immediate consequences will be applied to any student testing positive:

- The student must relinquish elected office, appointed office, or any leadership position for one calendar year.
- A student testing positive will be immediately removed from membership in the National Honor Society Chapter and/or any other honor society within the school.

If the student tests positive a second time at any time during his/her remaining years at Pope John, the student will be immediately expelled.

NJSIAA Steroid Testing Policy

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New

Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a random testing program to identify steroid use by teams and individuals qualifying for championship games.

Beginning in the Fall 2006 sports season, any student athlete who possesses, distributes, ingests or otherwise uses any banned substance to treat a medical condition without written prescription by a fully-licensed physician who is recognized by the American Medical Association violates the NJSIAA's sportsmanship rule and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test for banned substances randomly selected individuals and teams that qualify for a state championship tournament or state championship competition. The results of the tests will be confidential and disclosed only to the student, his/her parents, and his/her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent.

Smoking and Use of Other Tobacco Products

Since smoking, vaping, and the use of other tobacco products may be hazardous to health, students are forbidden to have smoking materials, chewing tobacco, smokeless tobacco (snuff), e-cigarettes or other tobacco products in their possession, or to smoke, vape, or use other tobacco products in the school buildings, on the school grounds, at school sponsored activities, when traveling on public or private buses to and from school, and while in school uniform. This rule applies to tobacco in any form and also to vaping liquids, regardless of whether the liquid contains nicotine.

- Students violating this rule will be suspended for one to two days and cannot drive to school for one marking period.
- The 'no driving rule' will apply to students in grades 8-12 at the time they obtain their license.

Stand Tall/Drug Testing Policy

At that time, the parent and student will be asked to sign a contract requiring the student to submit to a comprehensive drug/alcohol evaluation provided by a school-approved counseling service. In addition, the student will be required to submit to periodic random testing. Failure to comply will result in dismissal.

Drugs and Narcotics

Any student who possesses, uses, or sells, whether in school or out of school, narcotic drugs as defined in New Jersey Statute A24:18-2, or who has in his/her possession prescription drugs, hallucinogenic substance, controlled substances

(including alcohol), or any type of drug-related paraphernalia, including a hypodermic syringe or needle, will be dismissed from the school.

As previously stated, no drugs or alcoholic beverages will be brought, purchased, possessed, distributed or consumed by students at school or at school-sponsored events, nor will any student under the influence of drugs or alcohol be permitted on school property or at a school-sponsored event. A student who violates any part of this rule (*this includes being in the company of a group possessing and/or using drugs or alcohol*) will be suspended from school immediately.

New Jersey Drug Laws

The State of New Jersey passed legislation designating the area within 1000 feet of school property as a Drug Free Zone. In a Drug-Free School Zone:

1. Any adult convicted of dealing or passing any type of illegal drug, other than marijuana, will be subject to three (3) years in prison without parole.
2. Any adult convicted of dealing even a small amount of marijuana will be subject to one (1) year in prison without parole.
3. Anyone convicted of transporting and/or passing a drug can be considered a dealer and therefore subject to prison without parole.
4. Anyone in possession of any type of illegal drug in a Drug-Free School Zone must complete 100 hours of community service.

Consequences of Violation of School Policy

Be aware that under the law, an adult is 18 years old and over, but a juvenile, 14 years old and over, can be treated as an adult in an adult court. In addition, anyone under 17 years of age who is convicted of any drug offense will not be able to get his/her driver's license for at least six (6) months after turning 17. Anyone over 17 convicted of any drug offense will automatically lose his/her driver's license.

First Violation

- With due regard for the consequences allowed by the paragraph above, ordinarily, a student who violates this regulation for the first time must participate in a conference with his/her parents and the principal. At the principal's discretion, others may be included at this meeting.
- Following the conference, the student will be suspended from school for an extended period of time.
- The student must seek counseling and may also be referred to a school approved drug/alcohol treatment center. If the latter occurs, the principal is to receive all information regarding the student assessment and the type(s) of help recommended by the counselor and/or treatment center.

Subsequent Violations

- With due regard for the consequences allowed by the first paragraph above, ordinarily, a student who violates this regulation for the second (or subsequent) time(s) must participate in a conference with his/her parents and the principal. At the principal's discretion, others may be present at the meeting.
- Following the conference, the student may be expelled OR the student may be referred to a school-approved drug/alcohol treatment center. If the latter occurs, the principal is to receive all information regarding the student assessment and the type(s) of help recommended by the counselor and/or treatment center.
- As a condition for continued enrollment, the student is to participate in any and all recommended treatment program(s) as soon as treatment is available; the student will remain suspended until treatment begins. If the student fails to follow the required steps, she/he will be expelled.

Remember: The distribution, sale, or offerings of drugs or alcohol are grounds for expulsion, and legal action may be taken.

Harassment/Bullying/Intimidation Policy

The administration of Pope John XXIII Regional High School will immediately and fully investigate any allegation of bullying, harassment, threat of physical harm, act of intimidation, or unkind act. Allegations may stem from verbal, written or online communication during or outside of school hours, including weekends.

Students found guilty of bullying may be immediately suspended from school and placed on disciplinary probation that will include exclusion from driving to school and participation or attendance at any extracurricular event or activity (including athletics and prom). Local law enforcement may be contacted to assess if criminal penalties are appropriate. In extreme cases, students may be expelled from Pope John XXIII High School pending approval of the Superintendent of Schools. See the Diocesan Policy (below) for additional consequences or actions that may be implemented.)

In accordance with Diocesan policy, documented cases involving harassment or bullying must be sent to the diocesan attorney who will decide whether or not to proceed with a criminal investigation.

5074 Diocesan Bullying Prevention Policy

Definitions

For the purpose of this Policy, the following definitions shall apply:

- *Aggressor* means a student who engages in Bullying or Retaliation.

- *Bullying* is the repeated use by one or more students of written, oral or electronic expressions, or physical acts or gestures or any combination thereof, with the intent to cause harm through ridicule, harassment, humiliation or intimidation, directed at a Target which a reasonable person should know would have the effect of:
 1. causing physical or emotional harm to the Target or damage to the Target's property;
 2. placing the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
 3. causing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or materially and substantially disrupting the educational process or the orderly operation of a school.

An isolated incident, however egregious, is not Bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduct may warrant disciplinary action, but is not Bullying.

- *Cyber-Bullying* means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:
 1. Wire;
 2. Radio;
 3. Electromagnetics;
 4. Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or message, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

- *Retaliation* means any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying.

- *School Grounds* means property on which the school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.
- *Staff* means all employees of the school or parish and other individuals who receive stipends from the school or parish.
- *Student Handbook* means the student handbook established by the school.
- *Target* means a student against whom Bullying or Retaliation has been perpetrated.

Prohibition against Bullying and Retaliation Bullying is prohibited:

1. on School Grounds;
2. on property immediately adjacent to School Grounds;
3. at any school-sponsored or school-related activity, function or program whether on or off School Grounds;
4. at a school bus stop;
5. on a school bus or any other vehicle owned, leased or used by the school; or
6. through the use of technology or an electronic device owned, leased or used by a school.

Bullying by students is also prohibited at other locations and through other means if it:

- causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupts the educational process or the orderly operation of a school.
- definitions of Bullying and Retaliation as contained in this Policy;
- prohibitions against Bullying and Retaliation;
- clear procedures for students, Staff, parents or guardians and others to report Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;
- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation may be subject to disciplinary action;
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of such students;
- provisions establishing a Bullying prevention program;
- provisions for informing parents and guardians about the Bullying prevention program;

- provisions for ongoing professional development to build the skills of all staff members including, but not limited to, the Principal, educators, faculty, other staff, athletic coaches, advisors to extracurricular activities and volunteers, to prevent, identify and respond to Bullying.

Reporting

Any Staff member who witnesses or becomes aware of Bullying or Retaliation shall report the incident(s) immediately to the Principal or to the Staff member designated as responsible for receiving such reports, or to both the Principal and such designee. All reports will be documented using the “Bullying Incident Report Form.”

Retaliation

Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying shall be prohibited.

Non-disciplinary Intervention

When Bullying is identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of Bullying, its prohibition, and their duty to avoid any conduct that could be considered Bullying. Consequences

The following list of consequences and remedial actions is provided as a guide and by no means limits the school from implementing other additional consequences and remedial actions consistent with the requirements of this Policy.

Student Consequences:

1. Loss of a privilege;
2. Completion of letter of acknowledgement of action, with apology to the Target (after reviewed by the Principal and not in a case of sexual harassment or intimidation);
3. Detention;
4. Reparation to Target in the form of payment for, or repair of damage to possessions;
5. Reassignment of seats in class, cafeteria or bus, or removal from the bus or extended care;
6. In-school suspension;
7. Out-of-school suspension;
8. Extended suspension;
9. Expulsion.

Remedial Actions:

1. Parent/Student Conference;
2. Counseling with licensed counselor or psychologist at the parents' expense;
3. Education about the effects of Bullying;
4. Behavioral agreement;
5. Cooperation with a behavioral management program developed in consultation with a mental health professional and the Principal.

Types of support services that may be available by referral to the Aggressor, Target, witnesses, and any bystanders:

- a. Counseling/Conflict resolution;
- b. Problem solving skills training (proactive, constructive, relationship-building);
- c. Social skills/competency training;
- d. Anger management training;
- e. Parental involvement;
- f. Targeted use of monitors (e.g. hallways, cafeteria, buses);
- g. Faith-based services;
- h. Law enforcement agencies;
- i. Department of Social Services;
- j. Department of Juvenile Services;
- k. Public or private community based mental health services.

Hazing

Any student who participates in any hazing activity as a form of initiation into the school, a club or a sport activity, whether at school or off campus, may be suspended or expelled, depending on the gravity of the offense.

Leaving School Grounds

Students are required to stay on school grounds from the time of arrival until regular dismissal. No student may leave the school grounds at any time during school hours without the administration's permission, which will be granted only for very special reasons and with an accompanying note signed by one or both parents. Violations of this policy will be punishable by suspension.

Lockers and Use of Locker Room

A hall locker is assigned to each student for the storage and protection of clothing, books, and personal items. Students are not permitted to change their assigned locker. *Because the lockers are school property, they may be inspected at any time by the school authorities.*

Students also have use of a locker during their physical education classes, which are to be used only during the student's physical education class and left vacant immediately after class ends.

Please note that students are not provided with combination locks unless they specifically request one assigned from the main office.

Parent Communication with Students during the School Day

- Parents should not contact their child via social media during the school hours, as this disrupts the learning environment. Students found receiving or responding to text messages, emails, and/or other electronic communications, including messages from parents, guardians or siblings, will be disciplined accordingly. In case of emergency or the need for immediate contact, parents or guardians will receive a call from an administrator or other school personnel.
- Students are not allowed to carry cell phones on their person during the school day. Any student found to be looking at/using their cell phone during the school day, will have their cell phone confiscated for the remainder of the school year and will be issued a \$25 fine and a detention for a first offense. A \$50 fine and a one-day suspension will be issued for a second violation. Fine proceeds will be donated to the Sussex County Food Bank.

Physical Altercations

Any student involved in a physical altercation with another student will be suspended for a period of one to five days depending on the circumstances. A conference with the parents will also be necessary. The second offense could result in more severe punishment and possible expulsion from the school.

Public Displays of Affection

The school is an inappropriate setting for public displays of affection, and students who violate this rule will be subject to disciplinary action.

School-sponsored Dances and Proms

Students are advised that all school rules and regulations in this handbook apply to *all* school-sponsored dances and the prom. Students are expected to conduct themselves with proper etiquette at such functions and are expected to submit to the authority of the designated adult chaperones.

The administration reserves the right to deny any improperly dressed student admission to a dance or the prom. The administration may also conduct random alcohol/drug tests at dances or the school prom.

Only students who are currently enrolled at Pope John High School are permitted to attend dances held at Pope John High School, and only Pope John juniors and seniors are permitted to attend the prom. Couples of the same sex are not permitted at dances or the prom.

Students who have more than ten (10) absences (two instances of lateness count as one full day's absence) are not permitted to attend the prom. In addition, seniors must have completed their sixty (60) hours of Christian service by the third marking period in order to attend the prom.

Students must be picked up from dances and other activities no later than 15 minutes after the conclusion of the activity. Those who fail to comply will not be permitted to attend other Pope John functions after school hours.

Snowballs

Throwing snowballs is forbidden – very simply, it is dangerous and a distraction. This includes throwing snowballs at persons and vehicles on school property or on the way to and from school and school activities.

Spirit Wear

Pope John parents and students are encouraged to wear PJ gear at school-sponsored athletic and other activity events to show our school spirit! Pope John apparel is available for purchase through The Lions' Den, open Tuesdays during lunch hours throughout the school year, the Den's on-line store or during special events when the school store is open.

Tampering with Fire Equipment

Any student who causes a false fire alarm to be sounded or tampers with fire extinguishing or detection equipment will be suspended or expelled from the school, depending on the gravity of the offense.

Termination of Activities

School dismissal is at 2:36 PM, at which time all students who are not participating in athletics or student Club activities are requested to leave the school premises on their assigned buses. All student activities in the classroom sections of the building must terminate at 3:30 PM.

Textbooks

All students are required to have the resources designated by each subject teacher in all class sessions. Ebooks must be purchased prior to the first day of school. A list of required ebooks is available at www.popejohn.org.

Theft/Stealing

Any instance of stealing may be punishable by suspension or expulsion from school, depending on the gravity of the offense. Full restitution is required. All incidents of theft may also be referred to local law enforcement agencies for appropriate action, and a complete record of each incident will be maintained in the student's permanent file.

Visiting Students

Unless coordinated through the Admissions Office, students will refrain from encouraging students from other public or private schools to visit the school. Visitation privileges will be granted only upon written request of the visiting student's parents and with the written approval of the principal of the public or private school that the visiting student normally attends. The required parental permission request and the school approval must be presented to the administration of Pope John High School prior to the day of the visit.

Vandalism

Vandalism is defined as the deliberate damaging of school property resulting in the loss of time and money, as well as behaviors that may be hazardous to the safety and well-being of students, faculty and staff.

- All restitution is to be made by the student and the parent for any damage caused by vandalism. In cases where the costs cannot be paid solely by the student and must be paid by the parent, the student will be assigned a certain number of public service hours as partial restitution. This will aid the students in accepting personal responsibility for their actions.
- Where property damage is over \$100.00, the school, with the knowledge of the student's parents, is expected to notify local authorities of the vandalism.
- Administrators may recommend to the parents that the students committing vandalism receive appropriate counseling. Due to particular circumstances, some flexibility may be necessary in dealing with cases of vandalism.
- In cases where parents or legal guardians are not cooperative, the parents may be required to withdraw the student from the school. Transcripts cannot be released until appropriate restitution is made.

- Monies may be taken from individual class treasuries to offset expenses incurred through vandalism.

Weapons/Explosives

Any student found to have explosives in any form or any item that could be considered a weapon under New Jersey statutes, or who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm in the school building, on the school grounds, on school buses or at school activities, will be immediately removed from the school's regular education program and subject to expulsion.

Under New Jersey Statutes and for the purposes of this policy, any item that looks like a weapon is considered to be a weapon, and the school is required to notify the local police in these situations. Laser pointers, unless used in a classroom under the supervision of a teacher, are strictly forbidden; students who fail to comply will be suspended. Furthermore, student depiction of violence in any form will not be tolerated and may result in mandatory counseling, suspension and/or expulsion from school depending on the severity of the matter.

Working Papers

Students desiring working papers must apply to their local public high school to obtain the forms. One section of the form, certifying that the student is in good standing, will be signed by the principal only after the student has completed the student information and promise of employment sections. Working papers will not be granted to students on academic probation.

Sexual Harassment Policy

Introduction

"They did what was right and received what God had promised." Hebrews 1 1:33

The schools in the Diocese of Paterson strive to maintain a learning and working environment that promotes respect for the human dignity and personal value of each member of the community. Our mission is to proclaim the Gospel values and create an atmosphere free from violence, abuse, or any other form of harassment. Each member of the community has the responsibility to maintain a learning and working environment free from intimidation, harassment, bias or prejudice. Threats of violence and other abusive forms of expression, physical harassment, corporal punishment, use of inappropriate sexual words, actions, comments, or innuendoes directed at a person's gender are inappropriate and will not be tolerated.

Violations of this no harassment policy will be treated seriously and result in significant disciplinary action.

Definition

Sexual harassment consists of UNWELCOME sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, written, visual or physical conduct of a sexual nature directed toward another person.

Examples of Sexual Harassment

Sexual harassment includes, but is not limited to:

- VERBAL: Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, or epithets.
- WRITTEN: Suggestive or obscene letters, notes, computer terminal messages, or invitations.
- VISUAL: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.
- PHYSICAL: Sexual assault, touching, impeding or blocking movement.

Reporting and Investigating

It is the express policy of the Diocese of Paterson to encourage persons who believe they have been victims of sexual harassment to report all such incidents that may have occurred during the school day or at any school-sponsored event/activity. The school will ensure that the privacy and due process rights of all parties involved in the incident are protected insofar as possible.

1. Students who believe they have been harassed, or who have witnessed harassment, or who have been told of incidents of harassment should promptly report the incidents to any teacher, counselor or administrator.
2. Any teacher, counselor or administrator who receives a student's report of sexual harassment will immediately make these reports known to the administrative designee.
3. The administrative designee's first step is to interview and document the alleged incident(s) with the alleged victim, noting any witnesses to the incident(s). Due to the nature of the complaint, this interview should be non-confrontational and take place in a neutral office as soon as possible within a 24-hour period of the allegation.
4. The designee must then interview the alleged perpetrator, separate from the victim. This interview should be non-confrontational and take place in a neutral office as soon as possible within a 24-hour period of the allegation.
5. The designee must then interview any witnesses to the incident(s). This interview should be non-confrontational and take place in a neutral office as soon as possible within a 24-hour period of the allegation.
6. When the administrative designee has received and reviewed all data, he/she must meet with the administrative team within the 48-hour period following the report of the incident. All data will be evaluated by the team. If it is determined that probable cause exists, the administrative team must determine the

seriousness of the offense and thereby decide whether to take administrative action (within the scope of the school's disciplinary code/complaint procedure) or turn the information over to law enforcement officials. The Diocesan School Office must be informed at this point in either case.

7. Parent(s)/guardian(s) of the alleged victim and perpetrator must also be informed of the incident and the action taken by the administrative team.
8. All parties involved must be informed of the action taken by the administrative team.

School Sanctions

Sexual harassment is a serious offense and violation of Federal and State Law. In substantiated claims of sexual harassment, the perpetrator will be subject to disciplinary action. Depending upon the type and severity of the incident, a sexual harasser may:

- Receive a verbal reprimand
- Be required to receive counseling
- Receive detention
- Be deprived of extracurricular activities
- Be suspended from school
- Be invited to withdraw from school and/or other actions that the school principal feels considers in the best interest of the victim and the accused.
- As the school deems necessary, the incident will be reported to the police.

Part IV: Student Services

School Counseling Office

The community of Pope John XXIII High School is committed to meeting students' academic and social needs and encouraging them to reach their highest potential.

The School Counseling Office's role is threefold:

- *to counsel, participating in the life of the student, whether through simple acceptance and understanding or active guidance;*
- *to consult, placing us at the student's side as he/she interacts with institutions and individuals;*
- *to inform, providing objective information expands students' self-awareness and encourages them to identify and assess their abilities and expectations.*

Counselors for students in grades 8-12 are located in the Pope John School Counseling Office suite on the first floor across from the Chapel and Biondo Research Center.

The School Counseling Office is open on regular school days from 7:30 AM until 3:30 PM. Parents who would like to schedule an appointment or speak with a counselor may reach the School Counseling Office by calling (973) 729-6125 ext. 3043.

School Counselors

School Counselors help students solve problems and make appropriate decisions in *personal areas* – such as a student's understanding of him/herself and feelings, coping with peer pressure and family issues, recognizing chemical substance abuse, handling stress, learning to create healthy relationships, and developing self-esteem – and *academic areas*, which include choosing appropriate courses, managing study time, understanding test scores, and choosing activities to enrich the school experience and improve each student's school performance.

School counselors, through college and career advisement, discover students' aptitudes and interests, assess appropriate college choices, provide options, and guide students through the entire college process. The Pope John counseling staff includes a crisis counselor, who provides more in-depth assistance to students and their families, as well as an NCAA coordinator, who guides student-athletes through the requirements for college athletics.

Students who are interested in the United States Military Service Academies are encouraged to contact their assigned school counselor for detailed information and

assistance, especially since the application process for military academies begins in junior year.

Each student is assigned to a School Counselor, as follows:

Mrs. Ann Lopez	Director of Guidance, NCAA Coordinator, School Counselor, last names L-O (Grades 9-11)
Mrs. Kathleen Piwko	College Counselor, last names A-Z (Grade 12)
Ms. Renee Lopez	School Counselor, last names A-K (Grades 9-11)
Mrs. Mary Alice Campbell	School Counselor, last names P-Z (Grades 9-11) Cultural Exchange Program, Transcript & Report Card Processing
Mrs. Lauren Espinoza	8th Grade Counselor, Crisis Counselor (Grades 8-12)
TBD	Administrative Assistant

Students can make an appointment to meet with their counselor by completing a pass request form, which is available in the main office or the counseling office. The student's assigned school counselor will arrange for a meeting within 48 hours, or, in an emergency, the student will be seen immediately. Students may also request appointments by emailing their counselor directly.

Standardized Testing Program

Each year, students take a variety of standardized educational tests:

- Freshman take the PSAT 8/9,
- Sophomores take the Preliminary Scholastic Aptitude Test (PSAT);
- Juniors take the Preliminary Scholastic Aptitude Test (PSAT) in the fall and it is recommended they take the Scholastic Aptitude Test (SAT) or the American College Testing Assessment (ACT) in the spring;
- Seniors may take the SAT or ACT again during the fall
- Advanced Placement Tests are administered to all students who have completed an Advanced Placement Course in May during the College Board's designated AP testing window.

It is important to note that in the case of college admissions tests (ACT or SAT), it is the student's responsibility to register for the test well in advance of the deadlines posted. Students register online for the SAT at www.collegeboard.com and for the ACT at www.act.org.

Resources and Accommodations Provided to Classified and 504 Students

- Extended testing time for mid-term and final exams when specified in the current Service Plan/Individual Education Plan (IEP) or 504 Plan
- Extended testing time for PSATs, SATs, and AP Exams when granted by the College Board
- Preferential seating when requested or specified in the Service Plan/IEP/504
-
- Use of laptop computers, calculators and personal printers in class when specified in the Service Plan/IEP or 504 Plan
- Exemption from the use of Scantron answer sheets when specified in the Service Plan/IEP or 504 Plan
- Basic levels of instruction in mathematics and science: Algebra I and II, Geometry,, Conceptual Chemistry, and Conceptual Physics
- Supplemental instruction for 8th-12th grade students/ maximum of two 30-minute sessions per week* when specified in the Service Plan/IEP
- Speech therapy* and occupational therapy* when specified in the Service Plan/IEP
- English as a second language (ESL)* when specified in the Service Plan/IEP
- Alternate resources and accommodations deemed appropriate and at the discretion of the teacher, e.g. oral testing (extra time is allowed for midterms and finals but not for classroom tests and quizzes)

Note, however, that in-class support is not a resource or accommodation, and all Pope John XXIII High School disciplinary, academic, and attendance policies apply as outlined elsewhere in this handbook.

* *Services are provided by Sussex County Educational Services Commission.*

In-school Programs Offered to Students

The School Counseling Office runs programs designed for each grade level throughout the school year.

Freshmen:

In an ongoing effort to ease the transition from middle school to high school, the School Counseling Office conducts a Study Skills Workshop for all freshmen during the first marking period. Topics include organizational skills (time management, prioritizing tasks) and general study skills (note-taking techniques, test-taking strategies).

Sophomores:

In early February, counselors administer the career testing program to all sophomores. Available online at www.careertest.net, the multiple choice test

determines personality types and suggests higher education options and/or career paths that match students' interests and aptitudes.

Juniors:

Students begin the college process in the spring of their junior year. College advisors present a two-part workshop on the application process using Naviance – a web-based management system that aligns students' strengths and interests to post-secondary goals.* Topics include essays, resumes, letters of recommendation, and standardized testing. By the end of junior year, each student has met privately with a college counselor to discuss plans, useful resources, and specific concerns about the admissions process.

The Counseling Office also publishes a college process manual outlining procedures and establishing a timeline for junior and senior years. Parents are encouraged to attend the Pope John college night presentation during their child's junior year and the Pope John financial aid workshop during senior year.

Juniors & Seniors: - College Visits:

From September until January, representatives from more than 50 colleges and universities visit Pope John on a daily basis and are available to all students during lunch and Advisory periods. College counselors are available for parent meetings to address specific concerns. Counselors are committed to providing each student with individualized attention throughout the college process, and we make every effort to assist students in achieving their college goals.

Scholarship information is available at <http://succeed.naviance.com> under the "Colleges" tab in the section marked "Scholarships and Money."

**Naviance - <http://connection.naviance.com/popejohn> The Pope John Counseling Office and students utilize Naviance Succeed throughout the college application process. Students in grades 10-12 create personal accounts on Naviance and participate in two instructional workshops on the program's features. Parents should check with their child to acquire his/her login information for Naviance.*

A few notes regarding Naviance: Due to changes in student score reporting options (Test Optional, Score Choice, etc.), student applicants are best served by reporting their own score. Therefore, the student/applicant should request the testing agency to send SAT, ACT and AP scores directly to the selected colleges. (To send scores: SAT scores www.collegeboard.org, ACT scores www.actstudent.org, and AP scores www.collegeboard.org)

Student Record Release Form for Seniors

Please note that no records will be released to colleges during the application process without a parent's signature on the Student Record Release form. This form must be signed and returned by September 15th.

Letters of Recommendation

Faculty members are often asked to write letters of recommendation on behalf of seniors applying to colleges. Teachers submit their letters directly to Naviance, where they are accessible to all colleges to which a student applies.

Please note that unless there are extenuating circumstances, faculty members do not write letters on behalf of underclassmen transferring out of Pope John XXIII Regional High School. Only in certain cases may letters be written, and this is only with the approval of the administration.

Course Selection & Changes

All students will have the opportunity to meet individually with their counselor to discuss courses for the upcoming school year (refer to *Curriculum Guide & Prospectus*). Faculty members have established clear prerequisites for entry into each department's courses. These may include the attainment of specific levels of performance, completion of specific courses, auditions, portfolio evaluations, and placement testing. The course descriptions and their prerequisites are found in the *Curriculum Guide & Prospectus*, only the administration can make exceptions to these standards.

Students may request changes in their course selection up to July 15th prior to the school year – all changes must be made by this date by contacting the school counseling office at 973-729-6125, ext. 3043. *Please note that a student's final grade may change his/her eligibility and necessitate a change in course selection.*

Once the school year has begun, students may make changes to their schedule during the add/drop period **only**, which occurs during the first two weeks of classes. There will be no adds or drops, only teacher-driven level changes within the first marking period and only with teacher, parent and school counselor approval. Be aware that schedule changes may require a reconfiguration of the student's schedule.

Home Instruction as a Result of Illness

When a student is prevented from attending school as the result of illness, the student should first access assignments posted on Schoology.

Should the absence continue for two weeks or more, the student may be eligible to receive homebound instruction services. Eligibility for home instruction requires a doctor's certification. Please contact the School Counseling Office for specific information concerning the application process and services offered.

Mental Health Screening

Any student who is deemed to be a danger to him/herself, based on verbal statements, online postings, or behavior in or outside of school, may be required to have a mental health screening. A student may not return to school unless a release from a certified clinician or the Psychiatric Department of the local hospital is presented to the principal with a copy to the school crisis counselor.

Parents/students who do not comply with this regulation will not be allowed to attend school, extra-curricular activities, or be on school property until a release is presented to the principal.

Withdrawal From School

As specified by policy of the School Office of the Diocese of Paterson, whenever a student withdraws from Pope John or terminates his/her enrollment for any reason other than graduation, the parent/guardian must come to the school for an exit conference with a member of the administration or school counseling department. A form stating the reason for the withdrawal must be completed and signed by the parent and the school representative.

Parent/Teacher Conferences

Report Card Nights – or Parent/teacher conferences – are scheduled at the close of the first, second, and third marking periods. During Report Card Nights, parents may come to the school without a prior appointment during the designated hours to confer with their child's teachers. The dates and times of these conferences are published by the administration and posted on the school's website.

Should the need arise, parent/teacher conferences can be arranged at other times by calling the administration and/or school counseling office to schedule an appointment during school hours or immediately after school. Every effort is made to honor such requests as quickly as possible. Only parents or legal guardians may request or attend a conference with a teacher, school counselor, or administrator.

Biondo Research Center

Endowed by the Biondo Family of Matamoras, Pennsylvania, the Biondo Research Center provides students and faculty with the print, technology, and space to complete both long and short term projects. This 5,000 square foot media center is the school's information center and workspace for individual or collaborative projects, classes, meetings, presentations, and special events.

Utilizing The Biondo Research Center

Students may use the Biondo Research Center during the school day from their advisory or classroom provided they have signed up online utilizing Smartpass or have permission from their classroom teacher for a specific purpose (assignment completion, project work, research, etc).

Classroom teachers, clubs and activities may reserve space for special projects and presentations. There is plenty of room for multiple activities at one time. There is rarely a time when the center is not a hive of activity.

The research center is open from 7:00 am to 5:00 pm on Monday through Thursday and 7:00 am to 2:36 pm on Friday or the day before vacation. The primary purpose of the research center should be for research, school projects, recreational reading, or special school events.

Computerized Services

1. The BRC has 32 MacIntosh 21" iMac workstations with automatic protection from PC viruses and the latest wireless technology, Internet, as well as appropriate software to support school projects and research.
2. The Macintosh operating system offers great "ease of use," providing students a positive educational experience.
3. There are two, 10-Bay Secure Charging Stations available for day and overnight use.
4. Students have remote access to Proquest, GALE, and EBSCO databases.
5. Every media center computer is monitored remotely by library staff and the IT department to maintain a high level of security and support.
6. Students may access the Biondo Research Center's Online resources and databases via the Resource tab in the Biondo Research Center Group on Schoology.

Rules of Conduct

1. Students are expected to work quietly, and make productive use of their time. Appropriate behavior is expected at all times. Failure to do so may result in loss of privileges and/or detention. This includes computer usage or overdue books.
2. All students must stay in the research center for the entire period. (Exception: Those with Counseling Passes or those sent by a teacher for a

- specific purpose).
3. No other passes for other areas will be issued.
 4. No food or beverages are permitted! Backpacks are left outside the research center.
 5. Tables are cleaned off, materials returned to proper places, and chairs are replaced at the end of the period. Students must log off after each computer use.
 6. The back door (facing the bus line) is used by students for fire drills and emergencies.
 7. When the research center is closed for special meetings or events, notice will be given via Schoology and an announcement in the morning.

Transportation – Busing

The accepted mode of transportation to and from school is the school bus. Junior and senior students with permission may drive themselves to school (see below), but all other students are required to use the provided school bus transportation both to and from school. Occasionally, parents drive their child to school, but no outsider may transport a student to or from school without the express permission of the administration. Transportation to or from school by an outsider is strictly forbidden and will result in an automatic two-day suspension for the student.

For the majority of our students, bus transportation is arranged and provided by the student's local public school district. In order to receive transportation to and from school, it is imperative that parents complete and file the Application for Private School Transportation (B6T).

- The B6T form is mailed to all currently enrolled and prospective students in January for the following school year and must be returned to Pope John by *all* students within one week.
- Local public school districts notify parents of bus pick-up locations and times in August prior to the opening of school.

Students traveling to and from school come under the jurisdiction of the school authorities. For the safety of all concerned, students must conduct themselves properly, and obey all rules and regulations of the State Department of Education and the local public school districts. Failure to obey the rules and regulations relating to conduct on buses will be punishable by suspension from the school for a period determined by the principal and in accordance with the rules of the particular local school district.

Emergency Closing of School/Districts with a Delayed Opening

In the event of inclement weather or any event requiring the closing of school, Pope John parents will be notified through the Instant Alert. *Pope John never has a delayed opening—the school is either open or closed.* Regarding delays, comprehensive directions for each bus arriving at Pope John are located on the Pope John website → Forms & Publications → Miscellaneous Forms. In addition, please check your public school's sending district's website or social media sites for information on delays. Please do not call the school's main office or staff/faculty members, which compromises our safety and efficiency.

Seniors who drive to school are strongly encouraged to use school bus transportation if their resident district has announced a delayed opening. If the student must drive on such days, he/she is expected to arrive no later than 9:00 AM regardless of the district's announced opening time.

Early Dismissal

Buses are the approved and official means of transportation to and from Pope John. Occasionally, a snow or ice storm necessitates early dismissal. In this situation, students are released when their bus arrives. Seniors who drive to school will be released as soon as possible.

Athletic Department

The Pope John XXIII High School athletic program encourages students to challenge themselves, to be fair minded in competition, and to appreciate individual and team achievements. Every student has equal opportunity and is accepted at his/ her physical, mental, and emotional stage of development.

Objectives

Students will

- Increase competence and practice safety in athletic activities
- Understand the relationship among athletic activities, a healthful lifestyle, educational programs, and community life
- Demonstrate a mature Christian respect for participants and other persons
- Develop a feeling of self-worth through physical accomplishments

Rules Governing Interscholastic Athletics

All students participating in athletic programs at Pope John XXIII High School must meet the requirements of the New Jersey State Interscholastic Athletic Association (NJSIAA), which requires that students successfully complete a specified number of credits each semester. To be eligible for athletic competition during the first semester (September 1 to January 31), a student must have passed 25 percent of the credits (30) required by the State of New Jersey for graduation (120) during the immediately preceding academic year.

To be eligible for athletic competition during the second semester (February 1 to June 30), a student must have passed the equivalent of 12.5 percent of the credits (15) required by the State of New Jersey for graduation (120) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester (*NJSIAA Handbook*).

In addition, all student athletes must meet Pope John's academic standards for athletic eligibility, participate in the Stand Tall program, and submit their signed NJSIAA Steroid consent form.

All players must travel to competitions in the prescribed team or school uniform and must use the transportation – when provided – by the school. Players are not permitted to drive to out-of-county competitions without their parents' written consent and must abide by all school driving regulations.

Academic Standards for Athletic and Extracurricular Eligibility

(Please refer to Academic Standards/Academic Probation under Academic Policies →Grading System)

In addition, students must earn a minimum annual grade point average to be eligible to participate in sports the following year:

- Minimum GPA @ end of Freshman Year 2.00
- Minimum GPA @end of Sophomore Year 2.25
- Minimum GPA @end of Junior Year 2.50

All athletes requiring extra help after school are expected to report to practice immediately following the help session and must bring a pass from the teacher confirming attendance and the completion time.

Disciplinary Standards

A student participating in any activity, fall through spring seasons, must maintain a good disciplinary record. If a student receives a detention or suspension, he/she may not participate in a practice, game, or extracurricular activity until the detention is served or the suspension completed. A student MAY NOT attend ANY activity on the day a detention is served. He/she must go home after the detention is served regardless of the time of that day's activity. Failure to comply with this policy will result in a suspension from the activity for one week.

Students will also be penalized for the following violations:

- Smoking, vaping, or use of other tobacco products will result in removal from the team for the season.
- Unsportsmanlike conduct
- Drinking or possessing alcoholic beverages
- Use or possession of illegal drugs
- Unexcused absence from practice
- Truancy
- Defiance of rules set by the school, the athletic department, and individual coaches

Interscholastic Athletic Teams and Coaches

Pope John XXIII High School fields teams in the following sports for grade 9-12:

<u>High School Sports</u>	<u>Head Coach</u>
Baseball	Mr. Sean Bierman
Basketball (Boys)	Mr. Lee VanHorn
Basketball (Girls)	Mr. John Slackman
Cheerleading	Ms, Sydney Kalafut
Cross Country(Boys/Girls)	Mr. Brian Corcoran
Field Hockey	Mrs. Brett Douglas
Football	Mr. Dominique Gaston
Golf (Boys)	Mr. Brian St. John
Golf (Girls)	Mr. Brian St. John
Ice Hockey	Mr. Ryan Brown
Lacrosse (Boys)	Mr. Chris Hoffman
Lacrosse (Girls)	Mrs. Kyla Kelly
Skiing (Boys/Girls)	Mr. Judie Rullis
Soccer (Boys)	Mr. Christian Ardila
Soccer (Girls)	Agustin Herrera
Softball	Mr. Frank Canning
Swimming (Boys/Girls)	Dr. Thomas Kane
Tennis (Boys)	Mr. Chad Gasiorek
Tennis (Girls)	Dr. Fred Van Keuren
Track (Boys)	Mr. Brian Corcoran
Track (Girls)	Mr. Brian Corcoran
Volleyball (Boys)	TBD
Volleyball (Girls)	Mr. Dritan Lazemetaj
Winter Track	Mr. Brian Corcoran
Wrestling	Mr. Austin Alpaugh

Varsity letters are awarded by the Athletic Department and based upon sports-specific criteria.

Additionally, the following 8th grade sports teams are available at Pope John:

8th Grade Sports	Head Coach
Cross Country(Boys/Girls)	Mrs. Megan O'Keefe
Basketball (Boys)	Mr. Jeff Hauser
Basketball (Girls)	TBD
Track (Boys/Girls)	Mrs. Megan O'Keefe
Wrestling	TBD
Softball	TBD

Health Policies – Concussions, Physicals & Immunizations

Concussion

The school recognizes the seriousness of concussion and must be informed *immediately* if a student suffers a concussion outside of Pope John.

- Athletes with a concussion may not participate nor practice during their recovery period and may not be on the sidelines during any sports activities (helping out as a team manager, etc.).
- Student drivers may not drive to and from school while recovering from a concussion.
- Students may not be involved with his or her travel team while recovering from a concussion.
- Students recovering from a concussion may not attend school functions, such as school dances and the prom, nor participate in any extracurricular activities, such as musicals, dramas, etc.
- Students with a concussion may not participate in physical education classes.
- Students with a concussion must leave campus at dismissal time.

Immunizations

All students admitted to school in the Diocese of Paterson must be fully immunized. The Diocese upholds the mission of the New Jersey Immunization Program, which is to reduce and eliminate the incidence of vaccine-prevented diseases through immunization.

Physicals – On Hold for 2021-2022

- All students are required to have a yearly physical completed between May 15 and August 1 prior to the school year and documentation must be submitted to Pope John High School by August 1st.
- Students without completed health forms will not be permitted to begin the school year or participate in a fall sports – there are no exceptions to this policy.

Student Insurance

All students must have the school's insurance coverage, which is included in the tuition fee. Students are protected under this coverage during school hours, school-sponsored activities, and travel to and from school.

Part V: Admissions and Registration

Application to Pope John XXIII

Eighth Grade Admissions Procedures

Students admitted to the 8th grade at Pope John must demonstrate their ability to succeed in the school's academic programs.

- Parents who seek admission for their children should complete a formal application during the student's seventh grade year. Applications for admission are available directly on the Pope John website. There is no application fee required.
- All applicants are required to submit copies of their 6th and 7th grade school records, which show grades received and placement level for all courses, as well as attendance and discipline records, standardized achievement & aptitude testing scores.
- All applicants are required to be interviewed by a member of the admission staff. These interviews will be conducted either during the student's shadow visit or once the student's records are received. If there are special conditions that should be considered in reviewing the student's application, parents must notify the admission staff either in writing or during the interview. Failure to do so could be grounds for withdrawing any offer of admission.
- Completed applications are reviewed during the month of March, and applicants are notified of their admission status in April. All offers of admission are preliminary and are contingent upon the student's successful completion of 7th grade.

Ninth Grade Admissions Procedures

Students admitted to the 9th grade at Pope John must demonstrate their ability to succeed in the school's academic programs.

- Parents who seek admission for their children should complete a formal application during the student's eighth grade year. Applications for admission are available directly on the Pope John website. There is no application fee required.
- All applicants are required to submit copies of their 6th, 7th, and 8th grade school records, which show grades received and placement level for all courses, as well as attendance and discipline records, standardized achievement & aptitude testing scores.
- All applicants are required to be interviewed by a member of the admission staff. These interviews will be conducted either during the student's shadow visit or once the student's records are received. If there are special conditions that should be considered in reviewing the student's application, parents must notify the admission staff either in writing or during the interview. Failure to do so could be grounds for withdrawing any offer of admission.
- All applicants are required to sit for the HSPT COOP Entrance Exam (or equivalent exam offered). The exam is administered in November of each year. For more information, please go to www.njcoopexam.org.
- Completed applications are reviewed during the month of December, and applicants are notified of their admission status in January. All offers of admission

are preliminary and are contingent upon the student's successful completion of 8th grade.

Transfer Student Admissions Procedures

Transfer students are admitted in the Fall and Winter sessions for grades 9, 10 and 11 if space is available. Students are typically not admitted to 12th grade, except in unique cases or where the family is relocating into the area.

- Parents who seek admission for their children should complete a formal application during the student's current school year. Applications for admission are available directly on the Pope John website. There is no application fee required.
- All applicants are required to submit copies of their school records from the previous 3 academic years, including the current school year. These records should include all grades received and placement level for all courses, as well as attendance and discipline records, standardized achievement & aptitude testing scores. *While a special entrance examination is not required, the admission staff may request that the student sit for specialized examinations to help determine level placement.*
- All applicants are required to be interviewed by a member of the admission staff. These interviews will be conducted either during the student's shadow visit or once the student's records are received. If there are special conditions that should be considered in reviewing the student's application, parents must notify the admission staff either in writing or during the interview. Failure to do so could be grounds for withdrawing any offer of admission.
- After the student's academic records have been reviewed and the student and his/her parents have been interviewed, an admission decision will be made in a timely fashion.

General Information for Applicants

- The records of all prospective students are re-examined in July, at which time the Administration reserves the right to withdraw the offer of admission if it notes a significant change in the prospective student's academic or behavioral performance.
- All information gathered during the admissions process is considered confidential. Should the parent withdraw the student's application, or should the student be declined admission, the student's file will be kept in a secure location for a period of no more than three years. Should the parent request that the file be destroyed, the admission office will require a written request to do so.

Registration Procedures

Eighth Grade Registration

- The applicant must finalize his/her acceptance through formal registration and placement testing. Registration must be completed within two (2) weeks of the notification of acceptance.
- A \$500.00 non-refundable registration fee is due upon acceptance along with the signed tuition contract.
- Placement tests in math/science and English/social studies are offered in the spring and summer. An optional foreign language placement test is available for those seeking placement into level 2 of a specific language.

Ninth Grade Registration

- The applicant must finalize his/her acceptance through formal registration and placement testing. Registration must be completed within two (2) weeks of the notification of acceptance.
- A \$500.00 non-refundable registration fee is due upon acceptance along with the signed tuition contract.
- Placement tests in math/science and English/social studies are offered in the spring and summer. An optional foreign language placement test is available for those seeking placement into level 2 of a specific language.

Transfer Student Registration

- The applicant must finalize his/her acceptance through formal registration and placement testing. Registration must be completed within two (2) weeks of the notification of acceptance.
- A \$500.00 non-refundable registration fee is due upon acceptance along with the signed tuition contract.
- Once the registration fee and signed tuition contract are received, the applicant and parent/guardian must make an appointment with the counseling staff to discuss and finalize a course of study for the upcoming school year.

Financial Information

Since Pope John XXIII High School is a private Catholic institution, operating expenses must be met by tuition and fees. It is our goal to keep Pope John XXIII High School affordable and available for all students.

Tuition and Fees

Tuition is collected by FACTS Tuition Management, an intermediary collection company, through automatic deduction.

Annual tuition rates and fees will be published on the school website. Tuition and fees may increase on an annual basis.

Tuition and fees do not include the cost of uniforms, books/iBook's, busing, sports fees, student parking or other incidentals. All fees are Non-Refundable.

In the case of a student withdrawal, tuition will be prorated for tuition used, and any overpayment of accrued tuition will be refunded. If a student withdraws after June 1st, up to 10% of tuition and 100% of ALL FEES are considered NON-REFUNDABLE.

2022-2023 Rates

- Registration Fee - \$500.00
 - All new students are charged a one-time registration fee.
 - This fee is non-refundable and due upon acceptance with the signed tuition contract.
- Chromebook Fee – \$125.00
 - All students are charged annually.
 - This fee is non-refundable.
- Grade 9-12 Tuition - \$16,400.00
- Grade 8 Tuition - \$11,000.00

Financial Assistance

Financial aid is awarded based on demonstrated financial need and is available through the Pope John XXIII Financial Assistance Program. Applicants for financial aid often outnumber the grants available; therefore, awards are granted only to qualified students who are most in need of financial assistance.

To be eligible for financial aid, parents must complete the online FACTS Tuition Aid Application. The link will be available on the school website. Applications for financial aid will be reviewed only after the application has been verified.

There are several independent entities that financially support students that attend PJHS. Students are encouraged to seek their support. Any that the school is aware of will be published on the school website.

Non-payment of Tuition

Parents are expected to keep their payments of tuition up-to-date. Pope John XXIII Regional High School adheres to the Diocese of Paterson policy regarding the timely payment of tuition.

1. All outstanding tuition and fees must be satisfied by May 30; otherwise, end-of-year report card, diploma, and/or transcripts will be held until account is satisfied.
2. Academic services for the new school year will be suspended as of July 1 and no new schedules will be issued if accounts are delinquent.
3. After one month of outstanding tuition, the student's educational services may be terminated. Arrangements to pay delinquent tuition and fees can be made until the specified date for discontinuation of services. All arrangements will be made in writing on the Tuition Payment Arrangement Form and signed by both the parent(s) and principal/finance office. A copy of the Arrangement Form will be kept on file in the Finance Office.
4. *All outstanding tuition and fees must be paid in full prior to graduation.*

In addition to the above, the following also applies:

1. Withholding of Academic Records and Examinations:
 - a. Academic records, transcripts, mid-year and final examinations will be withheld until all financial obligations are satisfied. A withdrawn student's transcript will be marked "incomplete" until all financial obligations are resolved.
2. Participation in After-school Activities:
 - a. Any student with outstanding tuition or fees will not be permitted to participate in any school-sponsored club, organization, or athletic activity. Once payment arrangements have been made with the Finance Office and the account is brought current, these restrictions will be released.
3. Participation in Graduation Exercises:
 - a. Any student with outstanding tuition or fees will not be permitted to participate in graduation exercises, nor will the student receive his/her diploma until all outstanding financial obligations are satisfied.

PARENTAL CONSENT

Please complete the parent/guardian sign-off:

I have read, will support, and have my student abide by all of the rules, regulations, and policies stated in the 2022-2023 Pope John High School Parent/Student Handbook.

(If a parent has multiple students enrolled in Pope John then please fill out a Parental Consent form for each student)

Student Name (Print) _____ Grade_____

Parent/Guardian (print) _____

Parent Guardian (sign)_____

Date: _____