

GUIDANCE HANDBOOK

2023-2024

POPE JOHN XXIII REGIONAL HIGH SCHOOL

28 ANDOVER ROAD

SPARTA, NEW JERSEY 07871

Revised August 22, 2023



"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.

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.

****Please be advised that as of August, 2023 students attending Pope John High School will no longer be able to repeat a grade based on parent request.**

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 Faculty Development*
Mr. Gene Emering, *Principal*
Mrs. Marian Velivis, *Vice-principal*
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*
Mr. Lee Imbriano, *Theology*
Dr. Susana Maiztegui, *World Languages*

School Counseling Services

Mrs. Ann Lopez, *Director of Guidance, NCAA Coordinator, Grades 9 through 11 - Last name L-O*
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*
TBD- *Grades 9 through 11 - Last names - A - K*
Mrs. Kathleen Piwko, *School Counselor - 12th Grade Counselor/College Counselor*
Ms. Laura Williamson, *Administrative Assistant*

Discipline and Security

Mr. Gene Emering, *Principal*
Mrs. Marian Velivis, *Vice-Principal*
Mr. Brian Corcoran, *P/t Dean of Students*
Mr. Michael Maguire, *Head of Security*
Mr. Anthony Grecco, *Security*

Athletic Department

Mrs. Mia Gavan, *Director of Athletics*
Mr. Brian Carlson, Jr. *Lions Athletic Director*
Mr. Gerard Graziano, *Athletic Trainer*
Mr. Steve Miller, *Athletic Trainer*

Technology Office

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

Health Services

Mrs. Ann Fowler, *School Nurse*
TBD, *School Nurse*

Advancement and Alumni Relations

Mr. Craig Austin, *Vice President of Advancement*
Mr. Cole Farrand, *Alumni Relations*

Admissions and Enrollment

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

Business Office

Mr. John Fernandes, *Director of Finance*
Ms. April Montayne, *Accounts payable*
Ms. Bonnie Winters, *Payroll and Benefits*
Mrs. Lisa Siciliato, *Tuition and Financial Aid*
Ms. Emily Hills, *P/T Assistant*

Administrative Assistants

Mrs. Angela D'Olivo, *Main Office*
Mrs. Jennifer Gotimer, *Athletics*
Mrs. Laura Wabeke, *Guidance 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 López, *Department Chair*
Ms. Danielle Ciccotelli
Ms. Kathleen Reidmiller

Library/Media Specialist

TBD

Mathematics Department

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

Mathematics Department (continued)

Mrs. Laura Racioppi
Mr. Bruce Shuert
Mrs. Mary Youngblood

Science Department

Mr. Christopher Kappelmeier, *Dept. Chair*
Mrs. Kristine Carollo
Mrs. Wendy Kraus
Mrs. Dana Leonard
Mrs. Judith Loff
Mrs. Fabiana Lynch
Ms. Meredith Nunez
Mr. Frank Setlock

Social Studies Department

Mr. Brian St. John, *Department Chair*
Mrs. Jacquelyn Burt
Mr. Christopher Hoffmann
Mrs. Laurie Lynch
Ms. Patricia McGinley
Mr. Thomas Morro
Mr. Christopher Peterson
Mrs. Courtney Tormey

Theology Department

Mr. Lee Imbriano, *Department Chair*
Fr. John Calabro, *Chaplain*
Mrs. Catherine Conlee
Mr. Matthew Cooney
Mr. Daniel Ferrari
Mr. Michael Grace
Mrs. Shannon Jones

World Languages Department

Dr. Susana Maiztegui, *Department Chair*
Mrs. Maria Brown
Mrs. Gabriela Arnold
Mrs. Giulia Gavin
Mrs. Sofia Partida

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 Google Classroom.

- Students are responsible for checking their teacher’s Google Classroom 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.

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.

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.

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 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.*
- 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.

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 or is below a 2.0 grade point average 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.

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
- The student will be issued two detentions for the infraction
- 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:

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

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 Google Classroom.

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.

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

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 hours.

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.

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)
TBD	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)
Ms. Laura Williamson	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 Individualized Service Plan (ISP) or School Accommodation Plan (SAP)
- 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/ISP/SAP
- Use of laptop computers, calculators and personal printers in class when specified in the Service Plan/ISP or SAP
- Exemption from the use of Scantron answer sheets when specified in the Service Plan/ISP or SAP
- Basic levels of instruction in mathematics: Algebra I and II, Geometry
- Supplemental instruction for 8th-12th grade students/ maximum of two 30-minute sessions per week* when specified in the ISP. (Supplemental Instruction not available for SAPs)
- Speech therapy* and occupational therapy* when specified in the Service Plan/ISP
- English as a second language (ESL)* when specified in the Service Plan/ISP
- 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:

Counselors administer the career testing program to all sophomores utilizing the career programming resources available in Naviance. Additional resources are available online at www.careertest.net. This 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 Standardized Tests for College Admissions: 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 Google Classroom.

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 and is provided through Sussex County Educational Services Commission. Availability for home instruction services is not guaranteed, even for students who qualify. 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, a parent/teacher Zoom 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 an on-line Zoom 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 Friday. 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 Google Classroom.

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 Google Classroom and an announcement in the morning.

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

- 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.*
- 5.

In addition to the above, the following also applies:

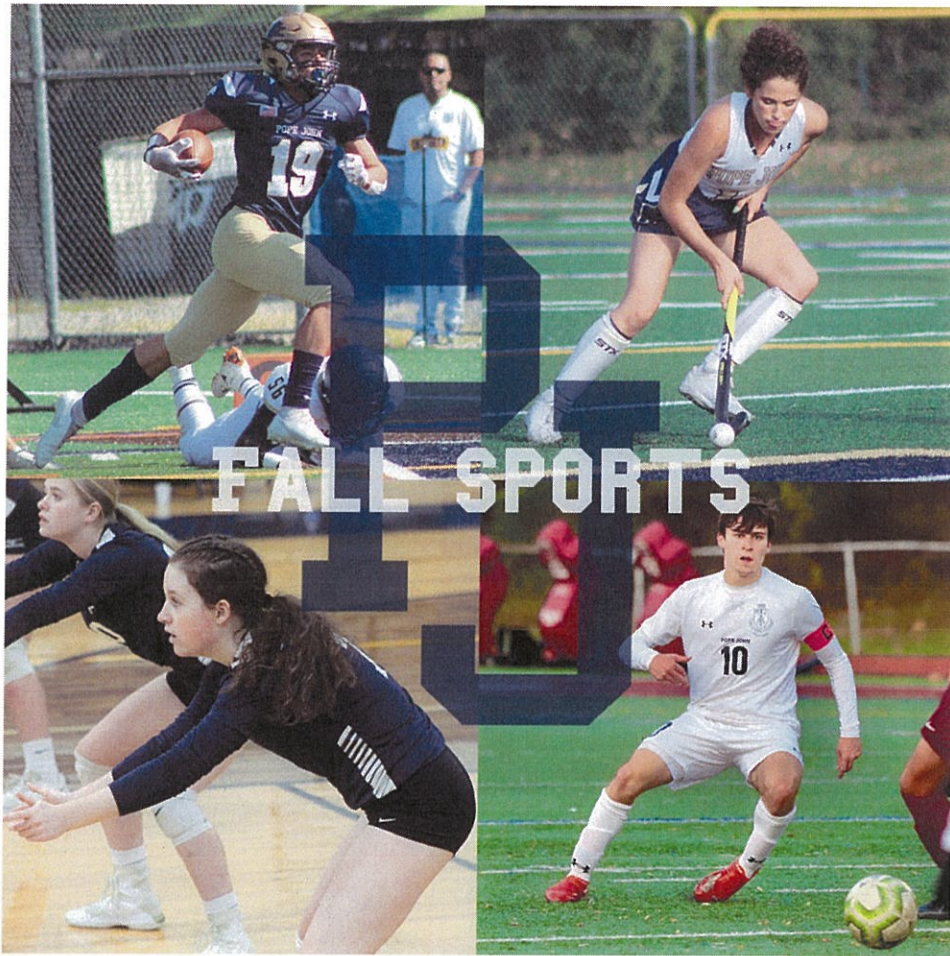
1. **Withholding of Academic Records and Examinations:**
 - a. Academic records, transcripts, mid-year and final examinations will be withheld until all financial obligations are satisfied. A withdrawn student's transcript will be marked "incomplete" until all financial obligations are resolved.
2. **Participation 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.

How To Join Fall Sports

1 message

Pope John XXIII High School <Alerts@popejohn.org>
Reply-To: Pope John XXIII High School <Alerts@popejohn.org>
To: geneemering@popejohn.org

Mon, Aug 21, 2023 at 5:02 PM



Fall Sports are in full swing here at Pope John! All our teams have begun their preseasons! It is never too late to join and anyone interested should visit our Fall Sports page on our website and contact our PJ coaches directly for more information.

[CLICK HERE TO VIEW OUR FALL SPORTS](#)

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