

GUIDANCE HANDBOOK

2024-2025

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

Revised August, 2024



"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.

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Welcome to the Pope John High School Guidance Department

Ann Lopez, Guidance Director

***Mary Alice Campbell, Counselor, Scheduling Manager/Report Card Manager,
Compliance Officer***

Kathleen Piwko, 12th Grade Counselor, College Counselor

Lauren Espinosa, 8th Grade Counselor, Certified Crisis Counselor

Laura Williamson - Department Administrative Assistant

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.

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 **8 absences in any one course** 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/Dean of Students 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.

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. Student grades are recorded in Rediker, log into your parental account to review.

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.

Christian Service Hours Program

To fulfill the Pope John XXIII High School mission statement – “to be an honor to the Father” – *all* 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.

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.

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.

**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)

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 to highlight important areas of focus for our students throughout high school. Individual and/or group meetings focus on the following topics: Study Skills, Career Development, College Planning, the College Application Process, and College Financial Aid.

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 and they are sent to the admissions offices accordingly once students have applied to college. and they

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

Conference nights – are scheduled at the close of the first, and second marking periods. Parents may come to the school if they have signed up for a conference (info will be sent to parents and guardians giving them the opportunity to sign-up to conference with their child's teachers) during the designated hours. The dates and times of these conferenc nights are published and communicated 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.

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.