

PARENT-STUDENT HANDBOOK
2026-2027
POPE JOHN XXIII REGIONAL HIGH SCHOOL
28 ANDOVER ROAD
SPARTA, NEW JERSEY 07871
Revised August, 2026



“CHALLENGING ALL TO BE AN HONOR TO THE FATHER”

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Introduction

History & General Information

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 650 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.

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 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.

Mission Statement

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.

Welcome Letter

Dear Parents, Guardians, and Students,

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

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

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

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

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

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

May God Bless each of you today and always,

Mr. Gene Emering
Principal

Faculty & Staff Directory

Administration

Most Rev. Kevin J. Sweeney, *Bishop of Paterson*
Mr. Daniel O'Keefe, *President*
Father Richard Carton, *Vice President*
Mr. Craig Austin, *Vice President for Institutional Advancement*
Mr. Gene Emering, *Principal*
Mrs. Marian Velivis, *Vice-Principal*
Mr. Brian McAleer, *Director of Athletics*

Academic Department Chairpersons

Mr. Brian Carlson, *Business*
Mr. William Myers, *Computer Science*
Mr. Brendan Berls, *English*
Mrs. Susan Elvena, *Fine Arts*
Mr. Joseph DellaFera, *Health and Physical Education*
Mr. Joseph Giovannone, *Mathematics*
Mr. Christopher Kappelmeier, *Science*
Mr. Brian St. John, *Social Studies*
Mrs. Shannon Jones, *Theology*
Dr. Susana Maiztegui, *World Languages*

School Counseling Services

Mrs. Ann Lopez, *Director of Guidance, NCAA Coordinator, School Counselor*
Mrs. MaryAlice Campbell, *School Counselor, Scheduling Coordinator, Report Card Manager, Compliance Manager*
Mrs. Lauren Espinosa, *School Counselor, Certified Crisis Counselor*
Mrs. Erin Pryske, *Administrative Assistant*

Discipline and Security

Mr. Gene Emering, *Principal*
Mrs. Marian Velivis, *Vice Principal*
Mr. Anthony Grego, *Security*

Athletic Department

Mr. Brian McAleer, *Director of Athletics*

Mr. Gerard Graziano, *Athletic Trainer*

Ms. Jordyn Martin, *Athletic Trainer*

Technology Office

Mr. William Myers, *Director of Technology*

Mrs. Jillian Vasquez, *Technology Assistant*

Mr. Frank Setlock, *Technician*

Health Services

Mrs. Ann Fowler, *School Nurse*

Mrs. Dodie Domasky, *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/Principal's Office*

Mrs. Jennifer Cullen, *Athletics*

Mrs. Erin Pryske, *Guidance Office*

Mrs. Laura Williamson, *Office of Advancement*

Maintenance and Custodial Staff

Mr. James Reffi, *Director*

Mr. Ed Burgio

Mr. Ed Davenport

Mr. Gerald Kelly

Ms. Cynthia Mihm

Business Department

Mr. Brian Carlson, *Department Chair*

Mr. Cole Farrand

Mr. George Becker

Mrs. Grace Halevy

Deacon Russ Raffay

Computer Science Department

Mr. William Myers, *Department Chair*

English Department

Mr. Brendan Berls, *Department Chair*

Mrs. Joyce Cluess

Mrs. Jo-Ann Higgs

Ms. Susan Haggerty

Ms. Annika Johnson

Mrs. Katherine Stehr

Fine Arts Department

Mrs. Susan Elvena, *Department Chair*

Mr. Chris Arnold

Ms. Danielle Smith

Ms. Catherine Kiff

Mrs. Deb Gianuzzi

Health and Physical Education Department

Mr. Joseph Della Fera, *Department Chair*

Ms. Danielle Smith

Mr. Dominique Gaston

Mathematics Department

Mr. Joseph Giovannone, *Department Chair*

Mr. Brian Corcoran

Mrs. Donna Keller

Mr. Dan Page

Mr. Neil Pallotta

Mrs. Mary Youngblood

Science Department

Mr. Christopher Kappelmeier, *Department Chair*

Mrs. Wendy Kraus

Mrs. Dana Leonard

Mrs. Judith Loff

Mrs. Fabiana Lynch

Ms. Meredith Verso

Mr. Frank Setlock

Social Studies Department

Mr. Brian St. John, *Department Chair*

Mr. Christopher Hoffmann

Mrs. Laurie Lynch

Ms. Patricia McGinley

Mr. Thomas Morro

Mr. Christopher Peterson

Theology Department

Mrs. Shannon Jones, *Department Chair/Campus Ministry*

Mr. Matthew Cooney

Mrs. Anne Ippolito

Mrs. Jackie Kruk

Deacon Russ Raffay

World Languages Department

Dr. Susana Maiztegui, *Department Chair*

Mrs. Gabriela Arnold

Ms. Sandra Avilez

Mrs. Katherine Benfante

2026-2027 Updated School Policies

All students are required to be in the building by 7:40 AM and in their homeroom by 7:45 AM

For security reasons, Students are not permitted to order food from any outside delivery service or vendor including but not limited to Door Dash, Grub Hub, or local restaurants.

Cell Phone Policy No Cell Bell to Bell Please see page 17 for our full policy

Cell phones must be powered off and placed in their lockers during school hours. Cell phones are NOT to be used in the school building or during any school function.

- 1st Offense - Student will receive a non-negotiable detention, cell phone will be released to their parent
- 2nd Offense - Suspension

Early Dismissal Please see page 12 for our full policy

Parents must submit in writing or via email (mainoffice@popejohn.org) a request to the main office **no later than 8:30 am**. Students will be given a dismissal pass by the main office. Classes will **NOT** be disturbed to call a student who did not submit a request to leave early.

Due to the staging of the buses at dismissal time, we cannot dismiss students via the main office after 2pm.

Dress Code Please see page 18 for our full policy

All gym uniforms must be purchased from the school store. No sneakers (except during gym class). No Hey dudes, Uggs, slippers, Crocs or sandals are allowed. Any black or brown dress shoe may be worn. Skorts must not be more than 4 inches above the knee.

Mass Days - 9th - 12th require **full formal uniform**, including boys wearing button down shirts and ties (**shorts may NOT be worn by our young men or young ladies on mass days**).

School Operations

Academy Calendar

The Catholic Academy of Sussex County 2026-2027

August 2026						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2027						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2027						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 2026						
S	M	T	W	R	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

February 2027						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

October 2026						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 2027						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2026						
S	M	T	W	R	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 2027						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2026						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 2027						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug	26-27	Staff meetings
Aug	31	Select Grades Report
Sep	1	All Grades Report
Sep	7	Labor Day
Oct	9	In-Service Day
Oct	12	Schools Closed
Nov	25-27	Thanksgiving Break
Dec	23-31	Christmas Break
Jan	1	Schools Closed
Jan	18	Schools Closed
Feb	15	Schools Closed
Mar	25-31	Easter Break
Apr	1-2	Easter Break
May	31	Schools Closed
June	4	PJHS Graduation
June	10	Last Day Without Snow Days

Important Dates

Back to School Night - September 9
Quarter 1 Ends - November 6
Quarter 3 End - April 9
Senior Graduation - June 4

Report Card Night - November 12
Quarter 2 Ends - January 22
Prom - April 21
8th Grade Moving Up Ceremony June 8

Bell Schedule

	Start Time	End Time
Early Bell	7:42 AM	—
Homeroom	7:45 AM	7:52 AM
Block 1	7:56 AM	8:46 AM
Block 2	8:49 AM	9:39 AM
Block 3	9:42 AM	10:44 AM
1st Lunch / Advisory Period (Block 4)	10:47 AM	11:17 AM
2nd Lunch / Advisory Period (Block 5)	11:19 AM	11:49 AM
Block 6	11:52 AM	12:54 PM
Block 7	12:57 PM	1:47 PM
Block 8	1:50 PM	2:40 PM

Arrivals & Dismissal

All students are required to be in the building **by 7:40 AM** and proceed to their homeroom by **7:45. Students are to remain on the school property until 2:40 PM**, the official school dismissal time. During the school day, students must attend all classes or other exercises as designated by their schedules. Students arriving at school after the start of homeroom are to report to the main office immediately upon arrival and sign in, indicating the time of arrival and the reason for being late. **For every 4 tardies the student incurs they will receive a non-negotiable detention.**

Dismissal Procedures:

Parents must submit in writing or via email (mainoffice@popejohn.org) a request to the main office **no later than 8:30 am**. All notes will be confirmed by the main office with parents. Students will be given a dismissal slip to hand to their teacher at the time of their dismissal. **Classes will NOT be disturbed to call a student who did not submit a request to leave early.**

Only a parent, guardian or **Authorized** adult may pick up your student. Students who are under 18 must have a parent or guardian IN the building to sign them out. Students who are 18, and have submitted written permission to attend a doctor's appointment may sign themselves out. **A note from the doctor is due to the school upon return.**

****Parent pick ups are not permitted after 2:00pm***

Emergency Closing & District Delays

In the event of inclement weather or any event requiring the closing of school, Pope John parents will be notified through the emergency alert messaging system (via email, text, or phone call). **Also, families are advised to check the website for updates on bus delays and/or closings.**

Seniors who drive to school are strongly encouraged to use school bus transportation if their resident district has announced a delayed opening. If the student must drive on such days, he/she is expected to arrive no later than 9:15 AM regardless of the district's announced opening time.

Early Dismissal due to weather

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

Transportation

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

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

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

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

Campus Security

Visitor Policy

- **Check-In Location:** Visitors must enter exclusively through the main front entrance.
- **ID Requirement:** Guests must present a government-issued photo ID (e.g., Driver's License).
- **Screening:** ID is scanned through a visitor management system to check registries.
- **Badges:** Visitors must wear a printed, time-stamped photo badge visibly at all times.
- **Check-Out:** Visitors must return to the main entrance to log out and return their badge.

Student Parking & Driving

Pope John XXIII Regional High School permits students who are at least 17 years of age to drive to school and utilize the designated student parking facilities. To maintain a safe and organized campus environment, eligible students must strictly adhere to the following regulations prior to driving to school:

- **Parking Fees:** All student drivers must pay the mandatory parking fee in full before parking any vehicle on school property. Parking privileges will not be granted until this financial obligation is met.
- **Documentation & Registration:** Required parking registration forms must be completely filled out, signed by a parent/guardian, and returned directly to the Main Office.
- **Placard Display:** Upon approval of forms and payment, students will receive an official parking placard. This placard must be prominently displayed in the vehicle at all times while parked on campus.
- Failure to submit documentation, pay the registration fee, or properly display the parking placard may result in the loss of driving privileges, disciplinary action, or the vehicle being towed at the owner's expense.

Cafeteria & Food Policy

- All students must proceed into the cafeteria in an orderly fashion and stand in line for service. Students will also be held responsible for the condition of their table. When finished with lunch, students must place all disposable dishes and other refuse in the proper receptacles.
- Students are not permitted to leave the cafeteria without an approved Smartpass until the lunch period ends.
- Students are required to use their school ID number to purchase lunches, drinks and snacks since there is no cash option for food purchase.
- Outside drinks - (coffee, etc.) may only be consumed in the cafeteria. Any student consuming food or beverage in the hallways or classrooms may be asked to dispose of their food or beverage at the discretion of the teacher, the authority in the room.
- **Students are not permitted to purchase food or drinks from the cafeteria outside of breakfast purchases before homeroom and their lunch period, (except for the after-school grab and go which must be finished and disposed of before boarding the school bus).**
- **For security reasons, Students are not permitted to order food from any outside delivery service or vendor including but not limited to Door Dash, Grub Hub, or local restaurants.**

Campus Ministry

Service Hours & Retreats

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 Christian service during each year of enrollment*** (including 8th grade), toward a total of 75 hours by graduation.

- A minimum of **15 hours must be completed each year**. Excess hours are encouraged, but do not carry over to fulfill future requirements.
- Service hours must be logged in Mobile Serve.
- Transfer students are required to complete 15 hours of service for each year of enrollment at Pope John and are not responsible for prior years.
- Campus Ministry offers many service opportunities; all students should join the Campus Ministry Google Classroom for access.
- **Students applying to the National Honor Society must have already completed 60 hours and must complete 75 hours by the end of the first semester of senior year.**
- Students who do not complete the annual requirement will not sit for final exams or receive a diploma.

Retreats are **mandatory** for all students, students who do not attend a retreat will be marked as an unexcused absence.

Expectations & Code of Conduct

Student and Parent Expectations

It is the expectation of the Pope John XXIII administration and faculty that students will abide by the policies set forth in this handbook such as, but not limited to:

- **Parents will support all disciplinary decisions made by the schools Administration.**
- **Parental meetings with Administration, Guidance, or Faculty, will not take place without an appointment and a pre-determined detailed agenda.**
- Attendance and testing policies as detailed in this handbook.
- Dress Code – please review Uniform Charts.
- Discipline Policies – will be followed and adhered to and enforced by administration and staff and are **non-negotiable**.
- Textbooks or eBooks required by each subject teacher must be purchased and accessible for students to be successful.
- Students must always be accounted for, students will not leave a classroom without an approved SmartPass, or they will be considered truant from class.
- Students will exhibit a good work ethic, handing in homework and assignments on time or academic penalties or probation will follow.
- Students will submit their own work, plagiarism and copyright laws are taken very seriously – any violation of such or the use of AI (which will be flagged) will be considered cheating.
- **Students will participate in our liturgies in a respectful manner and adhere to the Catholic values that are integrated throughout the Pope John curriculum.**
- Students in grades 9 through 12 will participate in random drug testing.
- Academics will be the most important focus of all Pope John XXIII students.
- All technology use policies will be adhered to and students will be flagged by our tech department for any violations with disciplinary actions to follow.
- We expect all students to be respectful and kind to faculty, staff, and their peers.
A Pope John student should always be An Honor to the Father.

Attendance Policy

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

School attendance is essential for every student to reach his or her academic potential. School absence interrupts academic progress. **Failure to attend school is disruptive to the student, teacher, and class in general. Students are expected to be in school.**

- Parents must call the attendance line or email absent_pjhs@popejohn.org to report their child's absence. **Failure to report your child's absence will result in the student being considered truant and will be reported as such.**
- Any student who reaches their 10th absence without an extenuating circumstance that **the Administration has approved**, must attend a 3-hour credit retrieval on Saturday from 8 am - 11 am. Credit retrievals will be scheduled at regular intervals, and families will be given advanced notice in order to make arrangements. *The cost is \$50.00 per student payable by check on the scheduled day.*
- **School-sanctioned trips, religious observations, death in the family, drivers tests or administration-approved absences, are the only excused absences.** Providing a doctor's note is necessary after three consecutive days, however, it does not constitute an excused absence.
- Seniors are granted four (4) college visits during the school year. These visits will be excused with a note provided by the institution.
- Juniors are granted three (3) college visits during the school year. These visits will be excused with a note provided by the institution.
- **Seniors who accrue 10 absences in any course, *will not* be exempt from all final exams regardless of their grade in that course.**
- **Per Diocesan policy, students must be in the building by 9 am to participate in any extracurricular activity, including athletics.**

Students who are absent from school are **not** permitted to participate in any extracurricular or after-school activities on the day of the absence, even with a doctor's note.

Students must arrive at school by **9:00 AM** and be present in school for the remainder of the academic program or until they are dismissed in order to participate in after-school activities.

Late for Class

If a student is continually late for class, it is at the discretion of the teacher to issue a non-negotiable detention.

Homework and Testing Policy

Homework – Late/Missing Assignments Due to Absences

- All assignments are posted on each teacher's Google Classroom.
- Students are responsible for checking their teacher's 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 on test day, they will be given a maximum of two days (from their date of return) to make up for 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 the allotted time period, students will receive a "0" for that assessment.

Absence Consequences (as stated in PJHS School Attendance Policy)

Students who accrue their **tenth (10th) absence** will be required to attend **Saturday Credit Retrieval (8 am - 11 am)**. The cost is **\$50.00 per Credit Retrieval session, payable to PJHS on the scheduled Saturday**. The parents will be notified via a letter as a warning once a student reaches **5 absences**.

School-sanctioned trips, religious observations, death in the family, drivers tests or administration-approved absences, are the only excused absences.

Cell Phone & Personal Electronics Use

Pope John XXIII Regional High School has adopted the following Cell Phone Policy for the 2026–2027 academic year.

- During school hours, all cell phones and smartwatches will be prohibited from use in the school building and on school grounds. This also means headphones and earbuds (unless provided in class for specific usage) are also banned from the building during school hours.
- Students must not have cell phones on their person during school hours. If they choose to bring them to school, they must be stored in their locker. **This is a non-negotiable policy**, and any student found with a cell phone on them during the school day will face disciplinary action.
- In case of emergency or other necessary communication with family during the school day, parents may contact the main office at Pope John, and students may come to the main office to contact a family member if needed. If a student is not feeling well, they must go to the nurses' office, and our school nurse will contact a family member if they need to leave.
- The only exception to this policy is a medical exception, in which a cell phone is deemed necessary to monitor a specific medical condition with proper documentation.
- Once dismissed, students may access their cell phones for after-school activities.

Dress Code & Uniform Policy

School Uniforms

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

All gym uniforms must be purchased via the school store.

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

- **All Skorts must be no more than 4 inches above the knee.**
- Boys' hair should be properly groomed and conservatively cut at all times.
- Boys must be clean-shaven at all times – no beards, goatees, mustaches, or long sideburns.
- **Earrings may not be worn by boys at any time in school or at any school-sponsored athletic event or school function.**
- **Students must keep their hair a natural color, no bleaching or dyeing hair unnatural and/or bold colors will be tolerated.**
- Boys and girls are not to wear their hair in Mohawk styles, including shaved sides, shaved designs, shaved heads, or hair that sticks up or out more than 2" from the scalp.
- **The wearing of nose-rings or other non ear piercings is forbidden on school property or at school events.**
- Visible tattoos are discouraged.
- The wearing of hats, sweatshirts, or hoods while in the school building is prohibited.

Disciplinary Actions & Consequences

Detention Policy

Detentions are Non-negotiable

Detentions must be served within 24 to 48 hours of receiving the detention. Failure to report to detention may result in additional disciplinary action.

- Detention will be served **after school from 2:40 pm to 3:40 pm.**

Detention Notification - Any student issued a detention will be notified both in person and electronically by our Administration, Parents or guardians will receive an email notification.

Detention is issued for violating school rules. These rules include the following but are not limited to:

Late to school (without a doctor's note)

- Students will receive a non-negotiable detention for every 4th tardiness to school.

Disrespect/Disrupting Academic Class Time

- If a student is disruptive and/or disrespectful to any faculty member, fellow student, or other individual, they will be given detention.
- If a student is asked to leave class for continued disruptive and/or disrespectful behavior, they will receive **two** detentions to be served within the allotted time stated above.
- Disrespect of school property (vandalism or defacing of any PJ property) - will result in more serious disciplinary action.

Late for Class

- If a student is continually late for class, it is at the discretion of the teacher to issue a non-negotiable detention.

Smartpass Violations

- Students need an approved Smartpass to leave their Advisory period for extra help, or to attend another activity or club. Failure to have an approved Smartpass may result in a detention. ***We must know the whereabouts of all students at all times.***
- Students must make a Smartpass before leaving for the restroom; failure to do so or failure to return to class within a reasonable amount of time may result in non-negotiable detention.

Dress Code

- Failure to comply with Pope John's dress code will result in one warning and then disciplinary action.

Cell Phone Policy

- Failure to comply with Pope John's cell phone policy
 - 1st Offense - Student will receive an **non-negotiable detention**, cell phone will be released to their parent
 - 2nd Offense - Suspension

Faith Day & Mass - Any students found being disrespectful during Mass or Faith Day will be given Detention.

Suspension

Students are suspended from school for more serious infractions. On the day of suspension, students are not permitted to participate in or attend extracurricular activities. Students who receive an in-school suspension will be placed on disciplinary probation. A Disciplinary Probation Agreement must be signed by both the parents and student and returned to the Dean of Students. Students who violate the Disciplinary Probation Agreement may result in immediate dismissal from the school.

Expulsion

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

Expulsion Notice

In the event a student accrues a second suspension, they may be subject to expulsion. The student and parent or guardian will be required to meet with Administration to discuss further consequences and possible expulsion.

The President of the Academy will issue a final decision based on the recommendation of the Administration concerning expulsion, which shall be final.

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

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

If charged with a crime, there is no requirement for an initial conference.

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

Drugs, Alcohol, Vaping & Tobacco

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

Any student who possesses narcotic drugs or who has in his/her possession prescription drugs, a hallucinogenic substance, a controlled substance (including alcohol), or any type of drug-related paraphernalia, including a hypodermic syringe or vape pen containing possible hash oil, will be immediately suspended from school and reported to local law enforcement. More severe disciplinary action will likely occur after consultation with the school president, superintendent of schools, and the Sussex County Prosecutor.

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

Any student at Pope John High School who seeks help in securing treatment for an alcohol/drug problem will be assisted by the administration and school counseling department.

Any student intending to distribute alcohol/drugs (as defined in New Jersey Statute A24:18-2) will be subject to immediate expulsion from Pope John XXIII High School.

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

Pope John High School uses a third party drug testing company and will be present on campus a few times during the school year and will pick students randomly. The testing is anonymous, and each participant is assigned a confidential number known only to the nurse and the program coordinator.

If a high school student (grade 9 - 12) tests positive in any random drug tests that will take place throughout the school year, the student is **immediately suspended from school and activities**. To be reinstated, the student and parents/guardians must:

- Attend a parent conference with the administration of the school,
- Sign a contract agreeing to participate in counseling provided by a school-approved substance abuse or family counselor,
- Contact the approved counselor and schedule an appointment, and
- Accept the requirement that the student submit to periodic testing for the duration of the student's attendance at Pope John.
- The student must relinquish elected office, appointed office, or any leadership position for one calendar year.
- A student testing positive will be immediately removed from membership in any National Honor Society Chapter and/or any other honor society within the school.
- **If the student tests positive a second time at any time during his/her remaining years at Pope John, the student may be expelled.**

Harassment, Bullying & Intimidation Policy

Please see the Diocesan website for the policy on bullying.

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

Students found guilty of bullying may be immediately suspended from school. Local law enforcement may be contacted to assess if criminal penalties are appropriate. In extreme cases, students may be expelled from Pope John XXIII High School pending approval of the Superintendent of Schools. See the Diocesan Policy (Pg) for additional consequences or actions that may be implemented.)

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

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

Sexual Harassment Policy

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

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

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

Definition

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

Examples of Sexual Harassment

Sexual harassment includes, but is not limited to:

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

Reporting and Investigating

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

1. Students who believe they have been harassed, or who have witnessed harassment, or who have been told of incidents of harassment should promptly report the incidents to any teacher, counselor or administrator.
2. Any teacher, counselor or administrator who receives a student's report of sexual harassment will immediately make these reports known to the administrative designee.
3. The administrative designee's first step is to interview and document the alleged incident(s) with the alleged victim, noting any witnesses to the incident(s). Due to the nature of the complaint, this interview should be non-confrontational and take place in a neutral office as soon as possible within a 24-hour period of the allegation.

4. The designee must then interview the alleged perpetrator, separate from the victim. This interview should be non-confrontational and take place in a neutral office as soon as possible within a 24-hour period of the allegation.
5. The designee must then interview any witnesses to the incident(s). This interview should be non-confrontational and take place in a neutral office as soon as possible within a 24-hour period of the allegation.

When the administrative designee has received and reviewed all data, he/she must meet with the administrative team within the 48-hour period following the report. All data will be evaluated by the team. If it is determined that probable cause exists, the administrative team must determine the seriousness of the offense and thereby decide whether to take administrative action (within the scope of the school's disciplinary code/complaint procedure) or turn the information over to law enforcement officials. The Diocesan School Office must be informed at this point in either case.

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

School Sanctions

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

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

Behavioral Policies

Physical Altercations

All physical altercations will be immediately reported to the Sparta Police Department and Diocesan Superintendent under our Memorandum Of Agreement.

Any student involved in a physical altercation with another student will be suspended for a period of one to five days depending on the circumstances. A conference with the parents will also be necessary. A second offense would likely result in expulsion from the school.

Public Displays of Affection

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

Snowballs

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

Tampering with Fire Equipment

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

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

School dismissal is at 2:40 PM, at which time all students who are not participating in athletics or student Club activities are requested to leave the school premises on their assigned buses. All student activities in the classroom sections of the building must terminate at 3:30 PM.

Theft/Stealing

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

*** Please note, a student entering a teacher's desk or removing something from a teacher's desk will be treated as a stealing offense. Students are never to enter or remove something from a teacher's desk without permission, even if it is to retrieve their own property. The school reserves the right to inspect all student property upon a student's entry into the school.*

Vandalism

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

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

- In cases where parents or legal guardians are not cooperative, the parents may be required to withdraw the student from the school. Transcripts cannot be released until appropriate restitution is made.
- Monies may be taken from individual class treasuries to offset expenses incurred through vandalism.

Weapons/Explosives

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

School sponsored Dances and Proms

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

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

Only students who are currently enrolled at Pope John High School are permitted to attend dances held at Pope John High School.

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

Students who are considered absent the day of the dance or prom are NOT permitted to attend, even with a doctor's note.

Pope John XXIII Athletic Department

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

Objectives

Students will...

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

Rules Governing Interscholastic Athletics

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

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

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

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

Academic Standards for Athletic and Extracurricular Eligibility

*(Please refer to Academic Standards/Academic Probation under Academic Policies →Grading System in the **Guidance Department Handbook.**)*

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

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

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

Disciplinary Standards

A student participating in any activity, fall through spring seasons, must maintain a good disciplinary record. If a student receives a suspension, he/she may not participate in a practice, game, or extracurricular activity until the suspension is completed. Failure to comply with this policy will result in a suspension from the activity for one week.

Students will also be penalized for the following violations:

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

Parent/Student Code of Conduct for Extracurricular Activities

Interscholastic sports and extracurricular activities promote the physical, social, and emotional development of students. Parents should encourage their child to embrace the values of positive conduct and should model good behavior by demonstrating fairness, respect and self-control. Parents must be responsible for their words and actions while attending any athletic event of extracurricular activity they attend home or away.

1. Parents must not engage in or encourage their child or anyone else to engage in:
2. Unsupportive conduct towards any coach, moderator, teacher, parent, participant, official, or other attendee.
3. Any behavior that would endanger the health, safety, or well-being of any coach, moderator, teacher, parent, participant, official, or other attendee.
4. The use of profanity.
5. Treating any coach, moderator, teacher, parent, participant, official, or other attendee with disrespect based on race, creed, color, national origin, sex, sexual orientation or ability; but not limited to.
6. Verbal or physical threats or abuse of any coach, moderator, teacher, parent, participant, official, or other attendee.
7. Initiating a fight or scuffle with any coach, moderator, teacher, parent, participant, official, or other attendee.
8. Instructing any student from the sidelines, stands, or audience during practice, competition or event, as this may be distracting to the individual and the team/group, and may directly conflict with the coach's/moderator's strategy is **STRICTLY PROHIBITED**.
9. Approach a coach/moderator to discuss the strategy or playing time of a player immediately before, during or after a game/event. A 24-hour period is required *to* address any issues. Parents must address any concerns in a respectful manner at an appropriate time after the 24-hour period is over. If the concerns are then not addressed *to* the parents' satisfaction, they may then contact the principal from their specific school to schedule an appointment to discuss any concerns,
10. No parent/guest/spectator will enter the field of play at any time before, during or after a game/event. This is considered Trespassing under (NJ Statute 2C:18-3 and can be punishable by law).
11. I 0) No parent/guest/spectator will leave another child or sibling unattended at any event in expectation that the coach/moderator/teacher will watch over them.
12. All parents must sit on their team's home side, no exceptions, at sporting events. As per NJSIAA rules
13. If either a Parent or Student violates this Code of Conduct while attending a school-sponsored event, home or away, both the parent and student will be subject to disciplinary action by authorized school officials, including but not limited to a verbal or written warning accompanied by mandatory behavioral remediation program and a Suspension or immediate ejection from a sport/school event.

Pope John XXIII Health Policies – Concussions, Physicals & Immunizations

Physicals

- **All students are required to have a yearly physical completed 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.

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 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.

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.

Chromebook and Google for Education Acceptable Use Contract 2026-2027

Pope John XXIII High School students in grades 8, 9, 10, 11 and 12 will be issued a Chromebook and charger for the 2024-2025 school year. Parents and students must be current with the business office and have signed and returned all school documentation including the Chromebook Acceptable Use Agreement before a Chromebook is distributed.

Students will be issued a Chromebook for use in the classroom and at home for school-related activities. No personal markings and or stickers may be placed on the school-issued Chromebook The Chromebook and charging unit are property of Pope John High School and should be treated as such. *At* the end of each school year students will return their Chromebook to the technology department for configuration changes and inspection. However, the school reserves the right to inspect the Chromebook at anytime for damages and/or violations of school policies,

Students are responsible for the general care of the Chromebook they have been issued and should return the Chrome book and charging unit in good condition. Chromebooks that are broken or fail to work properly will be taken to the Technology Office for an evaluation of the equipment. In the case of intentional damage and/or neglect, the student will pay for repairs not to exceed the full replacement value. Students will also be charged a replacement cost for lost items (Chromebook or charger).

Students who withdraw enrollment or are suspended or expelled from Pope John for any reason must return the Chromebook and charger on the date of termination. If a student fails to return the Chromebook and charger, the student will be billed for replacement: cost of the missing item(s).

I understand that my student must abide by all school rules as outlined in the Student Handbook and Acceptable Use Policy. I agree and will advise my student to bring his/her Chromebook to all classes as directed by his/her teachers and secure the Chromebook in his/her locker when not in use. I further agree the Chromebook may not be used in the cafeteria during the student's lunch period. I agree to be responsible for proper care of the Chromebook and will assume any financial responsibility in replacing a damaged or lost Chromebook. I agree that any inappropriate use of the Chromebook, as deemed by school administration, will result in school discipline that may include the loss of Chromebook use, detention, and/or school suspension in accordance with the Student Handbook.

I understand and agree that only the assigned student may use the Chromebook. Siblings and friends should not have use of the Chromebook.

Acceptable Use:

- Chromebooks are to be used for educational purposes only.
- Limited personal use is permitted within guidelines set by the school.
- Use should not violate legal, school, or ethical guidelines.
- Students and parents are responsible for general care of their school-issued Chromebook including charging.
- Setting changes that do not alter the ability of the Pope John staff to manage the Chromebook.

Unacceptable Use:

- Visiting inappropriate websites
- Sending inappropriate emails
- Viewing or possessing inappropriate photos and/or media files
- Cheating
- Violating software-licensing agreements
- Plagiarism, piracy, and copyright infringement
- Cyber-bullying including, but not limited, to the following:
 - o Sending or posting images or sensitive and private information
 - o Threatening, excluding, harassing, or intimidating others
 - o Pretending to be someone else
 - o Sending cruel, inappropriate, suggestive, or illegal messages
- Use of chat rooms and social networking sites outside of the private and monitored environment provided by the school.
- Use that encourages illegal behavior or threatens school safety.
- Use with any means to disable or bypass Pope John's Internet filtering system or other security systems.
- Altering the Chromebook's operating system or Pope John settings
- Purposely Un-enrolling the Chromebook from Pope John's Mobile Device Management System
- Encrypting communications or files to avoid security review
- Forgery of electronic mail messages or transmission of unsolicited junk email
- Engaging in non-educational apps (i.e. Twitter, gaming, etc.) or other activities not authorized by the teacher during class time

The above list is not exhaustive, Users must use good, ethical judgment based on Catholic values.

Personal Care of Your Student Chromebook

- Your Chromebook should be brought to school fully charged each day.
- Always keep the Chromebook with you or within your sight in a safe area.
- Store the Chromebook in your locker when not using it for class and during your lunch period.
- Do not let anyone use the Chrome book other than your parents or guardians.
- Always adhere to the Pope John High School Acceptable Use Policy (AUP). Note: The Acceptable Use Policy is available in the school handbook.

- Report any problems, damage, or theft immediately to the Pope John Technology department.
- Do not do anything to the Chrome book that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the Chromebook.
- Keep the equipment clean. For example, do not eat or drink while using the Chromebook.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Chromebook Management

Security:

I understand and acknowledge that Pope John XXIII High School has done everything it can within the limits of technology and current understanding to secure Pope John XXIII High School Chromebooks. In doing so, Pope John XXIII High School has restricted access on the Chromebook. On campus, all Internet traffic is secure and monitored by Pope John XXIII High School Internet enterprise filter. Off campus Pope John XXIII High School Chromebooks are not monitored or secured when using personal or public Wi-Fi Internet access. Due to rapid changes in technology and App development, I understand and acknowledge that no safeguards are completely secure and will not hold Pope John XXIII High School responsible if any safeguards fail or are circumvented. I also understand that I should monitor my student's internet and Chromebook usage. I will report any breach of security to the Pope John Technology Department.

I also understand that my child has been issued a school-owned Chromebook to ensure that content and access to materials can be controlled and restricted by the school. For this reason privately-owned Chromebooks are not permitted for student use at Pope John XXIII High School.

Pope John's online learning management systems & social network:

I will not share personal information online, such as home address, telephone number, or age about others or myself.

- I will try to use correct grammar and spelling refraining from improper language such as acronyms or abbreviations.
- I will not have conversations or create posts that would be inappropriate in the classroom.
- I will not threaten, insult, gossip, tease, or be mean to others.
- I will respect the feelings and ideas of others.
- I will not add pictures or videos that would not be appropriate to share in the classroom,
- I will flag any inappropriate content I find,
- I will not share my login information with anyone or allow anyone else to use my persona! account because I will be held responsible for anything that they do under my account.
- I will not spam others.

- I understand that using ALL CAPITALS is considered yelling and may offend others.
- I will check with my teacher or administration whenever I have questions about any of the rules.

Monitoring/Information Retention:

I understand that all activity on Pope John XXIII High School's Chromebooks and network may be monitored and retained.

Hardware:

I understand that the Chromebook and charger are to be returned to Pope John XXIII High School with no more than usual wear associated with a year's usage, such as minor scuffs. Markings (i.e. stickers, drawings, writing, etc.) on the issued device are not permitted,

License to Use:

I acknowledge that I am responsible for advising my student in the proper usage and operating of the Chromebook and are *also* responsible for its basic care. All troubleshooting will be performed by Pope John XXIII High School's Technology Department. I shall also *advise* my student that he/she is responsible for understanding and adhering to all applicable copyright and software license agreements that limit the downloading of media and software,

Possession:

Pope John XXIII High School reserves the right to take temporary possession of any Chromebook used at school, at any time for any purpose including, but not limited to, configuration changes, policy enforcement review, and/or reasonable cause. Chromebooks will be returned following a review of activity by the Pope John Technology staff and/or administration. During a transfer of possession, student enabled passwords or restrictions must be disabled. Appropriate action will follow such a review.

Damage/Loss of Equipment

I understand and will advise my student to report any damage or loss to the Pope John Technology

Department. I understand and agree that if the Chromebook or charging unit is lost or damaged by

neglect or abuse, it is my financial responsibility to pay for a comparable replacement at current market value

Compliance Agreement Sign-Off Page

(Must be signed and returned to school by 9/12/26)

- The student and his/her parent/guardian agree to uphold all the rules and regulations set forth in the school handbook for the duration of the student's enrollment. The handbook is available on the parent portal once the student is enrolled. Signature acknowledges receipt of these documents that are in full effect as a condition of enrollment in Pope John High School.
- The student and his/her parent/guardian agree to be respectful of the teachings, traditions and beliefs of the Catholic faith as espoused by the Diocese of Paterson and Pope John XXIII High School.
- *Pope John XXIII High School reserves the right to amend this Handbook when deemed necessary. Any amendments will be communicated to enrolled students and their families.*

I have read, will support, and have my student abide by all the rules, regulations, and policies stated in the 2026-2027 Pope John High School Parent/Student Handbook (If a parent has multiple students enrolled in Pope John then please fill out a Parental Consent form for each student)

Student Name (Print) _____ **Grade** _____

Parent Guardian (sign) _____

I have read and understand the PJHS attendance and dismissal policy: _____

I have read and understand the PJHS Cell Phone policy: _____

I have read and understand PJHS uniform policy: _____

I have read and understand the PJHS disciplinary policy: _____

I have read and understand that detentions are non-negotiable: _____

I have read and understand the Chromebook acceptable use policy: _____

I have read and understand the Google for Education policy: _____

I have read and understand the Parent/Student Code of conduct for Athletes: _____

I have read and understand the extra-curricular activities code of conduct: _____

I have read and understand the Guidance Handbook for 2026-2027: _____

Pope John XXIII High School Students are Proud to...

STAND TALL

In 1998, the Pope John community initiated a highly successful program called STAND TALL, a mandatory approach to drug prevention that is open to all students and staff of Pope John XXIII High School. By joining STAND TALL, members pledge to remain drug free and agree to submit to an initial drug testing in September and throughout the school year.

In the program's first year, 52% of Pope John's student body enrolled in STAND TALL. By 2007 enrollment jumped to 99%. Current enrollments expect 100% participation in the program.

Although the administration and staff of Pope John have a zero-tolerance policy for the distribution, sale, use or ingestion of drugs/alcohol on school property or at school related activities, STAND TALL encourages students to take a *stand* against drugs and model drug free behavior in a supportive setting. Participation in STAND TALL can also benefit those students applying for employment or college.

Frequently Asked Questions ...

Is testing Anonymous?

The testing is anonymous and each participant (9th-12th) is assigned a confidential number known only to the nurse and the program coordinator. Eighth graders who are suspected by staff member of being under the influence fall under New Jersey State 18A Regulations and we are obligated

to test them. We will notify the parents as a courtesy before testing an 8th grader. All rules and regulations apply for any 8th grader who tests positive.

What is the process?

- To join the STAND TALL program just complete the application below.
AJ members submit to an initial urine test, saliva or hair sample in September.
Random testing occurs thereafter.

How will random testing be conducted?

Each week, numbers are randomly drawn from the student pool and the corresponding students will be called to the nurse or coordinator's office where they will test by either a urine sample, hair sample or saliva sample. These numbers will be returned to the pool of participants so a student can be tested more than once in a given year.

What if a student tests positive?

If a student tests positive with saliva, a second more sophisticated test will be conducted by a licensed laboratory. If the lab confirms the sense of a drug, the student and his/her parents/guardians must attend a conference with school administration.

The parent and student will then be asked to sign a contract requiring the student to submit to a comprehensive drug/alcohol evaluation provided by a school approved counseling service and also to periodic random testing. Failure to comply will result in dismissal.

What if a student is taking a medication?

At the time of the test, the student should inform the administration of any medication he/she is taking.

Are students required to sign each year?

The student and his/her parents/guardians need sign only once.

Whom do I contact if I have any questions about the program?

Questions may be directed to the Principal of Pope John XXIII High School at 973-729-6125.

An Approach to Drug Prevention

"A child who reaches age 21 without smoking, abusing alcohol or using drugs is virtually certain never to do so."

Joseph A. Califano, Jr.,
Center on Addiction and Substance Abuse, Former Chairman and
President