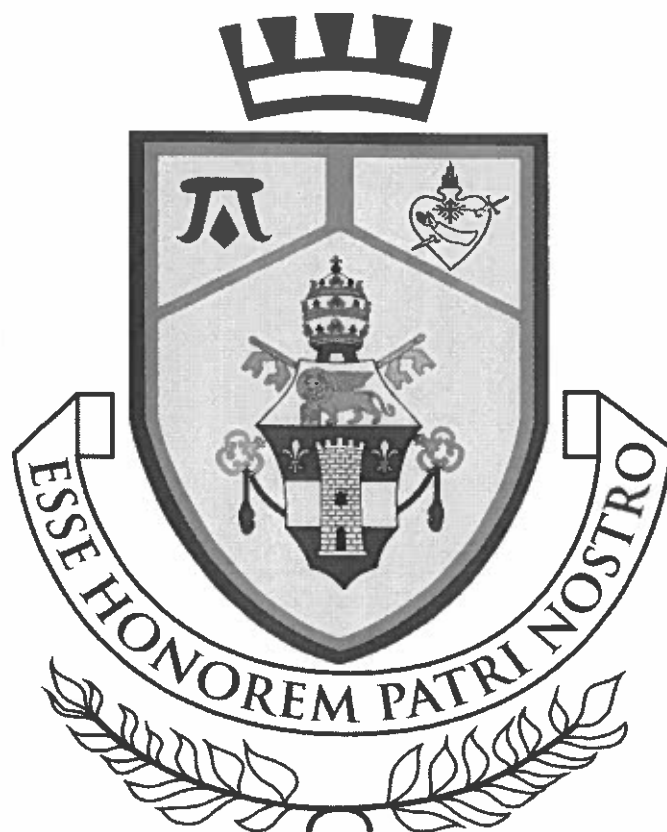


PARENT-STUDENT HANDBOOK

2024-2025

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

Revised July, 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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i. *History*

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.

ii. *Philosophy*

Non-discriminatory Policy

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

The Pope John XXIII Handbook as Contract

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

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

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



Dear Friends,

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

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

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

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

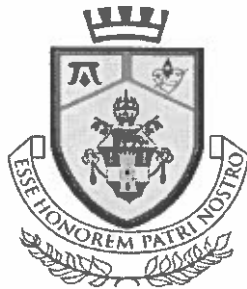
Although this handbook serves as a contract between us, we always remain open to any question that you may have that may assist you or your student during their time with us.

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

Sincerely,

A handwritten signature in black ink, appearing to read "W. Jenkins", with a stylized flourish at the end.

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



Pope John XXIII Regional High School

Dear Parents, Guardians, and Students,

It is with a great sense of honor, excitement, and enthusiasm that I continue my work as 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

Highlights for the 2024-2025 School Year

Pope John High School Attendance Policy - 2024-2025

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 are required to call the attendance line to report their child's absence, and/or supply a doctor's note if absent more than 3 consecutive days. Failure to report your child's absence will result in the student being considered truant and will be reported as such.

Students who reach 18 total absences for the school year will lose credit for the year and will be subject to a dismissal hearing with the administration.

Students who reach 9 absences in any one course may lose credit for that course.

The only absences that will not count towards total absences are school-sanctioned trips, religious observation, death in the family, or administration-approved outside-school programs.

Seniors are granted three college visits during the school year. Juniors will be granted two college visits during the second semester. These visits will be excused as long as a note is provided from the institution.

Seniors who accrue 8 absences in any course, will not be exempt from the final exam.

Four times late to in any course will equal one absence.

***Per Diocesan policy, students must be in the building by 9 am to participate in any extracurricular activity, including athletics.**

All students are required to be in the building by 7:40 AM and in their first-period class by 7:50 AM and are to remain on the school property until 2:36 PM, the official school dismissal time.

Early Dismissal - Students will be released only to parents or guardians. Students who are 18 may sign themselves out due to a doctor's appointment or illness with parental permission – email mainoffice@popejohn.org stating you have given permission for your student to sign themselves out.

Please note: Due to bus arrival and parking lot restrictions, students will not be released after 2 PM.

Cell Phone Policy

Parent Communication with Students during the School Day

Parents should **not contact** their children via social media or by cell phone during school hours, as this disrupts the learning environment. Students found receiving or responding to text messages, emails, and/or other electronic communications, including messages from parents, guardians or siblings, will receive a **non-negotiable detention**. In case of emergency or the need for immediate contact, students may use the phone or their cell phone in the main office with teacher permission. If needed, parents or guardians will

receive a call from an administrator or other school personnel in the event of an emergency.

Students must have their cell phones always turned off when in the school building including lunch and advisory periods. Cell phones must be placed in the designated holder upon entering the classroom. Failure to do so will result in a non-negotiable detention.

Uniform Compliance

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

All students must be in full school uniform, including Flynn & O'Hara loafers, upon entering the school building (unless wearing the summer uniform they may wear the uniform shorts and sneakers- no slippers, Crocs, or Hey Dudes). On liturgy days, all students must wear the full formal uniform. Please refer to our uniform chart and policies beginning on page 16 of this handbook.

Note: *Skort length will be enforced, continued non-compliance the student will be required to wear slacks.*

Hair is not to be bleached or dyed unnatural colors. Students are not to wear piercings of any kind (other than female students wearing earrings) on school property or at any school sanctioned event, including but not limited to athletic events.

Part I – Student 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:

- **Attendance and testing policies as detailed in this handbook. (See new Attendance Policy on page 6.)**
- **Arrival and dismissal times.**
- **Dress Code – all students must purchase uniforms from FlynnO’Hara see chart in this handbook, and updated uniform information on page 7.**
- **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.**
- **It is expected all parents and students also read The Guidance Handbook for further details on academics, grading, and technology usage.**

Part II – Pope John XXIII High School Attendance Policies and Procedures

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

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

Pope John High School Attendance Policy - 2024-2025

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 to report their child's absence, and/or supply a doctor's note if absent 3 consecutive days. **Failure to report your child's absence will result in the student being considered truant and will be reported as such.**
- Students who reach **18 total absences for the school year will lose credit for the year and will be subject to a dismissal hearing with the administration.**
- **Students who reach 9 absences in any one course may lose credit for that course.**
- School-sanctioned trips, religious observations, death in the family, or administration-approved outside-school programs, 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 three college visits during the school year. Juniors are granted two college visits during the second semester. These visits will be excused as long as a note is provided from the institution.
- **Seniors who accrue 8 absences in any course, will not be exempt from the final exam regardless of their grade in that course.**
- Four times marked "late" in any course will equal one absence.
- **Per Diocesan policy, students must be in the building by 9 am to participate in any extracurricular activity, including athletics.**

Arrival and Dismissal Time

All students are required to be in the building **by 7:40 AM** and proceed to their first period class by **7:50**. **Students are to remain on the school property until 2:36 PM**, the official school dismissal time. During the school day, students must attend all classes or other exercises as designated by their schedules.

Absence Consequences (as stated in PJHS School Attendance Policy)

Students who accrue their **ninth (9) absence in any one course will lose credit for that course**. **Eighteen (18) total absences for the year will lose credit for the year and be subject to a dismissal hearing with the administration.**

College Visitation (as stated in PJHS School Attendance Policy)

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

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 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.

Leaving School Before Normal Dismissal

- Students who are dismissed or arrive late to school without participating in more than 3 hours of class will receive a half-day absence.
- Any student who must leave school for any reason before the normal time of dismissal must sign out in the main office and will be charged with either a full day or half-day absence.
- **Students who leave the building for more than three hours will be charged with a full-day absence.**

- **Students will be released only with email permission from parents or guardians.**
- Students who are 18 and have written permission from a parent to attend a doctor's appointment may sign themselves out. A note from the doctor is due to the school upon return the following day.

Participation in After-School Activities on Days of Absence (as sated in the PJHS Attendance Policy)

- Students who are absent from school are *not* permitted to participate in any extracurricular or after-school activities on the day of the absence.
- Students must arrive at school by **9:00 AM** and be present in school for the remainder of the academic program or until they are dismissed in order to participate in after-school activities. Any student who leaves for an appointment must receive administrative approval to participate in any after-school activity.

Tardiness to School

Students arriving at school after the start of the first period are to report to the main office immediately upon arrival and sign in, indicating the time of arrival and the reason for being late. Students arriving after 11:00 AM or out for more than three (3) hours, will be considered absent for the day.

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

Part III –Pope John XXIII High School Dress Code/Discipline

All school rules apply at athletic and school activities on or off campus.

i. Dress Code

School Uniforms

All students are required to wear the official school uniform, which is available only through the Flynn & O'Hara Uniform Company of Philadelphia, PA. 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

8th Grade- PJHS Uniform Requirements for the 2024-2025 School Year

*** All items must be purchased through FlynnO'Hara Uniforms***

****SUMMER UNIFORM ITEMS ARE OPTIONAL****

Summer Uniform (optional) – In effect - September 1st through Oct. 15th and April 30th through End of school year

<i>Girls' Uniform (Summer Casual)</i>	<i>Girls' Formal Uniform (Summer Mass days)</i>	<i>Boys' Uniform (Summer Casual)</i>	<i>Boys' Uniform (Summer Mass days)</i>
<i>PJHS Polo Shirt (Short Sleeve)</i>	<i>PJHS Polo Shirt (Long or short sleeves)</i>	<i>PJHS Polo Shirt (Short Sleeve)</i>	<i>PJHS Polo Shirt (Long or Short Sleeve)</i>
<i>PJHS Navy Blue Shorts</i>	<i>Girls plaid skort or long charcoal slacks</i>	<i>PJHS Navy Blue Shorts</i>	<i>PJHS Charcoal Uniform slacks/ reversible belt</i>
<i>Sneakers (White or Black) <u>No crocs, slippers, Hey Dudes, etc.</u></i>	<i>FlynnO'Hara burgundy leather penny loafers</i>	<i>Sneakers (White or Black) <u>No crocs, slippers, Hey Dudes, etc.</u></i>	<i>FlynnO'Hara burgundy leather penny loafers</i>
<i>Navy Blue socks</i>	<i>Navy Blue socks or tights</i>	<i>Navy Blue crew socks</i>	<i>Navy Blue crew socks</i>
<i>Optional PJHS 1/4 zip fleece available at The Lion's Den</i>		<i>Optional PJHS 1/4 zip fleece available at The Lion's Den</i>	

8th Grade Winter Uniform - October 16th – April 30th - (May be worn all year-September through June.)

<i>Girls' Uniform-Winter</i>	<i>Boys' Uniform - Winter</i>
<i>PJHS Polo Shirt (Long or short sleeves)</i>	<i>PJHS Polo Shirt (Long or short sleeves)</i>
<i>Girls' plaid skort (no more than 4 inches above the knee)</i>	<i>Charcoal slacks/reversible belt</i>
<i>Girls' charcoal-colored slacks</i>	<i>Navy blue crew socks</i>
<i>Navy blue socks or opaque tights</i>	<i>Burgundy leather penny loafers</i>
<i>Burgundy leather penny loafers</i>	<i>Pull over PJ sweater or sweater vest</i>
<i>Pull over PJ sweater or sweater vest</i>	

9th – 12th grade PJHS Uniform Requirements for the 2024-2025 School Year

*** All items must be purchased through FlynnO'Hara Uniforms***

SUMMER UNIFORM ITEMS ARE OPTIONAL

Summer Uniform (optional) In effect- September 1st through October 15th and April 30th – End of school year

<i>Girls' Uniform-Summer (Summer Casual)</i>	<i>Girls' Uniform (Summer Mass)</i>	<i>Boys' Uniform (Summer Casual)</i>	<i>Boys' Uniform (Summer Mass)</i>
PJHS Polo Shirt (short sleeve)	PJHS Button Down Blouse	PJHS Polo Shirt (short sleeve)	PJHS Button Down Shirt with PJHS grade level tie available at The Lion's Den.
PJHS Kahki Shorts (4 inches above the knee) - or - PJHS Navy or Khaki ladies flat front pants.	PJHS Navy or Khaki Skorts (<u>no shorter than 4 inches above the knee</u>) – or - PJHS Navy or Khaki ladies' slacks.	PJHS Khaki shorts (no shorter than 5 inches above the knee) – or – PJHS Navy or Khaki slacks/reversible belt	PJHS Navy or Khaki slacks/with reversible belt
Sneakers (White or Black) <u>No crocs, slippers, Hey Dudes, etc.</u>	Burgundy leather loafers only from FlynnO'Hara Uniforms	Sneakers (White or Black) <u>No crocs, slippers, Hey Dudes, etc.</u>	Burgundy leather loafers only from FlynnO'Hara Uniforms
Socks – white crew	Socks – blue (Flynn O'Hara socks only)	Socks – crew white	Socks - black
PJHS ¾ zip fleece (optional)	PJHS Sweater (optional)	PJHS ¾ zip fleece (optional)	PJHS Sweater (optional)
*PJHS Team Jersey (in season sport) on Fridays (optional)	No Jerseys allowed	*PJHS Team Jersey (in season sport) on Fridays (optional)	No Jerseys allowed

9th through 12th Grade Winter Uniform - October 16th – April 30th - (May be worn all year-September through June.)

<i>Girls' Uniform – Winter</i>	<i>Boys' Uniform - Winter</i>
<i>PJHS Button Down Blouse</i>	<i>PJHS Button Down Shirt and Tie (by grade level) Ties may be purchased at The Lion's Den.</i>
<i>PJHS Navy or Khaki Skorts or Ladies' Pants</i>	<i>PJHS Navy or Khaki Pants/Reversible Belt</i>
<i>PJHS Burgundy Leather Loafers</i>	<i>PJHS Burgundy Leather Loafers</i>
<i>Socks-Navy Blue or Navy Blue Opaque Tights</i>	<i>Socks - Black</i>
<i>PJHS Sweater or Vest (or ¼ zip fleece available at The Lion's Den).</i>	<i>PJHS Sweater, Vest, or ¼ Zipped Fleece (Fleece available at The Lion's Den)</i>
<i>*PJHS Team Jersey (in season sport) on Fridays (optional) *NOT on Mass days</i>	<i>*PJHS Team Jersey (in season sport) on Fridays (optional) **NOT on Mass days</i>

Gym Uniforms - All Year - All Grades items available via The Lion's Den at PJHS

<i>Girl's Uniform</i>	<i>Boy's Uniform</i>
<i>Girl's Pope John High School t-shirt (grey or blue)/PJHS shorts (grey or blue) Footwear - sneakers</i>	<i>Boy's PJHS t-shirt (grey or blue)/PJHS shorts (grey or blue) Footwear - sneakers</i>

Spirit Wear

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

Additional Dress Code Requirements for All Students in 8th through 12th Grade

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

- All students must wear FlynnO'Hara loafers, unless they are wearing the summer uniform, which allows for sneakers only (no crocs, slippers or Hey Dudes).

- 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 piercings is forbidden on school property or at school events.
- Visible tattoos are discouraged.
- The wearing of hats, sweatshirts, or hoodies in the school building is prohibited at all times. Students are not permitted to wear backpacks in the hallways or classrooms during school hours.
- Only the use of a drawstring tote/cinch sack to and from PE class is permissible.
- Students are not permitted to wear personal earbuds or headphones into the school building, in the hallways, gymnasium, cafeteria or classrooms, including study halls.
- If our female students decide to wear a skort instead of slacks, we kindly ask you do not get them hemmed and speak with your child about wearing the skort at an acceptable length. Any student who repeatedly rolls their skort to an unacceptable length and refuses to unroll it during the school day, they will be required to wear slacks.

ii. Discipline

Cafeteria & Food/Beverages in School

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

- All students must proceed into the cafeteria in an orderly fashion and stand in line for service. Students will also be held responsible for the condition of their table. When finished with lunch, students must place all disposable dishes and other refuse in the proper receptacles.
- Students are not permitted to leave the cafeteria without an approved Smartpass until the lunch period ends.
- Students are required to use their school ID as a swipe card to purchase lunches, drinks and snacks program since there is no cash option for food purchase.
- Outside drinks - (coffee, etc.) may only be consumed in the cafeteria. Any student consuming food or beverage in the hallways or classrooms will be asked to dispose of their food or beverage.
- Students are not permitted to purchase food or drinks from the cafeteria outside of their lunch period, except for the after-school grab and go.

Communication (Parental) with Students during the School Day

Parents should not contact their child via cell phone (call or text) or social media during school hours, as this disrupts the learning environment.

Students found receiving or responding to text messages, emails, and/or other electronic communications, including messages from parents, guardians, or siblings, will be disciplined accordingly. In case of emergency or the need for immediate contact, parents or guardians will receive a call from administrator or other school personnel. Students are also welcome to call home via the main office telephone or with permission, using their cell phone to call home from the main office.

Courtesy and Respect

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

- Greeting everyone politely, opening internal doors, assisting your elders and peers.
- Respecting the confidential and private books, papers, devices, etc., of teachers, secretaries, professional staff members, and fellow students.
- Refraining from chewing gum in the classrooms, liturgies, or at school assemblies.
- *Please note, students who openly lie or are dishonest with teachers, faculty, or administration will be subject to disciplinary action including non-negotiable detention.*
- ***Parents will respect teachers' sole authority in the classroom and will not invalidate teachers' claims based on their own son or daughter's recount. Additionally, parents will not justify their student's actions to rescind the teacher's decisions.***

Disciplinary Regulations

Students will comply with the rules and regulations established for the orderly conduct of the school as prescribed by New Jersey Statute 18A:37, which states:

"[Students] pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school" (N.J.S.A 18A:37-1,37-2).

Detention

Detention is issued for an infraction of the school rules and is non-negotiable. Detention is scheduled Monday and Wednesday in Room 103 from 2:40 – 3:40 PM and Tuesday and Thursday during lunch. Detentions must be served within 24 hours of receiving the detention. Failure to report to detention when assigned may result in additional detentions. **Students that are asked to leave class due to disruptive behavior will automatically receive two detentions.**

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

Detention Notification

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

Suspension

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

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

Students who receive out-of-school suspension are responsible for completing all missed work within 24 hours of his/her return to school, and any missed tests must be made up on the day of the student's return.

Suspension Notice

All suspensions that are issued will be reviewed by the Administration. The Administration will meet with the student to review the Student Handbook Violation that occurred and after review will issue a formal suspension on the day of the occurrence. All parents and guardians will be notified of the suspension by phone call on the day the violation occurred. The length of the suspension will be determined by the violation that has taken place.

Expulsion

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

Expulsion Notice

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

President of the Academy - Final Decision

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

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

- actions in or out of school that are detrimental to the school's reputation.
- arson
- bullying, including cyber bullying
- continued and willful defiance of authority
- continued and willful disobedience
- criminal activity, including criminal charges or indictment
- continued and willful use of verbal and/or physical threats
- extortion
- gambling for financial gain

- gross disorder (including mob action)
- membership in, involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- harassment: physical, sexual, verbal
- hazing of a student or group of students
- inappropriate use of a cell phone including cell phone cameras
- improper use of social networking sites
- noncompliance with a mutually agreed upon behavioral contract
- physical assault/sexual assault
- possession of a weapon or materials that can be used as weapons
- possession and/or trafficking in pornographic materials
- theft
- use, sale, distribution, or possession of illegal or controlled substances inside or outside of school
- use, sale, distribution, or possession of alcohol inside or outside of school
- willful defacement or destruction of school property
- violations of the Electronic Acceptable Use Policy

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

Part III – Pope John XXIII High School – Student Safety & Security

Drug and Alcohol Testing Policy

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.

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.

If a student tests positive in any random drug tests that will take place throughout the school year, or if a student is suspected of using alcohol or drugs, 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 will be immediately expelled.**

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

If a student tampers with or the test is adulterated in any way, the test will be considered positive, and the aforementioned conditions must be met if the student plans on remaining at Pope John as a student in good standing.

Smoking, Vaping, and Use of Other Tobacco Products

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

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

Vape Detectors

Pope John High School has recently installed state-of-the-art vape detectors that work in conjunction with our security camera system. These detectors have been installed in all student bathrooms and locker rooms with the health and well-being of our students as a primary concern.

Please be advised that any student found to be present in a restroom locker room when a sensor is triggered, in conjunction with our hallway video footage, will be subject to investigation by the administration and possible disciplinary action (see

vaping policies in the Parent/Student Handbook). This policy also applies outside of regular school hours.

In accordance with our Stand Tall Policy, any student witnessing vaping or smoking in a restroom or locker room is required to confidentially report the incident to a teacher, coach, or administrator. Any student found tampering with these devices, will be subject to suspension and/or expulsion.

Harassment/Bullying/Intimidation Policy

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

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

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

5074 Diocesan Bullying Prevention Policy

Definitions

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

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

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

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

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

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

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

Prohibition against Bullying and Retaliation Bullying is prohibited:

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

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

- causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupts the educational process or the orderly operation of a school.
- definitions of Bullying and Retaliation as contained in this Policy;

- prohibitions against Bullying and Retaliation;
- clear procedures for students, Staff, parents or guardians and others to report Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;
- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation may be subject to disciplinary action;
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of such students;
- provisions establishing a Bullying prevention program;
- provisions for informing parents and guardians about the Bullying prevention program;
- provisions for ongoing professional development to build the skills of all staff members including, but not limited to, the Principal, educators, faculty, other staff, athletic coaches, advisors to extracurricular activities and volunteers, to prevent, identify and respond to Bullying.

Reporting

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

Retaliation

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

Non-disciplinary Intervention

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

Consequences

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

Student Consequences:

1. Loss of a privilege.
2. Completion of letter of acknowledgement of action, with apology to the target (after reviewed by the principal and not in a case of sexual harassment or intimidation).
3. Detention
4. Reparation to Target in the form of payment for, or repair of damage to possessions.

5. Reassignment of seats in class, cafeteria or bus, or removal from the bus or extended care.
6. In-school suspension.
7. Out-of-school suspension.
8. Extended suspension.
9. Expulsion.

Remedial Actions:

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

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

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

Hazing

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

Leaving School Grounds

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

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.

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 who have more than ten (10) absences are not permitted to attend the prom. In addition, seniors must have completed their sixty (60) hours of Christian service by the third marking period in order to attend the prom.

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

Snowballs

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

Tampering with Fire Equipment

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

Termination of Activities

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

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.*

Visiting Students

Visiting students will only be permitted into the building if their visit is scheduled in advance through the admissions office.

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.

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

Sexual Harassment Policy

Introduction

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

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

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

Definition

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

Examples of Sexual Harassment

Sexual harassment includes, but is not limited to:

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

Reporting and Investigating

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

1. Students who believe they have been harassed, or who have witnessed harassment, or who have been told of incidents of harassment should promptly report the incidents to any teacher, counselor or administrator.
2. Any teacher, counselor or administrator who receives a student's report of sexual harassment will immediately make these reports known to the administrative designee.
3. The administrative designee's first step is to interview and document the alleged incident(s) with the alleged victim, noting any witnesses to the incident(s). Due to the nature of the complaint, this interview should be non-confrontational and take place in a neutral office as soon as possible within a 24-hour period of the allegation.
4. The designee must then interview the alleged perpetrator, separate from the victim. This interview should be non-confrontational and take place in a neutral office as soon as possible within a 24-hour period of the allegation.
5. The designee must then interview any witnesses to the incident(s). This interview should be non-confrontational and take place in a neutral office as soon as possible within a 24-hour period of the allegation.
6. When the administrative designee has received and reviewed all data, he/she must meet with the administrative team within the 48-hour period following the report of the incident. All data will be evaluated by the team. If it is determined that probable cause exists, the administrative team must determine the seriousness of the offense and thereby decide whether to take administrative action (within the scope of the school's disciplinary code/complaint procedure) or turn the information over to law enforcement officials. The Diocesan School Office must be informed at this point in either case.
7. Parent(s)/guardian(s) of the alleged victim and perpetrator must also be informed of the incident and the action taken by the administrative team.
8. All parties involved must be informed of the action taken by the administrative team.

School Sanctions

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

- Receive a verbal reprimand
- Be required to receive counseling
- Receive 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.

Part IV - Transportation – Busing

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

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

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

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

Emergency Closing of School/Districts with a Delayed Opening

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

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

Early Dismissal

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

Part V – 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

Part VI – Pope John XXIII Health Policies – Concussions, Physicals & Immunizations

Concussion

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

- Athletes with a concussion may not participate nor practice during their recovery period and may not be on the sidelines during any sports activities (helping out as a team manager, etc.).
- Student drivers may not drive to and from school while recovering from a concussion.
- Students 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.

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.



**Chromebook and Google
for Education Acceptable
Use Contract 2024-2025**

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).

Chromebook Use

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:
 - Sending or posting images or sensitive and private information
 - Threatening, excluding, harassing, or intimidating others
 - Pretending to be someone else
 - 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.

Possible Consequences for Inappropriate Use:

- Forfeiture of personal *use* and content of the Chromebook
- Forfeiture of privilege to take Chromebook home
- Forfeiture *of* privilege to use Chrome book at school
- Other corrective measures by teacher or administrator
- Disciplinary action including detention, suspension, or expulsion
- In the event of forfeiture of the Chromebook no partial or full reimbursement will be made of the Chromebook rental fee.

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 place 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.

Personal Health & Safety:

- Avoid extended use of the Chromebook while resting directly on your lap. The bottom of the Chromebook can generate significant heat.
- Take frequent breaks when using the Chromebook for long periods of time. Look away from the screen approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your Chromebook or password codes with anyone outside of the Pope John administration.
- Keep the Chrome book in a secure location when it is not at school.

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 Chrome books 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 Chrome book 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 System & Social

Network: [I agree to and will uphold the Digital Citizenship Pledge:

1. 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 personal 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 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 price.

Lost Devices:

If a student Chromebook or charging unit is lost or believed stolen, the Pope John Technology staff should be alerted within 24 hours.

- Families should notify police if they suspect theft.
- The student will be issued a loaner Chromebook and/or charger for a maximum period of one week.
- If the Chromebook and/or charger is not located after the one-week period, the student will be issued a replacement Chromebook and/or charger. The parents will be responsible for the full replacement cost of \$250 for a Chromebook and \$50 for a charging unit.

Malfunctioning or Broken Chrome books:

If a student's Chromebook is malfunctioning, only basic troubleshooting methods should be applied. If that does not work the Pope John Technology Department will inspect the Chromebook and a loaner will be issued to the student at no charge. In the event that the Chromebook is inoperable, Pope John XXIII High School has a limited number of spare Chromebooks for use while the Chromebook is repaired or replaced,

Costs:

The \$10 per month fee for the Pope John XXIII High School Chromebook program covers the use of the Chromebook and charger for the time that the student is enrolled in the school.

It is the parent's responsibility to pay for a replacement Chromebook or charging unit in the case of loss or damage. Damage costs will be determined by the Pope John Technology Department and will not exceed the full replacement cost of the Chromebook and/or charger.

Return of Chromebooks:

As property of Pope John XXIII High School, the Chromebook and charging unit must be returned by students/parents/guardians in the same condition in which they received it, after the completion of the student's last exam or upon the student's withdrawal, suspension, expulsion, or termination of enrollment. Minor scuffs are considered reasonable wear and tear, but anything more than that, such as deep scratches, cracks, or dents are considered damage. Final grades will be withheld pending late returns or failure to pay damage fees,

Google for Education Accounts

Students in Pope John XXIII High School will be provided with Google Apps for Education accounts. Students will receive an official@popejohn.orgemail address that will grant them access to the Google Apps suite, which provides free Internet-based programs such as Gmail, Google Drive, Calendars, and Sites. The purpose of these accounts is to increase the collaboration among teachers and students.

These accounts are intended to enhance students' learning. Teachers will be using Google Apps for Education in lessons, Calendars will be shared among teachers and students, and assignments can be shared among teachers and students.

Since this is an Internet-based service, students will have access to their accounts both in school and at home. This enables students to easily access their classwork at home and *vice versa*.

The student accounts are to be used for educational purposes only. As such, the following measures will be enacted:

- Student email accounts are limited to sending and receiving inside of @popejohn.org. Students will only be able to send and receive emails from other students and teachers in the school.
- Every student email sent and received *via* their @popejohn.org account will be archived; school and academy personnel will review and monitor these archives for inappropriate student behavior regularly. In the case that a problem is found, action will be taken in accordance with the school's discipline policy.
- Students are to use the accounts in accordance with the schools Internet Usage Policy. Parents are responsible for monitoring their child's use of Google Apps for Education while at home.
- The school reserves the right to suspend any student's account found to be in violation of the school's Internet Usage Policy. In such cases, the student will be referred to the administration for further action,

Additional notices and compliances:

- **Children's Internet Protection Act (CIPA):** In compliance with CIPA the school provides filtered Internet to students, as well as education in their computer class *as* to appropriate online behavior. While in school, student Google Apps for Education is accessed *via* the content filtered internet.
- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. Google Advertising is turned off for Google Apps for Education users, *As* such, no personal student information is collected for commercial purposes. The school's use of student information is solely for educational purposes.
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents rights to review student records. Parents *have* the right, at any time, to investigate the contents of their child's email and Apps for Education Files.

- I hereby release Pope John XXIII High School and its personnel from any and all claims and damages of any nature arising from my child's use of or inability to use the school technology, including, but not limited to, claims that may arise from the unauthorized use of the Chrome book to purchase product or services.
- I understand that it is not possible for Pope John XXIII High School to restrict access to all materials, and I will not hold the school responsible for materials accessed on the Chromebook. I also agree to report any inappropriate Chromebook use to school administration.
- I accept full responsibility when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.
- To have access to the Chromebook and charging unit, we agree to abide by this entire contract. Both school and parents share the responsibility to educate students concerning ethical use of technology.
- I accept responsibility for damages to the Chromebook caused by enrolled student, their parents, siblings, friends, or any other user.
- I have read and discussed this Contract and the Acceptable Use Policy with my child and agree to abide by the rules set forth in this document and the Student Handbook.
- I give my child permission to use Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off school property.
- I give permission for my child and the school to publish student work created in Google Apps for Education online, with the understanding that student's last names and confidential personal information will not be published.

Student Pledge:

I will be cautious when communicating online.

I will not post any private information about others or myself while online.

I will not share my username or password.

I will use school technologies for school-related activities.

I will follow the same guidelines for respectful, responsible, behavior online that I am expected to follow offline.

I will alert my teacher and the Pope John Technology Department of any problem with my Chromebook or any inappropriate content.

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 programs 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.
AU 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

Catholic Academy of Sussex County Parent/Student Code of Conduct for Athletics and 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 or extracurricular activity they attend home or away.

Parents must not engage in or encourage their child or anyone else to engage in:

- 1) Unsupportive conduct towards any coach, moderator, teacher, parent, participant, official, or other attendee.
- 2) Any behavior that would endanger the health, safety, or well-being of any coach, moderator, teacher, parent, participant, official, or other attendee.
- 3) The use of profanity.
- 4) 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.
- 5) Verbal or physical threats or abuse of any coach, moderator, teacher, parent, participant, official, or other attendee.
- 6) Initiating a fight or scuffle with any coach, moderator, teacher, parent, participant, official, or other attendee.
- 7) 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**.
- 8) 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.
- 9) 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).
- 10) 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.
- 11) All parents must sit on their team's home side, no exceptions, at sporting events. As per NJSIAA rules

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 the following:

- a. Verbal or written warning accompanied by mandatory behavioral remediation program.
- b. Suspension or immediate ejection from a sport/school event.

Compliance Agreement Sign-Off Page (Must be signed and returned to school by 9/13/24)

- 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 2024-2025 Pope John High School Parent/Student Handbook and 2024-20245Guidance Department Handbook.

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

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

Parent/Guardian (print) _____

Parent Guardian (sign) _____

Please initial below indicating your compliance:

I have read and understand the Pope John High School Attendance Policy: _____

I have read and understand the Pope John Uniform Policy _____

I have read and understand the Pope John Disciplinary Policies _____

I have read and understand the Chromebook and Google for Education Policies, and the Acceptable Use Policy _____

I have read and understand the Stand Tall Agreement (grades 9-12) _____

I have read and understand the Parent/Student Code for Athletics and Extra-curricular activities _____

Please initial here, that you have also read The Guidance Handbook for 2024-2025 _____