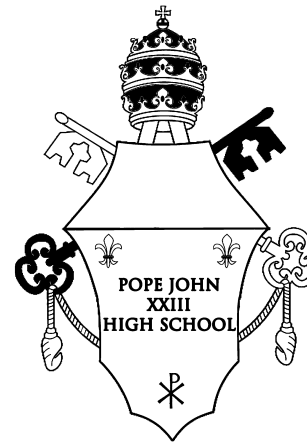
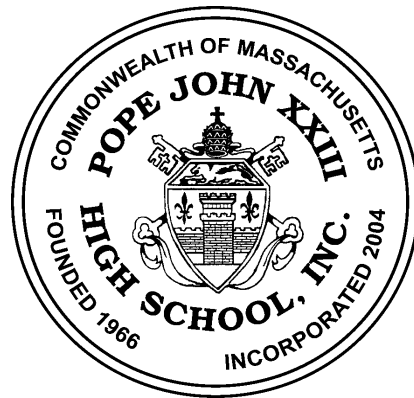


# POPE JOHN XXIII HIGH SCHOOL

## STUDENT HANDBOOK



“Delivering academic excellence, building community and serving others through Catholic education.”

**2014 – 2015**

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## ❧ WELCOME ❧

Welcome to Pope John XXIII High School! Since the first group of freshmen entered these halls in 1965, Pope John has maintained its focus on preparing young men and women as students of the present and shapers of the future. We encourage you to put all of your energy in being the very best that you can be as you ‘unlock your potential’ here at Pope John.

This summer has been spent preparing our building for the 2014 – 2015 school year. By September, we will have installed new front doors, refurbished the library, and re-decorated the gymnasium. Our classrooms have been cleaned and our faculty eagerly awaits your arrival. We have registered our largest freshman class in 4 years and are determined to continue to build our enrollment here at Pope John. We need you to focus on the many positives at Pope John and encourage friends and relatives to consider Pope John as they look toward high school.

For those of you new to Pope John, sports, clubs, and activities are a great way to make new friends and develop new skills. There are over a dozen student activities and clubs this year and include: the Adventure Club, Campus Ministry, Drama, Diversity Club, Math Team, The Mercury newspaper, the National Honor Society, Student Government, and Yearbook. New activities are constantly evolving according to teacher and student interests.

Athletics provide competition, physical fitness, and camaraderie. At Pope John everyone has an opportunity to participate. For girls, we offer soccer, volleyball, winter cheerleading, basketball, softball, and tennis. For boys, we have soccer, cooperative football with Chelsea High School, basketball, baseball, and volleyball. As with extracurricular activities, student interest can create additions to the athletic program.

This handbook contains all the information that is necessary for parents and students to know about Pope John High School. If you have any questions, please do not hesitate to call us and ask.

We are looking forward to a great school year in 2014 – 2015! ‘Unlock’ your talents at Pope John and help us grow and prosper!

Thomas Ryan  
Head of School

Thomas Mahoney  
Principal

## Pope John XXIII High School

### **Our Mission**

Pope John XXIII High School is a Catholic community driven by Gospel values, committed to unlocking the inherent potential of each student.

### **The Vision**

Pope John XXIII is a Catholic co-educational college preparatory high school dedicated to fostering compassion, justice, dignity, and truth within a global community. We provide a rigorous values-based academic program which incorporates religious studies: community service, liturgical celebrations, and extracurricular activities. With a firm foundation, we enable the future generation to embrace their stewardship over the Earth.

### **Core Values**

Pope John XXIII upholds the following core values:

- We honor Pope John's motto, "In essentials unity, in nonessentials liberty, and in all things, charity", by adhering to the Gospel values of: tolerance, faith, hope, love, and joy.
- We focus on scholarship in our quest to develop a well-rounded individual who is prepared to face the challenges he or she will encounter in the future.
- We have opened our doors to international students, and therefore have committed ourselves to providing an environment of educational excellence for our global community.
- Participation in service opportunities promotes: student leadership, integrity, and an awareness of our responsibility as stewards over the Earth.
- We encourage an engaged community of learners, including students, parents, guardians, faculty, staff, and trustees to embrace a lifelong pursuit of knowledge.

### **NONDISCRIMINATION POLICY**

Pope John XXIII High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools and does not discriminate on the basis of race, color, national and ethnic origin, in administration of educational policies, admission policies, scholarship and loan programs, and in the hiring of school personnel.





## ❧ FACULTY ❧

### ART DEPARTMENT

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### HEALTH & PHYSICAL EDUCATION DEPARTMENT

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❧ CLASS OFFICERS ❧

**SOPHOMORES**

PRESIDENT – MOLLY CRAFTS  
VICE PRESIDENT – PATRICK KELLY  
SECRETARY – SEIDE YVELANDEY

**JUNIORS**

PRESIDENT – BRIAN BYEON  
VICE PRESIDENT – GINA MEROLA  
SECRETARY – JUSTINA BARRESI

**SENIORS**

PRESIDENT – TIMOTHY COLLINS  
VICE PRESIDENT – VU TON  
SECRETARY – KATHERINE LOMBARDI

## ❧ ACADEMIC LIFE ❧

*The Principal is responsible for the administration of the academic program at Pope John XXIII High School. The following regulations are to ensure the highest quality of academics, creating an environment in which all our students can achieve to high standards.*

### ACADEMIC INTEGRITY

We expect honesty in all our endeavors and this basic trust is essential in the task of schooling and all academic work. Homework, tests, quizzes, reports, projects, and examinations must reflect the honest achievement of the student. Misrepresentation of academic achievement in any form (e.g. presenting another's work as one's own, the abuse of technology or plagiarism, or enabling another student to cheat) will be considered a significant violation of our community's standards. A violation should be reported by the teacher to the Principal. At the discretion of the Principal, a violation could result in the student failing the course for the academic quarter and/or being placed on academic probation. The Principal may also recommend disciplinary sanctions up to and including expulsion.

### ABSENCES

**EXCUSED ABSENCES** are medical absences accompanied by a doctor's note, authorized attendance at a funeral or participating in a school retreat, field trip or athletic contest. Seniors are allowed two (2) college visitation days. In order for these to be excused, the student must present a letter from a parent requesting the day, and documentation from the college visit on his/her return to school. This must contain the name of the college and date of visit.

**UNEXCUSED ABSENCES** include family vacations or uncertified illnesses. **If a student exceeds two (2) unexcused absences in a quarter, the student must have specific permission from the Principal to receive course credit. The student will receive an "F" (59 recorded if grade exceeds a 59) for any quarter in which the two (2) unexcused absences occur. The Principal's Office will inform teachers when the limit is exceeded. The limit may be exceeded in some classes and not in others.**

### AGENDA BOOKS

All students receive an agenda book issued by Pope John High School at the beginning of the school year or upon registering. Agenda books are the property of Pope John High School loaned to students. They are to be kept intact; no pages are to be removed. Altered books may be confiscated and replaced at the expense of the student. **ALL STUDENTS MUST HAVE THEIR AGENDA BOOK WITH THEM DURING SCHOOL HOURS.** Any student out of a classroom during class time must have his/her agenda book signed by a teacher. **NO EXCEPTION.** The replacement cost for the agenda book is \$5.00. If a student arrives at school without an agenda book he/she is to report to the Principal for a Day Agenda Page. The \$1.00 fee is refundable upon producing the issued agenda book and temporary pass.



### **CHANGE OF COURSE AND LEVELS**

All course changes and course level changes are processed through the guidance department. Course changes also known as Add/Drop requests are for students who are changing classes. Course Level Change forms are for students who are either moving into a higher or lower level, but of the same course. A course change for Fall half-year and full-year courses must happen on or before September 30<sup>th</sup>. Spring half-year courses can be changed until February 6<sup>th</sup>. All course level changes must occur by February 14<sup>th</sup>. There are no level changes in the last two weeks of a marking term. The current and receiving teachers must approve of the changes, as well as the parent/guardian and the guidance counselor. All signatures must be present on the appropriate form for the change to occur. Add/Drop forms and Course level change forms are available in the guidance office.

### **CLASSROOM BEHAVIOR**

Students are expected to behave in a way consistent with Christian teaching: that implies that they are to be kind and respectful to one another and to their teachers. Teachers are empowered to maintain order and discipline in their classrooms in order to create an atmosphere conducive to learning. Any behavior which is disruptive or disrespectful will result in disciplinary action, initially by the classroom teacher and, depending on the seriousness of the situation, by the Principal.

### **HOMEWORK**

Homework is an essential component of the academic program at Pope John XXIII High School. Twenty to thirty minutes of homework is ordinarily given in each subject every day. In order to be successful, students should be doing two to three hours of homework daily. This work includes not only written assignments but also reading, study and review assignments. Repeated failure to come to class prepared will result initially in parental contact, academic probation, and ultimately dismissal. Whenever a student misses class due to absence, tardiness, dismissal, an in-school appointment with a guidance counselor, administrator, campus minister, college representative, or the school nurse, the student is responsible for obtaining his/her assignments either from the teacher or a classmate.

### **TEACHER MEETINGS**

Teachers welcome the opportunity to meet with students and their parents. Teachers are available regularly after school to provide extra help for students. Teachers may require students to attend extra help sessions. Work, extracurricular activities, or sports practice are not acceptable excuses should a teacher require a student to come for extra help. Parents can make appointments to meet with a teacher by contacting the Guidance Office or emailing the teacher directly.

### **TUTORS**

Tutoring is provided on an informal and volunteer basis by Pope John students, including members of the National Honor Society. Tutoring arrangements should be made through the Guidance Office.

**HONORS**

A student may achieve Honors in the following way:

- Principal's List      Average of A-, no grade lower than B+
- First Honors          Average of B+, no grade lower than B
- Second Honors        No grade lower than B-

**REPORT CARDS**

The first report card is issued in November and is hand-delivered to parents at the scheduled Parent-Teacher Conference. If a parent is not present at this conference, the report card will be mailed home the following day. All subsequent report cards are mailed to the student's parents. Students will not be given the report. Report cards will not be issued to students whose financial obligations are not current. The following grading scale is used:

<i>A</i>	94 – 100	<i>B</i>	84 – 86	<i>C</i>	74 – 76	<i>D</i>	64 – 66
<i>A-</i>	90 – 93	<i>B-</i>	80 – 83	<i>C-</i>	70 – 73	<i>D-</i>	60 – 63
<i>B+</i>	87 – 89	<i>C+</i>	77 – 79	<i>D+</i>	67 – 69	<i>F</i>	59 or below

**MID-QUARTER REPORTS**

Midway through each of the four marking periods parents will receive a report of their daughter/son's progress in each of her/his subjects. These reports are available on line. Parents should understand that a passing grade at the time of the Mid-Quarter Report is not a guarantee that the student will be passing at the end of the marking period.

**FAILURES**

Students with a grade average below 60 will fail that subject for the marking period. Students could also fail courses for the following reasons:

- Failure due to incomplete work: work not made up from a previous marking period.
- Failure due to excessive unexcused absences during a marking period.
- Failure to complete major course requirements: Students who do not finish a major component of a course (e.g. a research paper, project) could fail the course for the quarter and for the year.

### **INCOMPLETE**

An incomplete indicates that, for legitimate absences, a student has not yet completed the required work in a course. Any incomplete marks for the marking period due to prolonged illness or absence at the end of the marking period should be made up before the issuance of the Mid-Quarter Report for the next marking period. At this time, the “I” will be replaced by a permanent grade; otherwise, the incomplete will become a failure.

### **ACADEMIC PROBATION**

A student may be placed on Academic Probation for any of the following reasons: failure of an academic course for the year requiring summer school, failure of one or more courses during the school year, serious deterioration of academic performance during the school year, or a grade average less than C-. A student placed on Academic Probation due to performance in a specific course must report to that teacher for after school help every week until released by the teacher or the Principal. Individual arrangements may be assigned by the Principal as needed.

### **ATHLETIC/ EXTRACURRICULAR ELIGIBILITY POLICY**

A student must be in compliance with MIAA regulations. The effective date upon which a student either is declared eligible or ineligible shall be the day upon which report cards are issued. Previously ineligible students may try out for athletic teams whose try out period falls between marking periods but may not be selected for a squad until they have submitted to the Athletic Director an eligibility form fully completed and signed by all the student’s teachers. To be eligible for the first quarter, an athlete must satisfy the requirement **with final grades for the year**. In addition, all participants in athletic programs must have on file updated physical forms. No student will be allowed to participate without a Massachusetts State Health Form on file.

Students must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of six traditional year long major English courses (which could be made up of two half year long courses). This means that for a given quarter, no student may be failing more than one academic, half or full credit, course. All courses with designations of College Preparatory, Honors, and Advanced Placement including half year courses will be considered for athletic eligibility.

### **EXAMINATIONS**

All students will take mid-term and final exams which will count for ten percent of the semester grade. Exam grades will be printed separately on the report card. Any student who does not take an exam will receive an incomplete for the appropriate quarter until the exam is taken. Students absent on the day of an exam may be required to submit a medical certificate from a doctor in order to make up the exam.

**TRANSCRIPTS**

All transcripts of student records are requested from the Guidance Office. Official transcripts are stamped with the school seal and mailed directly to the admissions office or place of employment. No transcript will be forwarded without the authorization of the student or parent.

**SCHOLARSHIPS**

Students must maintain a 3.0 GPA in order to have scholarships renewed.

**GRADUATION REQUIREMENTS**

In order to graduate from Pope John High School, all students are to complete four years of English, Math, and Theology, three years of a single Foreign Language (international students excluded), Social Studies and Lab Sciences, one year of Art, PE/Health, ten hours of Christian Service per year, and four electives. Students who have matriculated at Pope John High School for four years are eligible for consideration for Valedictorian and Salutatorian.

**SUMMER SCHOOL**

Any student who fails a course for the year must make up that course successfully in an approved summer school or tutoring program. The student's transcript will reflect a pass in summer school but will not impact the student's GPA. The student's return to Pope John XXIII High School depends on the fulfillment of this requirement. *Any student who fails more than two courses for the year must withdraw from Pope John XXIII High School.*

**COLLEGE ENTRANCE EXAMS**

As a college preparatory school, Pope John XXIII High School expects all students to take either the SAT or the ACT college entrance exam. Guidance Counselors will meet with juniors and seniors to discuss specific details. The 2014 – 2015 dates are as follows:

<b>TEST DATE</b>	<b>TEST</b>	<b>REGISTRATION DEADLINE</b>	<b>LATE DEADLINE (LATE FEE REQUIRED)</b>
October 11, 2014	SAT & Subject Tests	September 12, 2014	September 26, 2014
November 8, 2014	SAT & Subject Tests	October 9, 2014	October 24, 2014
December 6, 2014	SAT & Subject Tests	November 6, 2014	November 21, 2014
January 24, 2015	SAT & Subject Tests	December 29, 2014	January 9, 2015
March 14, 2015	SAT only	February 13, 2015	February 27, 2015
May 2, 2015	SAT & Subject Tests	April 6, 2015	April 17, 2015
June 6, 2015	SAT & Subject Tests	May 8, 2015	May 22, 2015

September 13, 2014	ACT	August 8, 2014	August 9-22, 2014
October 25, 2014	ACT	September 19, 2014	September 20-October 3, 2014
December 13, 2014	ACT	November 7, 2014	November 8-21, 2014
February 7, 2015	ACT	January 9, 2015	January 10-16, 2015
April 18, 2015	ACT	March 13, 2015	March 14-27, 2015
June 13, 2015	ACT	May 8, 2015	May 9-22, 2015

**AP EXAMINATIONS**

Students in Advanced Placement courses are *required* to take the Advanced Placement Examination at the completion of that course.

**TEST POLICY**

Students who are absent on the day before a test will be expected to take the test if in school on the test day. Students must accept the responsibility of calling a fellow student regarding material covered in class.

**TEXTBOOKS**

Students are responsible for purchasing their own textbooks. Books can be purchased at <http://popejohn.textbookx.com> or from other students. When purchasing from another student, check the official booklist before purchasing as editions change from year to year. It is expected that students will have all the necessary materials for each class. *Under no circumstances will Pope John be held responsible for lost or stolen books.*

**WITHDRAWAL**

If a student fails to cooperate with his/her teachers and the policies of the school or is failing in subjects and makes no effort to improve, or in other ways contradicts the mission and values of Pope John, parents may be asked to withdraw the student.

**ACCEPTABLE USE OF TECHNOLOGY**

Pope John XXIII High School supports the use of the Internet as a valuable, educational resource and research tool only. Students using the Internet enter a global community that allows them to garner information from sources around the world. As members of this global community, certain rules are followed.

- Students are to respect all print and software copyright laws. Plagiarism will not be tolerated.
- Students will not breach any privacy laws. This includes accessing any network or files with intent to steal, undermine, destroy, or view information that is not appropriate.
- E-mail or instant messaging of any type is not allowed, nor is the access of any information that could be considered potentially damaging or harmful to the student or others.

- For safety reasons, students will not give out complete names, home addresses and telephone numbers or school information online unless they are registering for college information, SAT, ACT exams, or other educational pursuits. When in doubt, ask a teacher or the media specialist.
- Proper “netiquette” is required at all times. Polite and appropriate language online is expected. The use of racial or ethnic slurs, the hacking or vandalism of equipment, or the transmission or viewing of obscene or offensive material as well as the accessing of inappropriate websites, and the harassment of others will not be tolerated.
- Students should immediately report to a teacher or other school staff member any inappropriate information or correspondence they find.

The use of the Pope John Internet Connection is a privilege, not a right. Inappropriate behavior may result in revocation of this privilege, disciplinary action, and/or legal action. As a member of the Pope John community, students accept full responsibility for their behavior when using the Internet. *By signing the student handbook, students agree to abide by the Acceptable Use Policy above.*

## ❧ CODE OF CONDUCT ❧

*The purpose of the Code of Conduct is to develop a school climate that supports learning, growth, respect, dignity, and justice. The administration, faculty, and staff of Pope John XXIII High School respect each individual student and are keenly aware of the needs of our community. The Code of Conduct is intended to provide the good order that is indispensable for the serious pursuit of academic excellence and high moral tone expected at Pope John. Each person is responsible, through words and actions, for sustaining, nourishing, and honoring a climate of respect and dignity within our community. Under these conditions, we believe our students can flourish as women and men of competence, conscience, and compassion and that our community can be faithful to its mission. The registration of a student at Pope John is an expressed agreement on the part of parents and students to observe these procedural norms. The Principal is responsible for the ordinary administration of the Code of Conduct and all that entails.*

### **ABSENCES**

A student who is going to be absent from school because of illness or emergency at home should have a parent or guardian inform the school between 7:00 AM and 7:45 AM by calling **617-389-0240 ext. 16**. No student is to make this call. Please give the following information: student's name, homeroom number, reason for absence, and the identification of the caller.

Prolonged absence (more than *three* consecutive school days) may necessitate a doctor's note.

In case of prolonged illness or a pattern of absences, parents should contact the Guidance Office regarding home study. All cases of excessive absences will need to be reviewed by the administration. The administration will reserve the right to require structured/tutorial learning.

Absence on the day of a school function, unless excused prior to the day by the administration, will result in ineligibility for that function. The student may not attend or participate in the function/sport event on the day he/she is absent from school. Students absent on a Friday or day preceding a holiday are ineligible for school related activities without the permission of the Principal.

Vacation Trips: Parents are urged not to take a student out of school during the school year; refer to the calendar when planning vacations at Christmas, February, April, summer, and holidays. Time lost during extended vacations will be counted as part of the four days of unexcused absences. Prior to leaving, students must contact each of their teachers regarding academic responsibilities in each subject. At the discretion of the teacher, assignments may be given. Also, parents must inform the Principal in writing of their vacation plans.

### **TARDINESS**

All students are responsible for arriving at school on time and being in their homeroom before the bell sounds at 7:50 AM. Otherwise, a student is considered tardy and must serve a one half hour detention on that day. If a student is tardy, she/he must expect to serve detention on that day and must accept the responsibility of re-arranging work schedules, appointments and transportation. No exceptions. Students who are tardy after 11:00 are not eligible for afternoon/evening activities including athletics unless given

permission from the Principal.

Excused tardiness is uncommon and will be handled on a case-by-case basis. An example of an excused tardiness would be an emergency medical appointment after which the student brought in documentation on medical letterhead, not a note from home.

Some examples of unexcused tardiness would include alarm clock malfunction, power outages, oversleeping, and any transportation issues such as car problems of a mechanical nature, traffic, parking issues, detours, missed rides, misplaced car keys and so on. The Principal reserves the right to accept or reject any excuse for tardiness, and that decision is final.

#### **TRUANCY**

Truancy is unauthorized absence from school, classes, or study periods. Those who are truant are subject to detention, suspension and parent-pupil-Principal conference. Since students are under the jurisdiction of Pope John from 7:50 a.m. until dismissal, it is the responsibility of the administration to be aware of the whereabouts of every student during this time. Therefore, no student may leave the school building without the expressed permission of the office.

#### **DISMISSALS**

Medical or dental appointments, driver license appointments, trips, etc. should be made outside of school time. If it is necessary for a student to be dismissed, a note signed by a parent must be presented at the office by 7:50 a.m. Parents must specify reason for dismissal. If it is a doctor or dentist appointment, a card must be presented to verify dismissal. In the unusual circumstance when a college interview must be made during school hours, prior notification and permission from a guidance counselor must be obtained. The Administration determines whether an absence is excused or unexcused.

Students who are feeling ill should speak to a teacher and report to the office. If parents need to be contacted, office personnel will make appropriate arrangements. Student should report to the Main Office first.

#### **NO SCHOOL ANNOUNCEMENTS**

In case of inclement weather, Pope John abides by the decision of the Everett Public Schools. If Everett has no school due to inclement weather, Pope John has no school. If Pope John administration decides to cancel school (and Everett Public Schools do not), or if there is to be a delayed opening or any special case for Pope John, this announcement will be broadcasted on the early morning news on each of the four major television stations: 4, 5, 7 and 25 as well as WBZ 1030 AM radio and through the Edline voice and email program.

#### **FUNERALS**

When a death occurs within the immediate family of a student, the school will ordinarily send representatives from the student body, to the funeral. Additional students may be invited depending on transportation. A student who is not on school arranged transportation will only be released to parental custody. All students who wish to attend are to bring a note to the office the day before the funeral. Students will return to school immediately after the funeral service.



### **BUILDING AND GROUNDS**

Students may not leave campus at any time during the school day, extending from the time of morning arrival to the time of final departure. Students violating this regulation are considered truant and will face appropriate sanction. Student may not return to their car during the school day without the express permission of the Principal. A clean campus is to be maintained at all times, and everyone is asked to help keep the building and grounds in good condition.

### **SECURITY**

All doors to the school building remain locked during the day. No student should open an outside door for anyone. All visitors to the school must report to the office.

### **PARKING**

Any student driving a car to school, even occasionally, must register it with the Principal and receive a parking decal for the driver's window. **Parking for students is in the parking lot behind the school.** Students must enter the parking area from the Lafayette Street side and exit from the Cameron Street side. Please respect the spaces designated for the handicapped, as well as those areas reserved to allow for fire apparatus in cases of emergency. No student may park in front of the dumpster. Students may not park in the lot at the front of the school. Students park on the street at their own risk and must observe the City of Everett parking regulations.

Once on school property, cars are to be vacated immediately, and students may not return to them during the school day without permission. Any student who parks in an undesignated area or a no-parking zone will be assigned detention. Students should drive slowly and carefully on campus; reckless driving is a serious offense. Violation of these regulations will restrict a student's privilege of driving to school. Please respect the rights of our neighbors and not park on private property.

Drivers must allow sufficient time to commute to school, especially during inclement weather, and secure a parking space. It is the responsibility of the student to arrive on time or risk a detention for being tardy.

### **PERSONAL ELECTRONIC DEVICES**

Pope John High School's guideline is to maximize the academic usefulness of electronics while minimizing any potential distractions to the classroom setting. Classroom use of electronics for research purposes must be teacher directed. Laptops and IPADS may be used in the classroom with teacher permission. ELL students may use a school approved translator in class. Any non approved use of the above mentioned devices may lead to termination of permission for classroom use.

Electronic devices including but not limited to cell phones, beepers/pagers, headphones, iPods, tape or CD player use, is prohibited in the classroom. *These items should not be visible on students at any time during class.* A student who does not adhere to proper protocol will be asked to place the device in a designated receptacle for the duration of the period. Failure to do so will result in being reported to the office. If a student has made unpermitted use of his/her electronic device, the student will be reported to the office and

assigned appropriate detention. The student takes all responsibility for any damages to his/her electronic device while it is in the possession of a teacher or administrator.

#### **CONTACTING STUDENTS**

In case of emergency or absolute necessity, messages for students may be left with the Main Office. Parents are discouraged from calling on their cell phones or texting students, as this is disruptive to the learning environment, not to mention that it could cause the student to break protocol regarding personal electronic devices, and could result in disciplinary action. Students should follow protocol in the event they need to contact parents.

#### **CAFETERIA/FOOD/BEVERAGES**

All food and beverage is confined to the cafeteria excluding water. Students are responsible for the cleanliness of the area, appropriate behavior, and proper disposal of rubbish. Students should clean their tables before leaving. Students may bring book bags into the cafeteria but not into the serving area during lunch periods.

Water in clear plastic bottles is permitted in the halls and classrooms. No other food/beverages are to leave the cafeteria. If a student is found with food/beverage in the halls or entering a classroom, he/she will be asked by the teacher to dispose of it. If the student should express an uncooperative response, he/she will be reported to the Principal.

Cultural/curriculum/reward celebrations involving food and/or beverage require permission from the teacher. Food and/or beverages are to be dropped off in the classroom before homeroom. Any food and/or beverages that are not consumed during the class are to be picked up after school. Also, if a teacher provides edible treats for students, the treat is to be consumed in the classroom.

#### **DISCIPLINARY SANCTIONS**

To preserve good order and a learning environment, and as a consequence for violating the community's values, the dignity of individuals and the school's honor, the following levels of disciplinary sanctions have been adopted:

##### **DETENTION**

Detention, lasting either thirty minutes or one hour, is the most commonly used sanction by the Principal. Students must report immediately after school at 2:35 PM to the assigned room on the day detention is assigned. The student must be on time and sit quietly for the duration of the detention in order to receive credit for serving the time. Failure to report will result in additional time being assigned.

Students are assigned detention after school for minor infractions such as: tardiness and dress code violations. Skipping detention or a pattern of minor infractions may result in a student being assigned to after school work detail. Students who are given detention by a subject teacher will serve that detention with that teacher at the end of the day. Refusal to comply will result in referral to the Principal. Any student who does not abide by the regulations of the detention period may be suspended from school.

until parents and student meet with the Principal by appointment. Saturday detention may also be implemented at the discretion of the Principal.

### **LOSS OF PRIVILEGE**

There are a number of privileges extended to Pope John students, including extracurricular activities, use of the library, and social functions. Serious or repeated infractions of the Code of Conduct may lead to a loss of privilege by the student. The Principal will determine all appropriate sanctions.

### **SUSPENSION**

A suspension is imposed in cases where the administration believes that a temporary separation from school life is necessary. A student may be assigned in-house or out-of-school suspension, for a varying number of days, depending on the infraction. Suspension is the most serious sanction Pope John High School can impose short of expulsion, and it will be noted on the student's record. A student who is suspended will be placed on disciplinary probation for the remainder of the year or depending on the violation, for the remainder of his/her career at Pope John. Any serious infraction of the rules by a student on probation may result in the student's expulsion.

### **PROBATION**

A student may be placed on probation as a result of a suspension or for lack of cooperation with school authorities as evidenced by repeated infractions of general school guidelines. Students placed on probation will be given the terms of their probation. The student will be required to fulfill the terms and conditions of a contract in order to remain at the school. Depending on the infraction, terms of probation may include ineligibility for school activities and social functions.

### **EXPULSION**

Expulsion is a permanent dismissal of a student from school. It is employed in extreme situations when a student by his/her behavior demonstrates that he/she cannot function within the desired goals of the school and actually poses a threat to those goals. Once expelled there is no re-entry into the school. A student will be subject to expulsion for any conduct either at or away from school which is of such a nature as to jeopardize the good name of the school, or which is detrimental to the common good, or harmful or offensive to any member of the school community. Two suspensions within one school year or any serious infraction of the rules, e.g., selling stolen books, tampering with fire alarms, vandalism, or stealing may result in the dismissal of a student.

### **MINOR INFRACTIONS**

Violations of the rules in a minor way will result in direct action by the teacher in charge. That action may or may not include a

warning for the first offense. Repeated infractions may result in referral to the Principal for detention or loss of privilege.

### **MAJOR INFRACTIONS**

Major violations of the Code of Conduct will result in immediate notification to the administration. All major infraction will be kept on file and reported to the student's parents. Students guilty of major infractions must bring in parents for conference with the Principal. Sanctions may include detention, loss of privilege, suspension, and, in extreme situations, expulsion. After one or more major infractions, the student may be placed on probation and required to *fulfill the conditions of a contract* in order to remain at the school.

### **DISMISSAL FROM CLASS**

A student sent from class for disciplinary reasons is to report immediately to the Principal, whether s/he is told specifically to do so or not. In the event that the Principal is not in his office, the student is to wait outside of the Principal's office until s/he receives further instructions. No student is to return to classes until s/he has seen an Administrator.

### **SMOKING**

Smoking, chewing tobacco or chewing gum will not be permitted anywhere on school property. Pope John property is considered a smoke free environment. In addition, it is illegal for anyone under the age of eighteen to purchase or smoke cigarettes.

### **SUBSTANCE ABUSE**

A regulation by the Massachusetts Secondary School Principals Association and given due process of law since May, 1973 states. "No student is permitted to imbibe, to have imbibed, nor to have in his/her possession any alcoholic beverage or drugs while in school or while attending any school activity, whether or not the activity takes place on the school premises." Violation of this rule will result in disciplinary action by the administration. This action at least will involve suspension from all social activities for the rest of that school year and, in accordance with MIAA policy, athletic activity, whichever is more severe. Students may be mandated to undergo counseling and/or rehabilitation for drug or alcohol related problems. Failure to comply may result in an immediate suspension. At school activities, students may be remanded to police in attendance. Parents may be asked to have students tested for the presence of drugs or alcohol by the school administration. The sale or distribution of drugs or alcohol will result in police involvement and is probable cause for expulsion. The school administration reserves the right to ask students to empty their pockets, purses or book bags on reasonable suspicion of a related offense. Refusal could result in expulsion.

### **WEAPONS**

The possession of a dangerous weapon on campus or at any school-related activity makes the student liable for expulsion from Pope John. Weapons include guns, knives, clubs, bats, chains, or anything used for the purpose of a weapon.

### **HARASSMENT**

Pope John is committed to providing an educational environment that is free of all forms of harassment: sexual, racial and prejudice in any form. Harassment is completely unacceptable and will not be tolerated. Any act or comment that discriminates against another

member of the community is a serious violation of our philosophy and mission. As Christians, we are required to display an openness and compassion to all people, regardless of race, sex, religion, age, national origin, or of any quality that marks each of us as unique. Violations are considered major infractions.

### ***Policy on Sexual Harassment***

#### **I. Policy**

Pope John XXIII High School is committed to providing an educational environment that is free of sexual harassment which is completely unacceptable and will not be tolerated in any form. It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment. Also prohibited is any retaliation against any other person because s/he complains of sexual harassment or assists the school in an investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint. The school will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

#### **II. Types**

##### **A. Sexual Harassment by Students**

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of the school by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment.

As noted above, any condonation of the sexual harassment of a student and any retaliation against a student because he complains of sexual harassment or assists school investigation of such complaint is also prohibited.

##### **B. Sexual Harassment by a School Employee**

It is a school violation for any teacher, administrator or other school employee, male or female, to sexually harass a student. For purposes of this prohibition, sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

When submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of educational benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or

When such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Any condonation of the sexual harassment of a student and any retaliation against a student because he complains of sexual harassment or assists the school investigation of such a complaint is also prohibited.

#### **III. Examples and Further Policy Discussion**

Whether particular language constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the school on a case-by-case basis. The following are, however, some examples of language and conduct which all students of the school are cautioned to avoid. This is not an exhaustive list.

- comments to, or about, any student or school employee or his or her appearance that are sexually graphic or would otherwise tend to be degrading
- any physical conduct of a sexual nature
- jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others
- sexually suggestive sounds or gestures
- display of objects, posters, or pictures of a sexual nature

#### **IV. Procedure for Complaint and Investigation**

If any student believes that he has been subjected to sexual harassment, whether by a student, a school employee or any other person who comes on school property with permission, or that he has witnessed the sexual harassment of another, the student should report the incident promptly to the President, Principal or Dean of Students.

A complaint of sexual harassment by a student, or by a person on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the appropriate administrator to initiate the investigation.

It is the policy of the school to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation.

Normally, the investigation of a complaint of sexual harassment will be conducted by the President, Principal or Dean of Students and will include separate private interviews with the complainant, each person accused of harassment and each witness, if any. The interview will ordinarily be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment.

Information provided during an investigation of sexual harassment will be treated as confidential. This means that information will be shared with others on a need-to-know basis only. The parent or guardian of the complainant may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recrimination or any attempted intimidation or coercion of the complainant or witnesses.

At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and the persons accused of harassment.

#### **V. Disciplinary Action**

Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension and permanent exclusion from the school.

Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or school employee because s/he complains of sexual harassment will also result in disciplinary sanctions, up to and including suspension or permanent exclusion from the school.

Any student found to have condoned sexual harassment by another may, depending upon the extent his/her participation, be subject to disciplinary action.

## **HAZING**

In accordance with the laws of the Commonwealth of Massachusetts (Chap. 536, 1985) the practices of hazing and other initiation methods are strictly forbidden for any individual student. Any student involved in the practices of hazing or other initiations methods will be immediately suspended and will be subject to any court action resulting from his/her behavior.

*In compliance with Massachusetts General Law, Chapter 536, An Act Prohibiting the Practice of Hazing, Pope John XXIII High School requests all parents and students to read the laws presented below and to cooperate in its implementation. Student organizers and participants in hazing face suspension and possible expulsion. In signing the accompanying response form, parents and students pledge to comply with this law.*

### **An Act Prohibiting the Practice of Hazing**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by adding the following three actions:

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that the person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organizer under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and of sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall



sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the Regents of Higher Education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents, and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such reports.

Signed by: George Keverian, House Speaker, November 13, 1985, William Bulger, Senate President, November 14, 1985

Approved: Michael Dukakis, Governor, November 26, 1985

## BULLYING PREVENTION POLICY

Pope John XXIII is committed to providing a safe, positive, spiritual and productive educational environment where students can achieve the highest academic standards. No student or staff member shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target's property.
- Places the target in reasonable fear of harm to him/herself, or of damage to his/her property.
- Creates a hostile environment at school for the target.
- Infringes on the rights of the target at school.
- Materially and substantially disrupts the education process or the orderly operation of a school.

"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:

- Wire
- Radio
- Electromagnetic
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include 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 messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include 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 persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

### **Definitions**

"Aggressor" is a person who engages in bullying, cyber-bullying, or retaliation.

"Target" is a person against whom bullying, cyber-bullying, or retaliation has been perpetrated.

"Hostile environment" is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

"Retaliation" is any form of intimidation, reprisal, or harassment directed against a student or staff member who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

### **Prohibition against Bullying**

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds.
- On property outside of school grounds.
- At school-sponsored or school-related activities.
- At functions or programs whether on or off school grounds.
- At bus stops.
- On buses or other vehicles used by Pope John XXIII.
- Through the use of technology or an electronic device owned, leased or used by Pope John XXIII.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by Pope John XXIII if the act or acts in question:

- Create a hostile environment at school for the target.
- Infringe on the rights of the target at school.
- Materially and substantially disrupt the education process or the orderly operation of school.

**Prevention and Intervention Plan**

The School Administration shall oversee the development of a prevention and intervention plan, which may include administrators, teachers and professional support personnel.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan.

**Reporting**

Students and staff, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are Obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Pope John XXIII shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student or staff member who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians are encouraged to report an incident of bullying as soon as possible.

School staff shall immediately report any instance of bullying witnessed or become aware of to the Principal.

**Disciplinary Sanction**

Upon the completion of a bullying investigation, disciplinary sanctions will be determined by the School Administration. The severity of sanction, up to and including expulsion, will be determined by the egregious nature of the act.

*In Compliance with Massachusetts General Law Chapter 71, Section 370, 2010*

## ❧ STUDENT LIFE ❧

*Pope John XXIII High School is a community committed to academic excellence and service to others. Spending such a significant portion of our lives together, it is important that everyone abide by certain guidelines to facilitate our sense of community. Recognizing the uniqueness of each student and the fact that education happens in and out of the classroom, we encouraged everyone to become involved in extracurricular and athletic activities.*

### **RESPECT OF PERSONS**

At Pope John XXIII High School, we expect students to be respectful of themselves and others as persons created in the image of God and endowed with an inherent dignity. One's respectfulness is reflected in observable behavior such as conduct in the classrooms, corridors, library, cafeteria, and at all school-related activities, on or off campus. Behavior towards other members of the community should always indicate an understanding of Pope John's commitment to create a truly Christian community. The following are considered serious violations of the rights of others: vulgar, profane or obscene language, sexism, racism, bullying, and fighting. These are examples of the many forms that disrespect can take, and disrespect of any kind will be sanctioned according to the Code of Conduct

### **RESPECT OF PROPERTY**

Respect for every kind of property is a prime requisite of a good citizen. To deface or damage the building, equipment, furnishings or grounds is a form of stealing. Restitution will be demanded. Accidental breakage or damage should be reported at once to the class teacher or to the homeroom teacher. Posters must have office stamp to be posted and are not to be defaced in any way.

### **DRESS CODE**

How we dress makes a statement about the type of community to which we belong. The goal of a dress code is to create in the student an awareness of appropriate dress, and to eliminate distractions caused by outlandish or inappropriate attire. Studies have shown that schools adhering to a dress code are also higher achieving.

All students at Pope John XXIII High School are required to wear a school uniform that meets the requirements noted below. Our students are the public face of Pope John and we hope that you wear your uniform with pride and respect. Students are expected to be well groomed and neatly dressed at all times during the school day and at all school functions both on and off campus. Student compliance with the dress code demonstrates respect for you and for the Pope John community. The Pope John High School administration makes the final determination regarding adherence to the Pope John XXIII Dress Code.

**Pope John XXIII High School uniform vendor is JB Edwards ([www.jbedwarduniforms.com](http://www.jbedwarduniforms.com))**

**JB Edward Uniforms** offers you top quality products and ease of ordering.  
All of your uniform requirements will be available at this site.

**Pants:**

**Navy or Khaki**

**Black pants are not permitted.**

Uniform pants are available for purchase from JB Edwards. Pants must be navy or khaki. Cargo pants or denim pants are not allowed. Pants must be hemmed and cannot drag on the ground. Yoga pants are not allowed. Pants must fit appropriately and cover undergarments.

**Skirts:**

**School plaid, gray, khaki, or navy-pleated**

Girls are permitted to wear pleated skirts. Skirts must be purchased from JB Edwards. Skirts may be worn no higher than two inches above the knee.

**Girls Hosiery:**

**Navy or White**

Knee socks or tights must be worn with skirts.

**Skorts and Shorts:**

Skorts and shorts are not permitted.

**Polo Shirts with PJ Logo: Long & Short Sleeved**

**White, gray, navy (burgundy –seniors only)**

Polo shirts must be purchased from JB Edwards. Shirts must be tucked in at all times. Long sleeved shirts are not permitted underneath short sleeved polo shirts.

**White Oxford Shirts:**

These branded PJ logo shirts are permitted and may be purchased through JB Edwards . **Shirts must be tucked in at all times.**

**Fleece Jackets/ Vests:**

**Navy (burgundy –seniors only)**

Fleece items purchased from JB Edwards must be worn with a PJ collared shirt.

**Sweaters/ Crew neck sweatshirts:**

**Navy (burgundy –seniors only)**

Sweaters and sweatshirts with the PJ logo must be purchased from JB Edwards. When a sweater or sweatshirt is worn, the PJ shirt **must** be worn underneath and the collar must be visible. **Hooded sweatshirts are NOT allowed.**

**Belts**—a black/brown belt must be worn with the uniform. Students may also wear a PJ cloth belt available at the PJ school store.

**Shoes:**

- Brown (ie. Sperry's), cordovan, or black casual or dress style shoes are required.
- No platforms, high heels or sandals of any kind are allowed.
- The only acceptable athletic shoe must be **black** upper sole and laces. No stripes, designs, or logos are allowed.
- Socks must be worn with all shoes.
- **No other shoe types are allowed. Boots and scarves are allowed from the first snowfall until April 1<sup>st</sup> . Boots must be laced and tied during the school day.**

The following items **are not** allowed during the school day (7:50 – 2:30):

- headphones
- athletic spirit wear
- flip flops and backless sandals
- black pants including yoga pants
- hats of any type may not be worn in the school building
- tattoos must not be visible at any time
- body piercing is not allowed, except for ears
- long - sleeved shirts may not be worn under a short sleeve polo
- clothing containing inappropriate language on spirit days

We expect that students will be attentive to their personal appearance. Students are expected to come to school each day dressed according to the school's dress code. Students must have their shirts tucked in and wear a belt on pants designed with school logo. Good grooming and good taste should be demonstrated not only in school but also at all Pope John functions. Clothing should be neat and clean (shirts, belted pants) and shoes should be appropriate and safe.

*Students out of uniform may be subject to:*

- Detention
- Spirit Day Fee
- Sent home or parent called to bring proper attire

A student who repeatedly violates the dress code indicates that he/she is unwilling to follow the rules established by Pope John XXIII High School, and is therefore in jeopardy of losing his/her status as a member of our community. All decisions regarding dress code are determined by the Principal.

The following items **will no longer** be allowed, to be worn, as uniform attire:

- Black pants ...**all** black pants.
- Sweatshirts ...includes **all** sweatshirts. *Uniform sweatshirts may be worn.*
- Sneakers (*all black sneakers w/black laces may be worn*).
- Shorts/Skorts (boys and girls)

Students wishing to wear uniforms purchased last year may do so, **but only** if the uniform purchase conformed to the original guideline established by the Administration.



**Dress Code Notations:**

- All students must wear a belt
- Pants worn low is a uniform violation
- No jean-cut with rivets
- No nose rings or exposed piercings other than ears

**Exceptions to the Dress Code:**

On SPIRIT DAYS students are allowed to be out of dress code after paying the appropriate fee. Students should not wear anything that is too revealing, including excessively short skirts or shorts, midriff shirts or tube tops. Pajama pants or hospital scrubs are not acceptable. T-shirts or sweatshirts advertising drugs or alcohol or containing curse words or inappropriate expressions are never permissible. *Team uniform shirts and jackets may be worn on Spirit Day only.*

**DAILY ANNOUNCEMENTS**

Every school day begins at 7:50 AM with morning prayer, the pledge of allegiance and daily announcements. Students should be seated in their homeroom before the first bell in order to participate. Homeroom announcements are the primary source of communication regarding school events and activities, and students are responsible for the information conveyed; for this reason students should be quiet, and always listen attentively to announcements during homeroom.

**ASSEMBLIES**

The student body will regularly gather for assemblies in the auditorium for liturgies, lectures, and cultural experiences. At all times a student's conduct should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Any boisterousness behavior or talking during the programs will be sanctioned appropriately.

**HALL PASSES**

Students are not permitted in the halls during class periods unless they have a hall pass from a faculty member. Students are permitted to be on all floors of the building except the fifth. Violation of this rule will be severely dealt with. Any student who plans to go to the guidance office, campus ministry office, or the media center must obtain a pass from the appropriate office. No student should absent herself/himself from a class or a study period without advising the teacher in charge of her/his whereabouts and presenting the appropriate pass. Students who are to be dismissed early should have a pass from the Principal.

**LOCKDOWN...** is declared when an immediate reaction to a situation is not needed and time is available to evaluate the appropriate response, or there is a perceived greater threat to anyone who is outside the classroom.

**LOCKDOWN - Response:** NO ONE LEAVES THE ROOM.

- \* Classroom doors are closed and locked where possible. Lights turned out.
- \* Disregard school bells.
- \* If there is an intruder in the building and you hear the announcement "CODE RED" instruct students to "take cover" against nearest wall away from windows and door. Instruct students to face wall so that eye contact cannot be made. This situation is unstable, and the risks are too great to have anyone moving about the school until the emergency personnel arrive and assist in the assessment of the incident. The Administration will monitor areas outside the classroom.

### **LOCKERS AND PERSONAL PROPERTY**

Each student receives a locker, which must be kept locked at all times. The responsibility for loss of books or personal articles is placed on the student. Under no circumstances will the school be held responsible for the loss or theft of money, cell phones, books, or valuables or any other item of a personal nature. Lockers are the property of the school and as such may be inspected by school authorities at any time. Students will be fined for writing on or otherwise damaging lockers. If a student is concerned about carrying a large sum of money, s/he may request the MAIN OFFICE personnel to store it for her/him for the day. Locker times: Before homeroom, between 7:40 – 7:50 AM; before lunch, and after school. Students may not use lockers any other time during the day without permission.

### **CHANGE OF ADDRESS**

Parents should notify the Main Office in writing of a change of address and/or telephone number in order to maintain good communications.

### **MBTA**

Student Charlie cards are available in the main office.

### **FIRE DRILLS**

A fire evacuation plan is posted in each room. Students should become familiar with it. When the fire alarm sounds, students will immediately leave the room and proceed outside. Silence is required during a fire drill. Students, accompanied by a teacher, are to remain 50 feet away from the building until the signal is given to re-enter. Students are requested to remain with their own class during a fire drill. According to the Fire Department chapters, "a person who pulls a fire alarm shall be punished by a fine of not less than one hundred dollars, or more than five hundred dollars, or by imprisonment in a jail or house of correction for not more than one year." Any student pulling a false alarm will be held accountable and sanctioned by both Pope John and the fire department.

### **FIELD TRIPS AND OUTINGS**

All school-sponsored trips and functions must have approval of the administration. Parents allowing a student to go on a field trip/outing must give written permission. Every student must have an official permission slip on file in order to attend. Every trip is an extension of school policy and all school rules are in effect unless otherwise noted. Students should ordinarily be in dress code for field trips. No student is to drive in a private car to a school-sponsored trip.

**SHADOW DAY**

Students who wish to bring a guest to visit classes at Pope John must apply for permission through admissions office at least two days before the guest is coming. A note or phone call from the guest's parent must be presented to the school before arrangements can be completed.

**ACCIDENTS**

Any accident occurring on school property must be reported to the office immediately. Parents will then be notified. Students are required to have on file the telephone numbers that can be used to locate parents or guardians. Students are also encouraged to have a school insurance policy.

**COUNSELING**

Guidance services are available for every student. Every student is assigned a Guidance Counselor who will assist with educational placement, interpretation of test scores, occupational information, career information, academic assistance, help with home and/or social concerns, or any other question the student may feel s/he would like to discuss. Students wishing to visit their Guidance Counselor should make an appointment in the Guidance Office. If an emergency arises, a student may go to the Guidance Office with the permission of the classroom teacher.

**HEALTH SERVICES**

If a student becomes ill during class, s/he may secure a pass from the teacher to go to the Main Office. If the student is unable to return to class, arrangements will be made at the office to send the student home after the parents have been notified. All students should report to the Main Office before going to the clinic.

**MEDICAL CONDITIONS**

Any medical condition, especially those that restrict a student's physical activity or require medication, should be made known to the appropriate school administrator/staff person.

**LIBRARY MEDIA CENTER**

The Library Media Center is the pivotal research area of the school. Information access is available through newspapers, periodicals, books, and on-line technology. Located on the second floor, the center is open daily from 7:30 AM – 3:30 PM.

**CAMPUS MINISTRY**

The development of the spiritual life of the student is an essential feature of education at Pope John. To this end, in addition to theology courses, the Campus Ministry program provides a vital liturgical life with frequent opportunities for Mass, retreats, the Sacrament of Reconciliation, and other prayer experiences. Class retreats are organized throughout the year and all students are expected to participate fully. Christian Service opportunities are made available throughout the year, and all students are encouraged to participate on a regular basis.

## STUDENT ACTIVITIES

There are a wide variety of student activities available to the student body. All students are encouraged to participate fully in the life of the school through extracurricular activities and athletics. Some of the many clubs and activities available to students:

Mock Trial Club	Book Club	Newspaper	Adventure Club	Math Club	Chess Club
Drama Club	Diversity Club	National Honor Society	Yearbook	Student Government	

Students who are interested in forming a new club can make requests to the Principal.

### NATIONAL HONOR SOCIETY

The National Honor Society is established under the auspices of the National Association of Secondary School Principals to provide recognition of high school students who have clearly distinguished themselves in school and community for scholarship, character, leadership, and service. Sophomores, juniors, and seniors who have achieved a cumulative weighted average of 3.7 and have demonstrated character, leadership, and service will be invited to apply. The NHS Faculty Committee will review Candidates' applications, including their essay, and membership will be extended to all who meet all of the relevant criteria. Students who transfer to Pope John and have been inducted into the NHS and are members in good standing automatically qualify for Pope John's Honor Society.

### STUDENT GOVERNMENT

Student Government includes student body officers, class officers, and homeroom representatives. Student Government meets on a regular basis to improve the environment of the school by providing social activities, service to the school, educational assembly programs, etc. It also serves as the liaison between the student body and the administration for instituting changes in school policy. All prospective candidates must meet the following criteria for nomination:

- Enrolled at Pope John a minimum of one year for sophomores, two years for juniors and three years for seniors.
- Maintain an overall 2.5 GPA or better.
- Nominated by five teachers and the signature of the Principal.
- Not currently on academic or disciplinary probation...students can be asked to leave if academic or disciplinary problems occur during the school year.

Elections will be scheduled in the spring for student body officers and sophomore, junior, and senior class officers. Freshman class officers and homeroom representatives will be elected in the fall.

## **ATHLETICS**

Pope John offers a full interscholastic sports program which includes soccer, football (co-op with Chelsea High School), basketball, volleyball and baseball for the boys; volleyball, soccer, basketball, softball, cheerleading, and tennis, for the girls. Pope John adheres to the rules and regulations of the Massachusetts Interscholastic Athletic Association.

### **ELIGIBILITY ... SEE PAGE 9**

### **EQUIPMENT**

Equipment is loaned to athletic program participants for their use and safety. While responsible for the equipment, participants should keep it in the best condition possible. Any equipment lost or damaged shall be paid for by the individual to whom it was issued. All equipment should be returned to the athletic director within seven days of the season's end.

### **INSURANCE**

The parents of all athletic participants must be mindful of the necessity for adequate insurance coverage for their daughter or son. Participants in all sports other than varsity football should be covered by the school insurance, which is offered at the beginning of the school year. This insurance will cover the costs of athletic injuries suffered while participating in school sponsored events and the practice sessions. Varsity football is covered by a special policy since it is not included in the blanket coverage provided in the school insurance.

### **PARTICIPANTS' RESPONSIBILITIES**

Student athletes are students first, and must maintain their good academic standing. Detention and after school extra help with teachers take precedence over both practice and games, and therefore athletes should avoid these conflicts. Failure to report to detention or after school extra help will result in suspension of athletic participation. The Principal will determine when athletic participation may resume. Athletes have a responsibility to attend and participate in all regularly scheduled practices and athletic contests. The athletic department and the administration will make every effort to minimize conflicts with other school-sponsored events. Should conflicts occur, however, an athlete's responsibility to her/his team must take precedence over social/recreational events. It shall be the athlete's responsibility to communicate with her/his head coach to resolve possible conflicts.

### **PHYSICALS**

All participants in the athletic programs must have on file updated physical forms. No student will be allowed to participate without a Massachusetts State Health Form on file.

## **REGULAR DAILY SCHEDULE**

The school day begins at 7:50 AM and ends at 2:30 PM. Students are expected to arrive at school allowing enough time to be in their classes at the start of the day. Students are normally dismissed after the last period of the day at 2:30 PM, provided they have fulfilled all of their responsibilities. In the event a student is assigned an extra-help, make-up, or detention session, it is his/her responsibility to be present at the session, which may extend until 3:00 PM.

## ❧ TUITION AND FEES ❧

### TUITION FOR 2014 – 2015

- Incoming Freshman/Transfer Student registration fee: \$250 (non-refundable)
- Tuition deposit: \$500 (non-refundable)
- Annual tuition: \$8,800
- Christmas Cards: \$200
- Activity Fee: \$200
- Graduation fee (seniors only): \$200

### PAYMENT OPTIONS

- Plan 1: Single Payment (\$500 discount available) —due by June 1, 2014.
- Plan 2: Single Payment (\$400 discount available) —due by July 1, 2014.
- Plan 3: Two Payments (\$50 discount available) – \$500 deposit; two (2) equal installments on July 1, and November 1, 2014.
- Plan 4: Four Payments – \$500 deposit; four (4) equal installments on July 1, September 1, November 1 and February 1, 2015.
- Plan 5: Ten Payments – \$500 deposit; ten (10) equal monthly installments due starting July 1, 2014.

### TUITION POLICY

1. Tuition and Fees are due and payable on or before the dates specified. Tuition that is not received on the due date will be considered delinquent, and the school reserves the right to suspend any student whose tuition is delinquent.
2. No student will receive a schedule or be allowed to attend classes in September unless the deposit, required payments, have been received.
3. A student whose tuition is not current will not receive a quarterly report card or be allowed to begin the next quarter.
4. No senior will be allowed to participate in Graduation activities and no final grades or transcripts will be released until all financial obligations are met.
5. Returned checks will be assessed a \$25 service fee which will be charged to the student's account.
6. Non-refundable tuition deposit of \$500 is paid directly to the school by July 1<sup>st</sup> and not to be financed in the total annual tuition amount.
7. Any remaining tuition balance is made through FACTS. Pope John XXIII High School does not accept installment payments directly.
8. Tuition payments for all students entering Grade 9 will be made through FACTS automatic withdrawal system.

9. Parents or guardians are responsible for the payment plan they select. Any changes to the plan option must be submitted in writing.
10. Parents or guardians of students receiving scholarships must select one of the plan options for payment of the remaining tuition charges due to school. Failure to complete payment balance on schedule will result in forfeiture of scholarship and all financial aid.
11. Scholarship and financial aid awards are applied to the tuition accounts in the second half of the year.
12. Financial aid and scholarship awards are not considered as payment of tuition owed when a student withdraws.
13. Scholarships are renewed only after academic and disciplinary review.

### **TUITION REFUND POLICY**

The Board of Trustees has set the following refund policy:

- Registration fees and the tuition deposit are non-refundable
- Parents or guardians are responsible for paying the required tuition regardless of their payment plan.
- A student who voluntarily withdraws from the school, will receive a refund of tuition paid, except for the non-refundable deposit and fees on the following bases: 25% tuition refund will be given before November 1<sup>st</sup> and no tuition refund would be given after November 1<sup>st</sup>
- If a student is expelled, there is no refund of tuition.
- All requests for refunds of tuition must be made in writing.

### **FUNDRAISING**

Since the total cost per pupil outweighs the cost of tuition, it is necessary to supplement funding through various means including student/parent fundraising. Each family is assessed \$400 in fundraising fees. There is only one charge per family. There are two options:

- Pay the entire fee of \$400 in September and do no fundraising.
- Participate in two fundraising events:

#### **a. Christmas Cards—(\$200)**

Each family will receive 20 Christmas cards in November. Cards are \$10 each and cash prizes to be drawn in January. The amount for 20 cards is \$200 and must be paid during the first week in January.

#### **b. Activity Fee—(\$200)**

Each family is responsible for this fee.