

# **Pope John XXIII High School Student-Parent Handbook 2011-2012**



*Preparing Minds and Hearts*

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## **Letter from the Principal**

Welcome to Pope John XXIII, where we are building traditions of excellence every day. Traditions of success do not happen by chance. Rather, they are forged through vision and hard work and require a commitment to personal excellence.

Pope John XXIII strives unabashedly for excellence. There are those who argue that excellence is a relative term that requires open and commensurate competition. Others posit that excellence is a personal quest, immune from competition or public recognition. At Pope John, as in the real world of real human endeavors, excellence is both.

Ours is a competitive world, and to be effective agents of change, our students must be prepared to engage the world realistically and enthusiastically. Pope John strives to develop the mind, body, spirit, and imagination of every student. Our challenging academic curriculum and diverse extracurricular program provide a tremendous training ground in that development and offer students the chance to challenge themselves in physical, emotional, and personal ways.

Yet, excellence can be too simply measured if the only yardstick is a scoreboard, an SAT score, or a class rank. It is not a function of raw ability or a highly-honed talent. Some are destined to be taller or faster than others, but none is destined to be more excellent. Excellence is the persistent application of that unique combination of individual talents that make each of us more fully human today than we were yesterday.

For our faculty, excellence cannot be taught unless it is lived. It is the stand that each teacher, coach, counselor, and administrator at Pope John XXIII must take individually and collectively to inspire our students to surpass yesterday's limits and gain a foothold on higher ground. The skills we strive to instill – discipline, organization, and leadership – will serve our students in college and beyond.

Thank you for your commitment to Pope John and our students. Thank you, as well, for your support and appreciation of the Catholic ministry of education thriving here at Pope John XXIII.

Go Lions!!!

Tim Petersen  
Principal

## **STUDENT-PARENT HANDBOOK**

### **MISSION STATEMENT**

We prepare the hearts and minds of our students to serve God and others.

### **PHILOSOPHY STATEMENT**

Pope John XXIII High School is a Catholic, co-educational, college preparatory school. Pope John XXIII shares the mission of the Catholic Church to hand down the teachings of Jesus Christ (cf. 1 Cor. 11:2). Pope John XXIII is a community whose vocation is to educate and form the mind, body, spirit, and imagination of our students.

Members of the Pope John XXIII community are encouraged to develop the gifts given them by the Holy Spirit to the best of their ability. Students are taught to always seek the truth and develop a love for wisdom. By word and example, students learn to imitate the merciful love of Jesus Christ in a life of service to others. A Pope John XXIII graduate will be prepared to answer God's call.

### **VISION STATEMENT**

Pope John XXIII High School develops and inspires the mind, body, spirit, and imagination of our students by providing a traditional Catholic education. We educate young men and women who will be fully prepared for college and who will know and understand the teachings of the Catholic Church. Additionally, they will apply this knowledge to pursue lives of integrity faithful to God's calling and will be uniquely prepared for life's challenges.

### **ADMINISTRATION**

Principal  
Academic Dean  
Dean of Students  
Director of Institutional Advancement  
Director of Athletics  
Director of Campus Ministry

Mr. Tim Petersen  
Dr. Terri Shaffer  
Mr. Don Lupton  
Mr. Keith Myers  
Mr. Scot Mills  
Mrs. Sheri DeMois

### **STAFF**

Counselor  
Counselor  
Librarian  
Accountant  
Registrar  
School Secretary  
Advancement Coordinator  
Director of Admissions  
Information Technology Coordinator

Mr. Christopher Stuck  
Mrs. Marilyn Adcock  
Mrs. Jenelle Drymalla  
Mrs. Rosemary Ghelardi  
Mrs. Brenda Nitsch  
Mrs. Carole Hoth  
Ms. Gillian Kruse  
Mrs. Candace Brawner  
Mr. Reza Hosseiny

## FACULTY

### English Department

Chair: Mrs. Jodi Petersen  
Mrs. Dolores Borchers  
Ms. Tammie Pogue  
Ms. Elaine Nosser  
Ms. Clancy Burkholder

### Science Department

Chair: Ms. Karen Edwards  
Mrs. Laura Osterman  
Mrs. Barbara McAndrews  
Mr. Shakir Ahmed

### Social Studies Department

Chair: Mr. Matthew Watson  
Mrs. Clara Brummert  
Dr. Michael Johnson  
Ms. Kristen Meneilly  
Mr. William Barr

### Physical Education Department

Chair: Mr. Billy Jackson

### Performing Arts Department

Chair: Ms. Betsy Barry  
Mrs. Wendy Elko

### Math Department

Chair: Mrs. Rhonda LaPoint  
Mr. Jerome Llorens  
Ms. Karen Edwards  
Mrs. Loretta O'Brien  
Mrs. Jennifer White  
Mr. C.K. Jeang

### Foreign Language Department

Chair: Mr. John Falco  
Mr. Chadd English  
Ms. Andrea Deaton

### Theology Department

Chair: Mr. Roland Millare  
Mr. Chadd English  
Mr. Paul Catalanotto  
Mr. Tim Caruthers  
Ms. Rebecca Gasper  
Mrs. Sheri DeMois (Campus Ministry)

### Visual Arts Department

Chair: Ms. Cyndy O'Donnell  
Ms. Ky Petersen  
Mr. Matt Sampsell

## SCHOOL CONTACT INFORMATION

**Address:** 1800 West Grand Parkway N., Katy, TX 77449

**Phone:** 281-693-1000

**FAX:** 281-693-1001

**Website:** [www.pj23.org](http://www.pj23.org)

**Email:** E-mail addresses consist of the first letter of the first name, the last name, combined with @pj23.org. *Example:* Sally Smith (ssmith@pj23.org)

## **SCHOOL VALUES**

Are based on the teachings of Jesus Christ in the Roman Catholic tradition of Vatican II.

- Striving for excellence in all we do
- Balance in the development of mind, body, spirit, and imagination
- Integrity
- Love of all
- Pope John XXIII High School does not discriminate on the basis of race, color, creed, sex, national or ethnic origin in the administration of educational policies, admission policies, scholarship or financial aid programs, or athletic and other school-administered programs.

*...the fruit of the Spirit is love, joy, peace, patient  
endurance, kindness, generosity, faithfulness,  
gentleness, and self confidence  
(Galatians 5:22-23)*

## **ABOUT OUR PATRON, BLESSED JOHN XXIII**

Angelo Roncalli was born in Sotto il Monte, Italy, on November 25, 1881. The fourth in a family of 14, his family worked as sharecroppers. He was ordained a priest in the Roman Catholic Church in 1905. Following the death of Pope Pius XII in 1958, Roncalli was, to his own great surprise, elevated to the position of Pope. His personal warmth, good humor, and kindness captured the world's affections. He undertook the first official act of a Pope away from Vatican territory since 1870. This was to visit prisoners, telling them, "You could not come to me, so I came to you." When the First Lady of the United States, Jacqueline Kennedy, arrived in the Vatican to see him, he nervously rehearsed the two methods of address he had been advised to use when she entered: "Mrs. Kennedy, Madame" or "Madame Mrs. Kennedy." When she did arrive, however, to the amusement of the press corps, he abandoned both and rushed to her saying, "Jackie!" Nor did Pope John's radicalism stop at his informality. To the astonishment and horror of aides, he called an ecumenical council less than ninety years after the controversial Vatican Council. While his aides talked of spending a decade in preparation, John planned to hold it in a matter of months. From the Second Vatican Council, or *Vatican II*, came changes that reshaped the face of Catholicism: a new Mass (liturgy), a new ecumenism, and a new approach to the world. Pope John XXIII died of stomach cancer on June 3, 1963, at the age of 81. On December 6, 1963, President Lyndon B. Johnson posthumously awarded the Presidential Medal of Freedom, the United States' highest civilian award, in recognition of the good relationship between Pope John and the United States of America. Known affectionately as "Good Pope John" and "the most loved Pope in history" to many people, in 2000 John was declared "Blessed" by Pope John Paul II, the next-to-last step on the road to sainthood.

## **THE HISTORY OF POPE JOHN XXIII HIGH SCHOOL**

Pope John XXIII High School is a Catholic, co-educational high school in Katy, Texas. It is the only Catholic high school in Katy. Named after Pope John XXIII, the school was established in 2004. Since that time, Pope John XXIII has provided, and continues to provide, a Catholic education to the students of surrounding communities. The school is accredited by the Texas Catholic Conference Education Department (TCCED) and Southern Association of Colleges and Schools (SACS) AdvancEd. In partnership with parents, Pope John XXIII is committed to fostering Christian values, academic excellence, and life-long service in a faith-centered community.

The student population is primarily composed of families residing in the greater west Houston area. Pope John XXIII has produced 137 alumni. Ninety-nine percent of graduates have continued their education at the college level.

## **SCHOOL MOTTO**

*Parare Mente et Corde*

To Prepare in Mind and Heart

## **SCHOOL COLORS**

Crimson Red & Gold

## **SCHOOL MASCOT**

Lions

## **ACCREDITATION**

Texas Catholic Conference Education Department (TCCED)

Southern Association of Colleges and Schools (SACS) AdvancEd

## **MEMBERSHIP**

The National Catholic Education Association (NCEA)

Texas Association of Private and Parochial Schools (TAPPS)

Association of Supervisors and Curriculum Development (ASCD)

## **BOARD OF DIRECTORS**

Mr. George Azar

Mrs. Theresa Bramanti (President)

Dr. Michael Johnson (Vice-President)

Mr. Charles Leibold

Rev. Paul Lockey

Most Rev. Vincent Rizzotto

Mr. Gerard Swonke

Mr. Charles Beck (Treasurer)

Mr. James E. Fischer

Mrs. Janet Lee

Mrs. Karen Lescure

Mr. Bill Neeson

Mrs. Mary Q. Royston (Secretary)

## **THE POPE JOHN XXIII HOUSE SYSTEM**

As our student body has steadily grown, we have developed a plan to ensure that our increasingly rich and rigorous academic program and our athletic offerings continue to develop in the context of a familial atmosphere, an emphasis on spiritual growth, and care for the individual student.

Beginning in the 2011-2012 school year, Pope John will implement a House System of school organization. Students will be grouped into five “Houses” comprised of students at all levels and led by Seniors. This approach to school organization has a long history in British and East Coast schools and has been adopted with success by an increasing number of Catholic schools throughout the United States in recent years.

Our hope is that these Houses will, through House competitions, service projects, and spiritual exercises, provide a tool to help us accomplish the three major goals of our student life program at Pope John:

1. To provide pastoral care and promote active participation in the school’s charism;
2. To encourage students to build strong relationships founded upon cooperation and mutual respect;
3. To present abundant opportunities for each student to develop as a virtuous leader.

As a faculty and staff, we are extremely excited to utilize the House System to bring about this kind of formation. Below is the guiding document of the House system, the Constitution.

### **The Pope John XXIII House System Constitution**

#### **I. The Nature of the House System**

##### **A. Preamble**

We the Pope John XXIII High School community will pursue our core mission of preparing students to serve God and others through the establishment of a House System, namely, a program of active community, commendation, and censure that will tend toward the maintenance of a common orderliness. Upon this foundation, with God helping us, we will pursue more fully and serenely the formation of each student’s mind, body, spirit, and imagination.

##### **B. The Four Pillars**

Education is a partnership, not a mere service. Although Pope John’s House System and student discipline procedures carry various punitive measures for those who fall short of our community’s standards, each student must ultimately pursue self-discipline. He or she must actively seek to know and do the good. As a general guide for the execution of this mandate, we hereby establish the Four Pillars by which the Pope John student should live. In this we are guided by the life and character of our patron, Blessed Pope John XXIII. Thus, every student is expected to aspire to the following:

1. **Excellence** – Discern what needs to be done and do it with your whole might and wit and skill. Seek to know God’s special calling for your life and to employ the gifts He has bestowed for the benefit of others.
2. **Obedience** – We are all called to obedience; it is the nature of the human order. It is also the price of admission into our community. Respect for faculty and staff, and adherence to school policies should be undertaken cheerfully.
3. **Peace** – In as much as it depends on you, be at peace with all people. Build relationships founded on love and high aspiration, not envy or bitterness. Be quick to hear, slow to anger.

- 4. Renewal** – Truth must be rediscovered and uttered anew in every generation. Dedicate yourself to this quest. Search for truth, act on it, and, by your life, teach it to a darkened world. Begin where you are, in family, neighborhood, and school.

Each of the Four Pillars implies duties specific to life in our community as well as a trajectory for noble and virtuous living in the wider world. It is the code that marks every true Lion.

## **II. House System Structure**

### **A. House System**

The House System is an organizational structure that offers each student the opportunity to grow spiritually, academically, and socially within a smaller community of students and faculty.

Each of Pope John's Houses is named for a saint that figured prominently in the spiritual life of our patron, Blessed John XXIII. Students are placed in a House when they first arrive at Pope John and remain in the same House throughout their years at the school. Because we believe in the importance of the family relationship and in establishing a sense of legacy, siblings will be assigned to the same House.

The House System is inaugurated with a complement of five Houses. They include: *Aquinas House*, *Borromeo House*, *Lisieux House*, *Loreto House*, and *Neri House*.

### **B. House Leadership (Faculty)**

Each House will be supervised by a *House Master* and an *Assistant House Master* selected from among the Pope John faculty. The *House Master* is a faculty member appointed by the Principal to fulfill the following responsibilities:

1. Provides pastoral care throughout a student's time at Pope John
2. Oversees discipline of the House
3. Coordinates planning & implementation of weekly House meetings
4. Oversees House Point System
5. Attends weekly House Master meetings
6. Works as necessary to arrange quarterly competitions and other Pope John events
7. Meets weekly with House Captains for the purpose of guidance and formation
8. Arrives early, before the Fall Semester begins, in order to train House upperclassmen for orientation

Although fulfillment of these duties is primarily the responsibility of the *House Master*, he or she is assisted in their execution by the *Assistant House Master*. The Principal appoints a House's *Assistant House Master* in consultation with that House's *Master*.

### **C. House Leadership (Student)**

Two *House Captains*, a senior boy and girl, will lead each House with the assistance and direction of the House Master. House Captains are nominated by the House and chosen by the Principal. They should be rising seniors who have exhibited leadership ability and a commitment to service throughout their academic career. A student must have completed at least one academic year at Pope John to be considered for the position of *Captain*. *House Captains* take office on House Day, the second Friday in May, and serve a one-year term during good behavior.

The *House Captain* is invested with the following responsibilities:

1. Leads House meetings
2. Coordinates House events & competitions
3. Assists the House Master as necessary

4. Sits as a member of Pope John's House Council
5. Provides motivation and leadership

In addition to the House Captains, Houses must have eight elected positions. Four of the eight leadership positions are uniform from House to House and are filled by seniors. They are the *Secretary, Treasurer, Historian, and Sergeant at Arms*.

The four remaining elected leadership positions may be defined as the House sees fit, but two should be designated as junior offices and two as sophomore offices. Possible positions could include a *Publicity Officer, Chaplain, Academic Guide, Statistician, Social Events Coordinator, and a Service Officer*.

#### **D. Mentor Groups**

To facilitate the smooth operation of weekly House meetings and to promote the participation of all, each House is sub-divided into *Mentor Groups*. A House senior will lead each *Mentor Group*. When possible, a faculty member is assigned to each *Mentor Group*. It is up to the discretion of each House to determine how *Mentor Groups* are formed and which responsibilities will be delegated to these groups.

#### **E. House Council**

The Pope John XXIII *House Council* will consist of the 10 Senior House Captains. This council will act as the governing body of the school and will meet monthly with the Dean of Houses to provide updates on events, competitions, and other school wide events. The *House Council* will elect from among themselves a President, Vice-President, and Secretary with the following duties:

1. The *President* will prepare meeting agendas, create committees as necessary and assign their membership, and leads the House Council meetings.
2. The *Vice-President* will assist the President as necessary.
3. The *Secretary* will take minutes of each meeting and provide copies to the Dean of Houses and the Principal. The secretary will also be responsible for reading the minutes of the previous meeting aloud.

#### **F. Grievances**

In the event that it becomes necessary for a student to voice a concern, the chain of command will progress as necessary as follows:

1. House Captain
2. House Master
3. Dean of Houses
4. Principal

All grievances will be handled in a timely manner and in the best interest of those involved. In the unlikely event that no agreement can be reached, the final word will come from the Principal.

#### **G. Placement of New Students**

Incoming freshman are ranked according to demonstrated academic aptitude and then randomly assigned to a House. Transfer students are assigned randomly, except in a case of significant numerical, gender, or aptitude disparity between Houses.

### III. House Life

#### A. The Roncalli Cup

House point totals are updated every Friday afternoon on the school's website. On Monday, the Dean of Houses will furnish each Master with a summary of his or her House's performance during the previous week.

The House with Highest total number of points after the final House Competition on House Day (held on the second Friday in May) will win the Roncalli Cup. The Winning House receives the distinction of having the Cup displayed in its Honor.

Houses may also win intermediate privileges on the road to the Roncalli Cup. The House with the highest point total at the end of a quarter will earn the privilege of being dismissed first from Mass and of being dismissed early to lunch during the following quarter.

#### B. Actions That Will Gain Points

Points are awarded based on excellence in the pursuit of the perfection of the mind, body, spirit, and imagination.

1. Each quarter the Dean of Houses hosts an *All-House Competition* event designed to test the collective mettle of each House's mind, body, spirit, and imagination. Points are awarded based upon the Houses' performance in these events.

- 1<sup>st</sup> Place – 50 points
- 2<sup>nd</sup> Place – 40 points
- 3<sup>rd</sup> Place – 30 points
- 4<sup>th</sup> Place – 20 points
- 5<sup>th</sup> Place – 10 points

For the fourth and final All-House Competition, however, points will be awarded as follows:

- 1<sup>st</sup> Place – 100 points
- 2<sup>nd</sup> Place – 75 points
- 3<sup>rd</sup> Place – 50 points
- 4<sup>th</sup> Place – 25 points
- 5<sup>th</sup> Place – 0 points

2. Points are awarded to the Houses twice annually on the basis of academic accomplishment: at the first Mass of the new school year and at the first Mass following the Christmas break. Points are awarded to any student who by merit of his or her grades the previous semester earns a place on one of Pope John's three Honor Rolls. A student who makes the *Gold Honor Roll* (3.50-3.74) earns 1 point for his or her House. A student who makes the *Crimson Honor Roll* (3.75-3.99) earns 3 points for his or her House. A student who makes the *Principal's Honor Role* (4.0 and above) earns 5 points for his or her House. In the year of its operation, the House System will not award points for students' Honor Role achievements in the previous year.
3. For each of the first three quarters of the school year, points are awarded to the Houses based upon their members' *average total service hours* registered with the Campus Ministry Office.
  - 1<sup>st</sup> Place – 50 points
  - 2<sup>nd</sup> Place – 40 points
  - 3<sup>rd</sup> Place – 30 points
  - 4<sup>th</sup> Place – 20 points
  - 5<sup>th</sup> Place – 10 points

4. Students are commended for their faithful commitment to the sports they participate in for an entire season. At the end of the fall, winter, and spring athletic seasons, points are awarded to each House based on percentage of House members who successfully completed the entire season as confirmed by the Athletic Director.
  - 1<sup>st</sup> Place – 25 points
  - 2<sup>nd</sup> Place – 20 points
  - 3<sup>rd</sup> Place – 15 points
  - 4<sup>th</sup> Place – 10 points
  - 5<sup>th</sup> Place – 5 points
  
5. Students are commended for their faithful commitment to a club or organization that culminates in a TAPPS state-level competition. Following the last state competition among such clubs and organizations, points are awarded to each House based on percentage of House members who successfully completed the entire year as confirmed by their sponsor.
  - 1<sup>st</sup> Place – 25 points
  - 2<sup>nd</sup> Place – 20 points
  - 3<sup>rd</sup> Place – 15 points
  - 4<sup>th</sup> Place – 10 points
  - 5<sup>th</sup> Place – 5 points
  
6. Individual accomplishment in individual TAPPS sports is recognized by the award of 1 point to individuals placing at the TAPPS district level and 5 points to individuals placing at the TAPPS state level. “Placing” is to be understood as placing within the top six contenders in an event.
  
7. Individual accomplishment in team sports is recognized by the award of 1 point to the House of an individual awarded the “all-district” designation and 5 points to the House of an individual awarded the “all-state” designation.
  
8. Pope John clubs, teams, and organizations may petition the Dean of Houses to designate a particular competition as possessing point-bearing status. The Dean may assign up to 10 points to go to the winner of such competitions. Petitions must be filed at least two weeks prior to the event.
  
9. The House sending the greatest number of students wearing House apparel to a specified home game is awarded 10 points.
  
10. Houses registering at least 95% on-time attendance at their weekly House meetings will be awarded 1 point.

### C. Actions That Will Deduct Points

Actions, appearances, or attitudes that in the eyes of a faculty member or administrator fall short of the character—as articulated by the Four Pillars and/or defined in the regulations in the Student Handbook—which should mark a Pope John student will result in the deduction of points from the offender’s House points total.

1. **Tardiness:** An unexcused tardy to any class period (including first) will result in the deduction of 1 point from the offender’s House total.
  
2. **Unexcused Absences:** An unexcused absence from any class will result in the deduction of 1 point from the offender’s House total.

3. **Dress Code Violations:** A violation of the dress code will result in the deduction of 1 point from the offender's House total.
4. **PDA:** Inappropriate displays of affection as defined by the student handbook will result in the deduction of 1 point from the offender's House total.
5. **Inappropriate Language:** The use of inappropriate language anywhere at any time on school grounds or at any school-sponsored function will result in the deduction of 1 point from the offender's House total.
6. **Plagiarism:** An instance of plagiarism will result in the deduction of 5 points from the offender's House total. The Dean of Academics must confirm instances of plagiarism.
7. **Conduct Unbecoming:** Any conduct deemed by a teacher, librarian, janitor, or administrator to be unbecoming a Pope John student will result in the deduction of 1 point for a minor offense, 3 points for a serious offense, and of 5 points for a grave offense from the offender's House total, except in instances of conduct that results in expulsion. A serious offense will be considered any instance of misconduct that by either repetition or severity is deemed by a faculty or staff member severe enough to warrant removal to the office. A grave offense denotes actions that result in a student being brought before the Student Conduct Board.

#### **D. Responsibilities to Community**

At Pope John, whether as individuals or as Houses, we live not just for ourselves, but to serve one another and the community in which God has placed us. Thus Houses will be called upon to organize and participate in several activities *gratis*, without expectation of reward.

1. **Citizenship:** Living out Pope John's Four Pillars will rarely result in the direct award of points. Yet students are nonetheless expected to live out the virtuous life the Pillars call for as they attend class, eat lunch, pass in the halls, hear Mass, and live out their lives beyond the walls of the school into the wider world. Seniors, particularly, are called upon to lead their school community by example and encouragement toward perfection.
2. **Mass:** Students will sit with their Houses during Mass. House members will encourage one another to respectfully participate.
3. **Freshman Orientation:** All rising seniors are expected to participate in Freshman Orientation. Participation includes one full day of training prior to Orientation as well as serving in a capacity determined by the House Master.
4. **House Community Event:** Each House must organize one service or benefit event per school year that enriches the life of either the school or of the surrounding community. Events and proposed dates must be approved by the Dean of Houses.
5. **Fraternal Assistance:** Each House is expected to provide a team of four House Members (two juniors and two seniors) to assist in the planning and execution of each of the following events: Homecoming and Prom.

Each House is expected to provide a team of four House Members (one representative from each class) to assist in the planning and execution of each of the four Quarterly House Festivals.

6. **House Meetings:** Houses will meet weekly at a time and place designated by the Dean of Houses. All House members arrive promptly and contribute to the proceedings.

7. **Finances and Fundraising:** Houses will receive regular income from two sources. First, each House will organize the selling of lunch on a rotating basis on the first and third Friday of every month. Second, Houses will sell tickets for the privilege of free dress on the second Monday of each month. Tickets will be sold at the previous week's House meeting.

#### **IV. Amendment**

Amendments to the House Constitution (from whatever quarter they may arise) may be advanced under the sponsorship of the Principal, Dean of Houses, or Assistant Dean of Houses. Amendments are ratified upon unanimous agreement among these parties.

#### **V. Doxology**

We therefore dedicate ourselves to the Four Pillars—to Excellence, Obedience, Peace, and Renewal—and to the exemplary community life that they envision. Sensible of our weakness in the face of such a high calling, we pray in the words of the Jude's Epistle: "Now to him who is able to keep you from falling and to present you without blemish before the presence of his glory with rejoicing, to the only God, our Savior through Jesus Christ our Lord, be glory, majesty, dominion, and authority, before all time and now and for ever. Amen." Blessed Pope John XXIII, pray for us!

### **GENERAL INFORMATION**

The Pope John XXIII High School Student Handbook is designed to inform students and parents of the policies that guide our school. Students and parents are responsible for knowing the contents of the handbook and for following all school regulations. Through awareness by both parents and students of the expectations and procedures that relate to student life, many potential problems can be avoided. The enrollment of a student at Pope John XXIII High School is an express agreement on his/her part and the part of the parents or guardians to comply with the regulations of the school.

This handbook is meant to be a guide. It would be impossible to cover every situation that may arise during the school year. Pope John XXIII High School believes in the necessity of providing these policies in order to maintain a community where students honor and respect the rights of others. In order to foster an environment where students can excel in all areas, students must first know and understand the policies that make such an environment possible. The rules and regulations contained in this handbook are illustrative, but not exclusive of what is expected of students and parents at Pope John XXIII High School. The contents of this handbook are subject to interpretation and modification by the school administration if the common good of the school so justifies.

#### **Right to Amend**

The Administration reserves the right to amend, suspend, or add new rules or guidelines to the disciplinary policies. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in this document.

#### **Responsibilities of Pope John XXIII High School Parents**

When enrolling your child in a Catholic school, you are agreeing to certain important responsibilities:

1. To be actively involved in the school and volunteer activities
2. To promote the school in a positive manner and to speak well of it to others in the community
3. To be in partnership with the school in the education of the students
4. To understand and support the religious spirit of the school
5. To discuss concerns and problems with the person or persons most directly involved before contacting higher authorities
6. To work with administration, teachers, and coaches in a positive way for the improvement of Pope John XXIII High School

7. To make every effort to read all communications sent out by the school by way of the Weekly Bulletin, PTO newsletter, Booster Club newsletter, or administrative e-mails and flyers
8. To be supportive of fund raising activities and to meet financial obligations
9. To encourage your student(s) to follow expectations of a Pope John student and to be a positive asset and leader within the school by following school rules and regulations

### **Parent/Guardian Cooperation**

Parent/guardian cooperation is essential for the welfare of students. If, in the opinion of administration, parent/guardian behavior seriously interferes with the teaching/learning process, the school may require the parents/guardians to withdraw their student(s) and sever the relationship with the school.

### **ADMISSION PROCESS**

To be considered for admission to Pope John XXIII High School, the following information must be provided to the Admission Office:

- Completed application
- Official transcripts
- Teacher Recommendation forms (Math and English)
- Standardized test scores
- High School Placement Test results
- Transfer students grades 10, 11, and 12 must also complete an interview with the Principal

\*All students new to Pope John XXIII High School will be placed on a one semester academic and behavioral probationary period. If a student is granted admission and, at a later date, inaccurate or withheld information is discovered, the student will be subject to immediate dismissal. Students are accorded due process in all admission decisions. The Principal is the final authority in all decisions relating to admission.

### **ADMISSION TO POPE JOHN XXIII**

Admission of a student to Pope John XXIII High School requires:

- A willingness to accept the philosophy, goals, and regulations which the school establishes.
- A personal desire to attend the school.
- A willingness to exhibit in one's personal actions and behavior the characteristics of a Christian individual.
- A willingness to participate in school activities: spiritual, academic, social, and civic.
- A family's willingness to support the efforts of the school by parental cooperation and involvement in academic, extracurricular, and school related activities.
- A family's willingness to fulfill the financial obligations incurred in the student's education.

### **REGISTRATION**

After students have been accepted to Pope John XXIII High School, they must return the following documents to complete registration.

- Registration form
- Emergency contact form
- Family Commitment letter
- Enrollment contract
- TB questionnaire
- Media release form
- Title I survey form
- Physical Participation form
- Registration fee

These documents are due by the second Friday in April. Late registration fees apply after this time.

## **TUITION, FEES, AND OTHER EXPENSES**

It is the responsibility of the Pope John XXIII Board of Directors to set annual tuition fees. The annual tuition does not completely cover the true cost of educating a student at our school. Parents may choose one of the following three methods to pay the tuition amount.

Tuition may be paid in full with:

- Cash, check, or cashier's check by the last Friday in May
- Credit card payment with a non-refundable convenience fee of 3% of the total amount charged
- Bank loan for all or a portion of tuition (loan application must be completed in a timely manner to fund tuition by the last Friday in May)
  - a student will not be permitted to attend class if a tuition loan payment is 30 days past due
  - no student will be admitted to school in August or records released until current and previous financial obligations have been met
  - no transcripts, report cards, or diplomas will be issued until all financial obligations have been paid in full

Other expenses and fees which parents may expect to bear are as follows:

- Family Commitment
- Athletic fees
- Athletic trip fees
- Class activity fees
- Supplemental book purchase for class
- Senior graduation fees
- P.E. uniform (to be purchased through school-designated vendor)
- Lost or damaged textbook fees
- Bus transportation fees for school trips
- Retreat fee

## **LATE PAYMENT OF TUITION**

The payment of any tuition five business days or more after the due date for payment shall incur a continuous **LATE FEE PENALTY OF \$50.00 PER WEEK**. If payment is thirty days or more delinquent, Pope John XXIII shall have the option of refusing to accept the student for enrollment for this or any future school year, whereupon Pope John XXIII shall be relieved of any further duty to provide instruction to the student.

## **RETURNED CHECKS**

There shall be a charge of \$25.00 added to a student's account for the first returned check and a \$35.00 fee for each check returned thereafter.

## **REFUND POLICY**

If Pope John XXIII is notified in writing, prior to August 1 of this school year, that the student will not attend, then the parent/guardian shall be entitled to a full refund of the tuition amount. If, after August 1, but before December 1 of this school year, Pope John XXIII is notified in writing that the student will not attend, the parent/guardian shall receive a refund of one-fourth (1/4) of the tuition amount. No refunds shall be allowed for notices received after December 1<sup>st</sup>.

No refunds will be given in the event that the student is asked to withdraw or is dismissed from Pope John for disciplinary reasons.

There shall be no refunds of the following payments:

- Application fee
- Registration fee
- Family Commitment
- Lab, sports, library, parking, or activity fees assessed

### **FINANCIAL AID**

Pope John XXIII High School makes every attempt possible to keep tuition at a manageable rate for families. Operating a quality school, however, requires financial resources to cover the costs of salaries, textbooks, curriculum, and many other educational expenses. Tuition is the predominant source of income for the school. Financial aid is available to qualifying families by the Financial Aid Committee of the Pope John XXIII Board of Directors. Families who apply for financial aid must complete the form provided by the Private School Aid Service (PSAS) in February and comply with specific deadlines and requirements.

### **FAMILY COMMITMENT**

Pope John XXIII High School provides an outstanding, affordable Catholic education. Maintaining this affordable rate without sacrificing quality is a priority. To that end, the school realizes that fundraising is crucial. The Board of Directors has established a Family Commitment as part of the tuition structure. Parents are provided the option of paying this amount with their tuition or participating in Board sponsored fundraising activities throughout the school year in order to earn their Family Commitment amount. We find that this helps everyone. Those families not wishing to participate in fundraising may simply pay that portion of the tuition. Conversely, those families who are interested in participating are provided with opportunities to meet their commitment through fundraising. The Family Commitment must be paid or funds raised on April 30 of each year.

### **FORMAL WITHDRAWAL OF STUDENTS FROM SCHOOL**

Parents/legal guardians, person with written permission by the parent/legal guardians, and law enforcement officers are the only persons permitted to withdraw or take any student away from school. The person to whom the school is responsible is the one who has signed the student enrollment card. Pope John XXIII High School assumes that the person who signed the pupil's enrollment card is the parent/legal guardian and has lawful control of the child under an order of the court.

Students withdrawing from Pope John XXIII High School during the school year must:

- Notify the administration in writing of the intent to withdraw.
- Obtain a withdrawal form from the registrar.
- Turn in all textbooks and school materials to teachers.

### **PERMANENT RECORDS**

Permanent records are kept for all students who attend Pope John XXIII High School. A permanent record consists of semester grade records for classes taken, as well as all standardized testing results for general testing done at Pope John XXIII High School. These records may not be removed from the office. In compliance with the Buckley Amendment (Family Educational Rights and Privacy Act), students over the age of 18 and parents (both custodial and non-custodial) of students under the age of 18 have a right to view the student records or obtain facsimiles of school records for the reasonable cost of copying, provided financial accounts are current. Parents and students must give the school minimally forty-eight hours notice for copies of these records. Teachers and other school personnel who have legitimate educational interest in a student's records will have access to the records with the prior approval of the principal.

**RELEASE OF PERMANENT RECORDS**

Pope John XXIII High School will not release school records without authorization except in the instances below:

- Transcripts will be mailed to high schools, colleges, and universities to which the student has applied and for which information requests have been made.
- Transcripts will be released upon receipt of a court order or subpoena.
- Information from the permanent record may be released in emergencies when a student is critically ill or immediate care is needed.

**WITHHOLDING OF STUDENT RECORDS**

Report cards, transcripts, and other student records may be withheld if all obligations to Pope John XXIII High School are not met. Obligations are defined as any and all financial payments and the return, in good condition, of all school property, including but not limited to books, locks, sports uniforms, and equipment.

**GRADUATION REQUIREMENTS**

To earn a Pope John XXIII diploma, a student must earn a minimum of 28 credits consisting of required core classes as well as a variety of elective classes.

Students who transfer in to Pope John XXIII High School from high schools that do not require classes in Theology (such as public high schools) will have 1 credit excused per year of high school not taken at Pope John XXIII.

Courses taken during junior high school/ middle school for high school credit must be designated as such on the student’s junior high/ middle school transcript. Awarding of credit for these classes is at the discretion of Pope John XXIII High School.

All students are required to take English, Math, Science, Social Studies, and Theology each year that they are in attendance at Pope John XXIII High School.

Students are also required to complete all Works of Mercy Service Hours per year in attendance at Pope John XXIII High School.

It is the responsibility of each Pope John XXIII student to monitor his or her progress toward completion of all graduation requirements.

**REQUIRED COURSES**

Each semester completed in a course is equivalent to a .05 credit.

Theology – 4 credits	Science – 4 credits	Electives – 3 credits
English – 4 credits	Fine Arts – 1 credit	Phys. Ed. – 1.0 credit
Math – 4 credits		Health – 0.5 credit
Social Studies – 4 credits	Foreign Language – 2 credits (3 credits recommended)	Communication Application (Speech) – 0.5 credits

**EXPECTATIONS OF GRADUATING SENIORS**

All Graduating Seniors are expected to attend the Baccalaureate Mass and Graduation Ceremonies.

### **Foreign Language**

Two consecutive years of the same foreign language are required to graduate from Pope John XXIII High School; however, the school strongly encourages students to take at least three years of the same foreign language. Many colleges and universities require three or four years of a foreign language for admittance.

### **Physical Education**

Participating in a Pope John XXIII High School sport may earn the student 0.5 credit for physical education. It is the student's responsibility to obtain a signed signature from his or her coach at the end of each season to present to the Academic Dean, verifying participation.

### **HONORS COURSE DESIGNATION**

Honors courses shall have a differentiated curriculum that includes a wider range and greater depth of subject matter, an emphasis on higher level and critical thinking skills, a stress on cognitive concepts and processes, and independent as well as guided research.

### **HIGH SCHOOL COURSE SELECTION**

The high school curriculum is an important factor in college admissions. Parents are strongly encouraged to be active in the course selection process. Final approval for student course placement rests with the Academic Dean after consultation with the student, teachers, and parents. Students must be enrolled in at least eight courses each semester and complete the requisite credits during their high school tenure (grades 9 – 12). The school reserves the right to withdraw a course offering if a sufficient number of students do not register for the course or if unexpected staff or enrollment changes occur.

### **HIGH SCHOOL SCHEDULING PROCESS AND CHANGES**

The course scheduling process begins each spring. The school's Guidance Counselors meet with students regarding course selection and placement. All student course selections must be approved by a parent or guardian.

### **COURSE SELECTION PROCESS**

Returning students will register for the next year's classes during the spring semester. Each student will receive a course selection sheet, and students should discuss academic options with their parents. Students will be responsible for getting Teacher signatures to support the courses they have elected. These signatures represent a teacher's recommendation based on the student's academic performance in the current course. For example, the English I teacher will determine whether a student should matriculate to English II or Pre-AP English II. No student may matriculate to the next level without the recommendation of the current teacher. The student and parent must also sign the course selection sheet. Placement in an advanced course requires the prior approval of the teacher. **SELECTING CERTAIN COURSES DOES NOT GUARANTEE THAT THE STUDENT WILL RECEIVE THOSE COURSES.** The school reserves the right to withdraw a course offering if a sufficient number of students do not register or if unexpected staff or enrollment changes occur.

Students and parents should be cognizant of the fact that the courses selected will play a role in determining the overall academic schedule for the school, teacher's schedules, and the student's schedules. Therefore, course selection should not be taken lightly since changes to the schedule in the Fall are not recommended. If a course or schedule must be changed, the process is briefly outlined below:

1. The students' previous teacher and current teacher must be in agreement with the change indicated by each of their signatures.
2. Parents must indicate reason for the schedule change in writing.
3. The Guidance Department and the Academic Dean must both approve the change.
4. A \$25.00 charge is assessed for student initiated changes.

## **STUDENT PLACEMENT**

Every student has unique strengths and weaknesses and our goal is to help them reach their full potential. Students are encouraged to take the most challenging courses available, and we strive to make certain that each student is placed in appropriate classes. Test scores, grades, and teacher recommendations are taken into consideration regarding placement in honors, Pre-AP, and AP courses. The Counselors and Academic Dean will seek the recommendations of teachers and department chairs in determining student placement. The final decision rests with the Principal.

## **DROP/ADD**

The ultimate decision with regard to drop/add is an administrative one. No teacher should presume to drop a student from a class, nor should the teacher advise a student to drop a particular class unless the matter has first been discussed with the Counselor and the Academic Dean. Likewise, the decision with regard to the size of a particular class is an administrative one. Generally, students will not be allowed to add a class to their schedule after the conclusion of the first week of the semester; likewise, students will not be allowed to drop classes after the conclusion of the first week of the semester without explicit permission of the Academic Dean.

## **REMOVAL FROM CLASS**

The administration of Pope John XXIII High School reserves the right to remove any student from any class if, in their judgment, the best interest of the student and/or the best interest of other students, faculty, or the school are served by so doing.

## **ACADEMIC INFORMATION**

### **Grading Procedures**

Quarter Grades are a progress grade only and are notifying parents of student academic progress. Semester grades are cumulative from the beginning of the semester and reflect the entire semester's work.

### **Honor Rolls**

Several Honor Roll statuses may be achieved at Pope John XXIII High School:

Principal's Honor Roll:	4.0
Gold Honor Roll:	3.75 to 3.99 grade point average
Crimson Honor Roll:	3.50 to 3.74 grade point average
Scholar/Athlete Honor Roll:	3.75 or higher grade point average

### **Grading Scale**

The following scale is used at Pope John XXIII High School:

	Grade	Regular	Honors/ Pre-AP / AP
A	90 - 100	4.0	5.0
B	80 - 89	3.0	4.0
C	70 - 79	2.0	3.0
D	65 - 69	1.0	2.0
F	Below 65	0	0

**P/F:** Designated "Pass" (credit) or "Fail" (no credit) in certain classes and not computed for determining overall grade point average.

**I – Incomplete:** A deficiency in course requirements exists and must be completed or corrected before credit is awarded. Students have three weeks from the date of issuance of the report card to resolve incomplete grades. An incomplete grade received in the spring semester must be resolved by the end of the third week in the fall semester. It is the responsibility of the student to contact the teacher in order to fulfill requirements for revoking an incomplete grade. An incomplete grade not removed in this time period will be recorded as a grade of F. Incompletes may not be issued without the permission of the administration.

**Grade Point Average**

Grade Point Average or GPA is cumulative over the student’s academic high school career. Pope John XXIII High School does not rank its students. However, the top 10% will be identified, as well as the Valedictorian and Salutatorian. The grade point average (GPA) is determined using the standard 4.0 system. Bonus points are given for Honors, Pre-AP, and AP courses. The GPA is calculated as follows:

1. Assign a point value to each semester grade according to TABLE I – GPA Computation Data. Point value for the course is multiplied by the credits earned for that course. Add the resulting decimal figures; the total is the *quality points earned* for that semester.
2. The sum of the quality points earned is divided by the number of credits attempted for that semester. The result is the grade point average (*GPA*) for that semester.
3. Quality points for each semester are accumulated from the freshman year and divided by the total of the attempted credits to date. This computation gives you the cumulative GPA which can be found on the report card. The quarterly GPA is not listed on the report card, only the semester GPA. (Summer school grades and credits are not used for the computation of GPA. However, the courses are reflected in the accumulated credits earned.) The cumulative GPA, as described above, is not the basis for determining rank in class.

**Table I - GPA Computation Data**

<u>Grade</u>	<u>Regular</u>	<u>Honors/ Pre-AP/AP</u>
90 – 100	4.0	5.0
80 – 89	3.0	4.0
70 – 79	2.0	3.0
65 – 69	1.0	2.0
Below 65	0.0	0.0

**GPA2**

GPA2 is a method for determining rank in class which more closely discriminates between the differences in grades than does the GPA computation process.

Weight is given to the grade according to the numerical value of that grade with a bonus given for Honors, Pre-AP and AP courses. For this calculation:

1. Assign a point value to each semester grade according to TABLE II – GPA2 Computation Data. Point values for each course are multiplied by the number of credits earned for that course. Add the resulting decimal figures; the total is the *quality points earned* for that semester.
2. The cumulative GPA2 is derived by finding the sum of the quality points earned, and then dividing by the number of credits attempted to date. The resulting figures are placed in rank order. (Summer school grades and credits are not used in these computations.)
3. GPA2 will be used to determine Valedictorian and Salutatorian and will be calculated 3 decimal places (e.g. 4.543).
4. The student’s class standing will be reported in quintiles. In addition, the top 5 and the top 10 percent of the class will be designated.

5. **Table – GPA2 Computation Data**

<u>Grade</u>	<u>Point Value</u>	<u>Honors/ Pre-AP/AP Point Value</u>
100	4.0	5.0
99	4.0	5.0
98	3.9	4.9
97	3.8	4.8
96	3.7	4.7
95	3.6	4.6
94	3.5	4.5
93	3.4	4.4
92	3.3	4.3
91	3.2	4.2
90	3.1	4.1
89	3.0	4.0
88	2.9	3.9
87	2.8	3.8
86	2.7	3.7
85	2.6	3.6
84	2.5	3.5
83	2.4	3.4
82	2.3	3.3
81	2.2	3.2
80	2.1	3.1
79	2.0	3.0
78	1.9	1.9
77	1.8	2.8
76	1.7	2.8
75	1.6	2.6
74	1.5	2.5
73	1.4	2.4
72	1.3	2.3
71	1.2	2.2
70	1.1	2.1
69	1.0	2.0
68	0.8	1.8
67	0.6	1.6
66	0.4	1.4
65	0.2	1.2
Below 65	0.0	0.0

**National Honor Society**

Selection for the Pope John XXIII High School Chapter of the National Honor Society (NHS) is an honor and a privilege. The purpose of the National Honor Society is to recognize those students who excel in academics, service, leadership, and character. In order to be eligible, a student must:

1. Have attended Pope John XXIII High School for at least one full semester
2. Have a minimum cumulative grade point average of 3.5
3. Class standing of either a sophomore, junior, or senior
4. Complete all necessary paperwork and meet established deadlines

Membership in the NHS is recognized nationally as one of the highest honors that a high school student can receive.

### **AP Courses**

Pope John XXIII offers Advanced Placement Courses in English Language and Composition, English Literature and Composition, United States History, American Government, Chemistry, and Calculus. Advanced Placement Courses are college level classes that require a high level of commitment and study from the students. Students enrolled in AP courses are expected to take the AP exam at the end of the year. Students are required to take the course final exam in all AP classes.

### **Homework**

Homework is an essential part of the school's curriculum and enriches the educational experience. Homework can be a valuable aid to help students derive the maximum benefit from their time at Pope John XXIII High School. It is our belief that properly conceived and well-designed homework assignments provide useful practice of learned skills and develop work habits that will continue to serve the student through college, and throughout his/her lifetime. Appropriate homework assignments meet the proficiency levels of our students and relate in a meaningful way to the topics and materials covered in class. Teachers, parents, and students have important roles and responsibilities in the homework partnership.

Homework can take many different forms, including, but not limited to, written work and exercise, review of notes, study time, reading material from books and other materials or project work. Students at Pope John XXIII High School will have an average of 2 hours of homework per evening for papers, projects, and unfinished assignments. All work is expected to be turned in on time. We encourage all parents to support their students by providing quiet academic environment each evening in the home.

### **Make-Up Work**

It is the student's responsibility to see teachers about missed assignments. Students should see the teachers of those classes missed immediately to arrange the make-up of tests and quizzes, to get homework assignments, or to make other arrangements for missed classes. Rather than use classroom time, make-up work (other than tests or quizzes) should be completed at home. Students will have one day for each day missed to make up the missed work. (Ex. If a student missed a class twice in a week, he/she would be expected to make the work up within two days. Ex. If a student misses class on Monday and Tuesday and student returns Wednesday, work is expected to be turned in no later than Friday.) Extended illnesses would be special cases that would be handled individually by the classroom teacher.

### **Semester Examinations (Early/Late Exams)**

Semester exams are required in all core subjects. Exams are comprehensive in nature. Students are to be in school uniform dress during Final Exams. At the beginning of each year, Pope John XXIII High School publishes the dates and times of the exam schedule for all the semester finals. Parents should make every effort to arrange their vacation plans, college visitations, etc. to accommodate the regular exam schedule. In the event that a student requests to take his/her exam(s) early/late, that student will be charged a \$25.00 fee for each exam. All requests for early/late exams must be submitted to the administration at least 3 weeks prior to the scheduled exam date and approved by the Academic Dean.

### **Exemptions**

Senior students may exempt any course in which they had an "A" average at Semester and hold an "A" average one week prior to second semester exams. Juniors may exempt one course of their choosing in which they had an "A" average at Semester and hold an "A" average one week prior to second semester exams.

### **Summer School/Course Remediation**

Courses remediated during summer school will be entered as a “P” pass or “F” fail on the student’s transcript, but will not factor into the student’s GPA. All summer school courses must be approved by the Academic Dean.

- A student who fails both semesters of a year-long course must remediate both semesters of the course in summer school.
- A student who fails only the second semester of a year-long course need only remediate the failed semester.
- A student who fails a one semester course must remediate the course.
- A student who fails the first semester of a year-long course and passes the second semester and the average for both semesters below 65, the student must remediate the failed semester.
- A student who fails the first semester of a year-long course and passes the second semester and the average for both semesters is 65 or higher, the student passes for the year (no remediation is required).

In order to return to Pope John XXIII High School for the fall semester, a student must be in a position to graduate with his or her class.

### **Special Needs**

Pope John XXIII High School does not provide Special Education programs, courses, or services. While we may accept students with limited special learning needs, the extent to which we are able to modify our college preparatory classes and curriculum is limited to accommodations that are consistent with the overall philosophy and rigor of those classes and curriculum. The accommodations/support strategies are:

- Up to time-and-a-half extended time on tests, including final exams
- Note taking assistance
- Priority classroom seating as necessary
- Access to tutors through the counseling office/peer tutoring
- Access to academic monitoring by guidance counselors

It is the parents’ responsibility to provide the student’s guidance counselor with current professional educational, psychological, or medical testing assessment documentation in order for the student to qualify for any of the above. Both the student and parents must meet with their guidance counselor to determine which, if any, of the above accommodations apply to their student.

### **Guidance and Counseling**

Counseling is at the heart of the Pope John XXIII Guidance Program. The Guidance Department is designed to facilitate personal decision making, the resolution of individual problems, and to promote student understanding. In addition to counseling, the following services are offered by our Guidance Department:

- Academic and curriculum advising
- Career and college planning
- Assistance with college placement and preparation
- Standardized testing services

### **Academic Eligibility**

Pope John XXIII’s academic eligibility policy reflects the guidelines set forth by the Texas Association of Private and Parochial Schools (TAPPS). As stated on the TAPPS website, “Students not failing more than one class at the end of the most recent grade reporting period are academically eligible.”

## **ACADEMIC DISMISSAL AND PROBATION POLICY**

### **How a Student is placed on Academic Probation**

A student is placed on academic probation if any of the following conditions are true at the quarter or semester grading periods:

- The student earns a GPA below 2.0 for the entire academic year
- The student earns a GPA below 2.0 for one semester
- The student earns a cumulative GPA below 2.0
- The student earns a failing grade in 2 or more classes

Academic dishonesty, including but not limited to cheating, plagiarism, copying work, downloading papers, etc.... automatically incurs placement on Academic Probation regardless of GPA. A second occurrence of academic dishonesty will result in dismissal from Pope John XXIII High School.

### **Academic Probation Contract**

If a student is placed on academic probation, the student and his/her parents will be required to sign an academic probation contract with the Academic Dean and his/her counselor. The contract may include, but is not limited to the following:

- Weekly tutoring with the specific teachers
- Weekly meetings with the student's academic counselor
- Weekly grade/assignment/behavior checks from all classes

### **Academic Probation Timeline**

A student will remain on academic probation until semester grades are posted. At that time, the student will be reviewed to determine whether:

- Academic Probation sanctions will be removed
- Academic Probation sanctions will be continued for another semester
- The student will be dismissed from Pope John XXIII High School

### **Dismissal**

The decision to dismiss a student from Pope John XXIII High School rests with the Principal and will be based on the student's academic, disciplinary, and personal history. A student need not necessarily be placed on probation prior to dismissal.

### **Ineligible Students/Athletes**

- Students who appear on the ineligibility list may not ride in school vehicles to competitions, may not sit with the team during competitions, nor wear any part of the issued athletic uniform.
- Any student who is declared ineligible may not attend practices or participate in any extracurricular activities following the close of the school day.
  - Extracurricular activities include all varsity and sub-varsity sports, drama performances, band concerts, Student Council activities on-campus and off-site such as dances, community service, Art Club shows, and TAPPS competitions.
  - All activities outside the classroom are considered extracurricular, i.e., field trips, Pro-Life demonstrations, etc.

### **Course Failures**

Please refer to section above, "Summer School."

## **DRESS CODE PHILOSOPHY OF POPE JOHN XXIII HIGH SCHOOL**

The faculty, staff, and administration of Pope John XXIII High School believe there is a direct correlation between a student's appearance and the student's overall attitude toward school. Student dress influences the student's approach to studies, the respect held for members of the faculty and staff, and behavior as it affects other students. The uniform for Pope John XXIII High School is intended to foster an

environment that lends itself to serious study and interaction and to dignify both the individual and the school. Implicit in a student's attendance is the willingness to cooperate and abide by the uniform code. Students at Pope John XXIII High School shall wear uniforms unless a special event or fundraiser warrants different attire.

Parental support of these guidelines is extremely important. It is the specific responsibility of each parent/guardian to ensure that the student leaves home dressed appropriately in accordance with these dress code regulations. Failure to comply with any of these items may necessitate calling the parent/guardian to bring the appropriate dress to the school and may result in disciplinary action. The specific interpretation of any particular regulation is solely within the jurisdiction of the school administration.

The school uniform provider is: **Sue Mills**

Houston Memorial Location  
9331-B Katy Freeway, Houston, Texas 77024  
Telephone: 713-464-3400  
Hours: Tuesday-Saturday 10-6; Sunday 12-5  
Pope John XXIII School Code: #777

Whenever the students are representing the school, they should be in uniform, unless they have prior approval from the principal.

### **General Dress Code Guidelines**

Pope John XXIII High School is a Catholic school and students are required to dress in the modes and appropriate manner befitting a Catholic institution. Students are expected to follow guidelines set down by the school administration.

- Modesty, cleanliness, and neatness are the standards for personal appearance.
- Clothing that is too tight, too short, too skimpy, or too baggy is never allowed. The administration will be the final judge of the appropriateness of personal appearance.
- All clothing must be free of holes, tears, and frayed edges.
- Dress Uniform will be required to be worn on all Mass Days and other special days throughout the school year.
- The Pope John XXIII administration will be the final judge of the appropriateness of a student's personal appearance.
- Whenever the students are representing the school, they should be in uniform unless they have prior approval from the administration.
- Students should refer any questions regarding the appropriateness of any article of clothing to the administration before wearing the clothing in question to school.
- The dress code is in effect throughout the school day, including lunch, and after school until 3:15 p.m.

### **House Day**

- Tuesdays, when the Houses meet, students may wear designated "House" shirts.

### **Spirit Day**

- Thursdays of each week will be designated as the Spirit Day unless Mass is being observed. Students will have an opportunity to wear their club shirts, senior polos, National Honor Society polos, or other Pope John club activity shirts on this day. This is the only day that will be set aside for the wearing of clothing other than the Mass or regular uniform.

**Senior Free Dress Day**

- Seniors will be allowed to have a Free Dress Day the first Monday of each month during the school year. (Clothes worn must adhere to the Free Dress policy and be in good taste.)

**Letter Jackets, Hoodies, and Other Outerwear**

- No Pope John XXIII High School letter jackets, hoodies, or zip-up sportswear are to be worn to Mass.
- Pope John XXIII High School outerwear may be purchased from the Roar Store.

**Girls' Uniform Guidelines**

- Skirts must be worn two or less inches above the knee as the student is standing straight.
- Skirts should not be rolled at the waist.
- No sandals, moccasins, boots, slippers, spike heels, pumps, or flip-flops are allowed.
- Patterned hosiery and tights are not permitted.
- Shoes are to be closed toe and closed heel.
- Sweat pants, leggings, and/or leg warmers are not to be worn under uniform skirts.
- No dark or patterned lingerie is to be worn under white dress blouses.
- Pajama bottoms are not to be worn in school.
- Hats, visors, and sunglasses are not permitted to be worn in the school building.
- The uniform must be neat, in good condition, and not altered in any way.
- Jewelry is to be modest and unobtrusive.
- Long-sleeve shirts may be worn under the polo shirt, if they match in color (i.e. white under white).
- Polos or dress shirts, not tee-shirts, must be worn under the Pope John sweatshirts. (The color of the polo or dress shirt must be displayed.)
- Socks must be worn with all footwear (white socks with no symbols, logos or designs / athletic stripes of any kind, i.e. Nike Swoosh). When wearing the Pope John long-sleeve sweater, girls must wear a uniform dress shirt or polo underneath.

<b>Girls' Dress Day Uniform (Mass Day)</b>	<b>Girls' Regular Uniform</b>
Plaid uniform skirt	Plaid, khaki, or navy uniform skirt
White uniform blouse	Khaki/navy walking shorts, uniform khaki skorts
White knee socks only (no symbols, logos or designs / athletic stripes of any kind (i.e. Nike Swoosh))	White uniform blouse
Black or brown flat dress shoes – closed toe and closed heel (no spike heels, pumps, tennis shoes, slippers, or boots)	White or red knit polo shirt with school logo
Red uniform vest with embroidered school logo or red uniform sweater with embroidered logo	White or navy ankle or knee-length socks (not black) with no symbols, logos or designs / athletic stripes of any kind (i.e. Nike Swoosh)
Navy blazer – optional	Shoes – athletic shoes, loafers (closed toe and closed heel)
	Red uniform sweater with embroidered school logo
	Opaque white, black, or navy tights. Patterns other than cable-knit are not allowed and tights are to be free of holes.
	Khaki slacks – Sue Mills brand (no cargo pants)

**Boys’ Uniform Guidelines**

- Long-sleeve shirts of any color may be worn under the polo shirts if they match in color (i.e. white with white).
- No head bands, or gloves are to be worn.
- No spikes or safety pins on clothing or belts.
- Only Pope John tie with logo may be worn.
- Shorts and slacks are to be worn at waist level – no “sagging of shorts or slacks”.
- A black or brown leather belt must be worn with slacks and shorts.
- Belts are to be worn inside the loops and remain at waist level – belts are not to have excess hanging from the waist.
- Hats, visors, and sunglasses are not permitted in the school building.
- All dress uniform shirts are to be buttoned at the top button and ties are to be secured around the neck, pulled up, not hanging down.
- Belts should not have large buckles or designs (no studded or sequined belts).
- Shirt tails are to be tucked in at all times and the belt is to be visible.
- No jackets, other than Pope John outerwear, are allowed.
- Boys are not to wear external chains attached to wallets or keys.
- White, navy, or black socks must be worn with all footwear.
- No sandals, flip-flops, work boots, or slippers may be worn except on special dress days.
- Pope John XXIII sweatshirts may be worn on non-Mass days, but students must wear a t-shirt or polo underneath.

<b>Boys’ Dress Day Uniform (Mass Day)</b>	<b>Boys’ Regular Uniform</b>
White uniform oxford dress shirt with embroidered school logo (long or short sleeve)	White or red uniform knit shirt with embroidered school logo
Pope John XXIII tie – 57” with logo	White uniform oxford dress shirt with embroidered school logo (long or short sleeve)
Black or navy socks (dark socks – with no symbols, logos or designs / athletic stripes of any kind (i.e. Nike Swoosh)	Khaki or navy uniform slacks (no corduroy)
Solid black or brown leather dress shoes or loafers	Khaki or navy uniform walking shorts (no cargo pants)
Solid black or brown leather belt with small buckle	White, navy, or black socks
Navy blue blazer (optional)	Solid black or brown belt with small buckle
White undershirts only; no colored nor patterns/printing on undershirts	Shoes – athletic shoes or loafers (closed toe and heel)
Khaki or Navy Slacks (Sue Mills only)	Short sleeve and white tee-shirts to be worn under the polo

**Free Dress/Senior Free Dress Days/Athletic Days**

Students may be given optional dress code days throughout the school year. On these days, students may be out of uniform, but clothing must be modes, appropriate, and abide by the following rules:

- Athletic teams may be required to wear blazers, khaki, slacks, and the Pope John XXIII tie by their coaches.
- Shirts must have sleeves.
- No pajama pants may be worn.
- THERE WILL BE SOME “JEAN DAY” FREE DRESS DAYS IN WHICH JEANS MAY BE WORN provided they have no holes, are worn on the waist, and are the appropriate size (no tight fitting or sagging jeans).
- Spandex, cut-off shorts, and mini-skirts are not allowed.
- No cargo pants or cargo shorts are allowed.

- Tee-shirts with writing must have a message consistent with the school mission.
- No hats, caps, visors, or sunglasses are to be worn in the building.
- No items of clothing or jewelry, as judged by the administration, which violate the spirit of our Catholic high school are allowed.
- No sweatpants are to be worn in the building during the school day.
- No open-crocheted attire is allowed.
- No tee-shirts or blouses showing cleavage, midriff, buttocks, or bare backs are allowed.
- No clothing which exposes undergarments is allowed.
- Socks need to be worn with the free dress uniform.

**Dress Code on Athletic Competition Days**

On designated athletic competition days, students may be allowed to wear team attire approved by the Athletic Director and Pope John XXIII administrators. Among these are team jerseys, warm-up jackets, and windbreakers. Coaches and administrators may require that players dress more formally at times. On Mass days, student-athletes must adhere to the school Mass day uniform requirements unless receiving permission for other attire.

**Field Trip Attire**

While on a field trip, students represent Pope John XXIII High School. Students must be in the complete school uniform when on any field trip.

**Dress Code for School Dances/Dance Clothing/Dress Policy**

School dances are limited to Pope John XXIII High School students and their dates. Students are responsible for the behavior and appearance/dress style of their dates.

Students and their dates are to maintain appropriate dress for the duration of the dance. Students who are inappropriately dressed will not be allowed to enter Pope John XXIII High School dances. The following guidelines are established regarding school dance attire:

<b>GIRLS</b> <i>Clothing Guidelines for School Dances</i>	<b>BOYS</b> <i>Clothing Guidelines for School Dances</i>
Clothing must not be too tight	Slacks must be worn at the waist and be the correct size
Backless clothing is not allowed	For semiformal dances, shirts, ties, slacks, and dress shoes must be worn (Coats must be worn for Prom)
Exposing one’s midriff is not allowed	Shirts must be worn at all times
Clothing with revealing cutouts, slits, and necklines are not allowed	
Very short skirts are not allowed	
Clothing must not be “see-through”	

**POPE JOHN XXIII HIGH SCHOOL GROOMING CODES**

**Girls’ Grooming Code**

- Light make-up is allowed; no dark colors
- No black or metallic colors nail polish.
- Hairstyles should be neat and clean. No distracting hairstyles are allowed. No unnatural color/bleaching (**no dyed / two tone hair**).
- Earrings are to be small, should match, and be unobtrusive. They are to be worn in the earlobes (up to two per lobe). Hoops are not allowed over 2” in diameter.

- No other body piercing is permitted. Extra body piercing is considered a disciplinary infraction. No tongue or nose piercing.
- Excessive jewelry is not permitted.
- Tattoos must be covered by clothing.

### **Boys' Grooming Code**

- No facial hair. Boys must be clean shaven. Sideburns must not extend past the end of the ear. Excessive sideburns are not allowed. Moustaches, beards, and goatees are not allowed.
- Hairstyles must be neat and clean. Ponytails or designs cut into the hair are not permitted.
- Excessive or faddish hairstyles (shaved sides, shaved back of neck, tails, or uneven or contrasting lengths) are not acceptable. No distracting hairstyles are permitted (e.g. spiked hair). Pope John XXIII High School reserves the right to demand that a young man cut his hair because it is excessively long.
- No unnatural color/bleaching (**no dyed / two tone hair**).
- Excessive jewelry is not permitted.
- No body ornamentation is allowed. This includes, but is not limited to, earrings, tattoos, body piercing (nose or tongue piercing), or nail polish. Body piercing is considered a disciplinary infraction. Tattoos must be covered by clothing.
- Suspension from school may result for any student in violation of these policies.

### **POPE JOHN XXIII DRESS CODE**

#### **Dress Code Violations and Consequences**

It is the right and responsibility of the Dean of Students and the administration of Pope John XXIII High School, in general, to regulate against unbecoming and inappropriate fads or fashions. Dress code violations are determined according to the judgment of the faculty, staff, and administration. It must be understood that when individuals do not comply with the dress code, faculty members have the obligation to refer the student to the administrative offices.

Students are expected to dress appropriately and in good taste at all times. The administration of Pope John XXIII High School is the final judge of what is neat, clean, and appropriate. The administration reserves the right to handle inappropriate dress/hair infractions as they occur throughout the school year. Any student not in compliance with the uniform or grooming codes will be subject to disciplinary action.

When possible, on the spot violations are handled on campus and appropriate disciplinary action is taken. Minor uniform violations which occur in a classroom setting (untucked shirts, sweatshirts around the waist, etc.) are handled by the classroom teacher. Persistent minor violations may result in a detention or a higher level of disciplinary action. Major disciplinary infractions such as wearing non-uniform clothing, failure to wear dress day uniform on Mass days, or extreme and distracting hairstyles will have consequences (see discipline consequences). Parents of students who violate Mass day uniform attire will receive a letter by mail indicating the infraction and a request to help their student correct the problem.

\*\*\*Students who violate dress code or grooming codes may be sent home at the discretion of the administration.

#### **Progressive Consequences of Dress Code Violations**

- First Offense: Verbal and/or written warning
- Second Offense: Detention, note to parents.
- Third Offense: Letter of Reprimand, before school or after school detention

Continued violations may result in Saturday School detention, in-school suspension, out-of-school suspension, or referral to the Student Conduct Board.

## **ATTENDANCE POLICY**

Regular and punctual attendance at school is expected and required. The effectiveness of any academic program is limited when students miss class time. Late arrival in class impacts not only the student that is late, but also the faculty and fellow students who suffer class disruption. Both absences and tardies contribute to this effect.

Students are expected to be in school for the entire day. This includes scheduled Masses, retreats, assemblies, and activities that are considered an important and integral part of the educational program and therefore considered mandatory. Activities or appointments should be scheduled around the school day whenever possible. Records of absences are maintained through the office of the Registrar. Absences are recorded on a per period basis by each classroom teacher. Students should not exceed more than five absences per semester. All absences are documented and maintained through the Registrar.

Students and their parents are strongly discouraged from using school days for absences other than for medical or emergency reasons i.e., driver's license appointment). The primary obligation for student attendance rests with the parents. To assist them, Pope John XXIII High School will advise parents of the possible academic and/or disciplinary consequences of excessive absences. In each semester:

- Written notification will be sent to parents when a student reaches his/her **eighth** non-school related absence.
- Written notification will be sent to parents when a student reaches his/her **tenth** non-school related absence. This notification must be signed by a parent and returned to the Dean of Students.

If a student will miss school for any reason, a phone call must be made to the school by the parent or guardian by 8:30 a.m. Phone calls made by students themselves are unacceptable. Upon return to school, a parent's note must be presented to the office and an admit slip will be issued to the student permitting him/her to attend class. Unexcused absences will be referred to the Dean of Students for disciplinary action. Credit for courses may be withheld for students with excessive absences (more than five per semester) or students with excessive unexcused absences. Information about excused absences and what constitutes an excused absence is listed below.

**Students may be ineligible to participate in or attend an athletic, academic, or performing arts contest unless they have been in attendance for one-half of the school day.**

### **Excused Absences**

- These are absences which involve temporary or extended illness, injury, family or personal emergencies, family funerals, and/or court responsibilities. Absences for any other reason must be approved by the administration of Pope John XXIII High School.
- An excused absence gives the student the opportunity to make up work that has been missed during the absence (see section on Make-Up Work).
- The absence will be considered unauthorized and the student will be unexcused/ truant if neither written nor verbal contact from parents/guardians regarding the student's absence is received by the time the student returns to school.
- Whenever possible, medical/dental appointments and college visits should be scheduled after school, on school holidays, or during vacation periods. If a student must be released early from school for medical/dental appointments, this is to be prearranged with the Administration.
- Advanced approval, requested at least 3 school days prior, should be obtained from the administration for anticipated absences. Students should obtain a Requested Absence Form from the office and have it signed by each teacher. The form should then be turned in to the Dean of Students. It is the student's responsibility to obtain all homework assignments in advance from teachers.

The Administration reserves the right to evaluate absences on a case-by-case basis to determine whether an absence is excused or unexcused.

### **Parent/Guardian Dishonesty**

Parents or guardians who falsify student information or fabricate excuses as to a student's absence or behavior fail to support the basic trust on which the relationship with the school is built. Such parents/guardians subject students to possible dismissal.

Students who are eighteen may not write excuse notes nor phone in absences for themselves.

### **Unexcused Absences**

Absences for reasons other than those listed above, even with the permission of parents, are considered "unexcused". Teachers are not required to allow students to make up any or all of the work, or give make up tests, or extend the time on assignments.

- A note from a parent explaining a student's absence does not necessarily excuse that student.
- In all cases, the administration reserves the right to determine whether or not an absence is excused.

### **Truancy**

Truancy is defined as an "unexcused absence" from school without the knowledge and consent of parent/guardian and/or Pope John XXIII High School authorities for all or part of any school day. Failure to clear (provide verification and/or documentation of excuse of absence) an absence the next day will result in a referral to the Dean of Students.

1. **Period Truancy:** Period Truancy is defined as being absent from any class period for 10 minutes or more without appropriate notification.
2. **Full Day Truancy:** Full Day Truancy is defined as being absent from school for a full school day without appropriate notification.

### **Forms of Truancy**

Forms of truancy may include, but are not limited to:

- Leaving school without permission from the administration.
- Being absent from class without permission.
- Becoming ill and going home or staying in the restroom without reporting to the Front Office.
- Coming to school, but not attending classes.
- Obtaining permission to go to a certain place and not going there.
- Not being in the place assigned by the student's schedule or teacher during a class period.

### **Consequences of Full-Day Truancy**

- Zero credit for all class work missed
- Reprimand
- Parent conference required
- Saturday School detention

### **Students Leaving Campus**

Students may not leave the school campus during school hours by themselves, without the prior permission of their parents/legal guardians.

- Students may not leave campus during school hours without parent/school permission.
- A teacher may not grant permission for students to leave campus.
- A student who must leave campus during the school day must obtain an early checkout sheet prior to leaving campus. Failure to do so will constitute an unauthorized absence.

- A student who must leave campus for special school activities other than athletics will be given a permission slip to be signed by the parent. Teachers may recommend that the student not be excused from class, based on academic performance.

Students leaving the campus during school hours for non-school functions must observe the following procedure:

- Present a note from parents to the office requesting permission for early dismissal, if possible, or by 8:00 a.m. on the day of an absence. Classroom teacher and administration must sign.
- Once permission has been obtained, the student must sign-out before leaving and sign-in when returning.
- If the appointment is a medical/dental appointment, students must return with a note from the office with the date and time noted.

The school reserves the right to deny students permission to leave school property. Students will not be permitted to drive other students to appointments.

### **Tardiness**

Tardiness is defined as arrival to school or class after the appropriate start time. It is the responsibility of each student, with the support of parents/guardians, to be on time to school and each class.

- A student tardy for first period class must report directly to the Front Office to receive an admit slip. The attendance designee will keep a record of first period tardies. The Dean of Students will determine whether the tardy is excused or unexcused.
- A tardy will be considered unexcused unless the student has approval by a note from the teacher, counselor, or the office staff when going to first period. If the student has a legitimate pass, this is not a tardy situation. A note from the parent/guardian does not necessarily excuse the student.
- Excused tardies ordinarily include, but are not limited to the following:
  - Court appearance
  - Car accident (student himself/herself)
  - Doctor/dental appointment
  - Car trouble (parent note or call required)
  - Extreme weather conditions (at school's discretion)
- Unexcused tardies ordinarily include, but are not limited to the following:
  - Car pool problems
  - Oversleeping
  - Traffic lights/traffic congestion/construction
  - Vehicle accidents (student or driver not involved)
- The Dean of Students/administration has final discretion. A parent note or other form of verification is required for the tardy to be excused.
- Students who are habitually tardy unexcused to first period "A" or "E" period class will be subject to the following consequences:
 

One to three tardies:	Before or after school detention
Four to six tardies:	Saturday School detention (4 hours)
Repeated offenses 7+:	Written letter of reprimand by Dean of Students
	Required parent conference
	In-school suspension

Referral to the Student Conduct Board for a hearing.  
Student may be referred to the administration for possible dismissal/expulsion.

### **Pick-Up and Drop-Off / Length of School Day**

The school day for Pope John XXIII High school begins at 7:50 a.m. and ends at 2:55 p.m. The warning bell will ring at 7:50 a.m. Students, if necessary, may be dropped off earlier, but no adult supervision will be available until 7:00 a.m. Supervision will be provided until 4:00 p.m. for those students who are not involved in a school-related after school activity. The school assumes no responsibility for students who arrive earlier or stay later than the above-stated times. Students will be expected to bring school work to do and use the time awaiting pick-up as a study hall.

### **Family Trips and Vacations**

Family trips and vacations should be planned around the school calendar. Students who miss school because of family trips or vacations must get prior approval from the Principal.

### **Academic Field Trips**

Pope John XXIII High School provides a limited number of school-sponsored academic field trips. Students must have written parental permission on file to participate in a field trip activity. School rules, including uniform dress code guidelines, apply. Students academically ineligible will be denied the opportunity to participate in a field trip during the course of a school day. Dress uniform or regular school uniform is required for field trips unless designated by the administration.

### **NON-CUSTODIAL PARENT**

Pope John XXIII High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents to review student records. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **CAMPUS MINISTRY AT POPE JOHN XXIII**

Campus Ministry at Pope John XXIII includes three major components:

1. Liturgy
2. Works of Mercy
3. Retreats

### **Liturgy**

As the source and summit of our lives, all of our liturgical action and worship is centered upon the Eucharist. As such, we celebrate all-school Masses every Friday at 9:15AM at Pope John XXIII. Students are expected to be dressed in full Mass uniform. Our regular liturgies also include school wide penance services twice a year, regular opportunities for individual confession, Eucharistic adoration, morning prayer in our chapel, The Angelus daily and the Regina Coeli during the Easter season, the Rosary, and the opportunity to pray the Divine Mercy Chaplet everyday at 3:00 PM in our chapel. Our students are actively involved in every aspect of praise and worship of our God.

## Works of Mercy

*Then the King will say to those on his right, "Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me. Then the righteous will answer him and say, 'Lord when did we see you hungry and feed you, or thirsty and give you drink? When did we see you a stranger and welcome you, or naked and clothe you? When did we see you ill or in prison, and visit you?' And the King will say in reply, 'Amen, I say to you whatever you did for one of these least brothers of mine, you did for me.' Matthew 25:34-40*

It is in this Gospel of Matthew that we find the basis and rationale of the Works of Mercy and Christian Service Program at Pope John XXIII High School. This program is one of the tangible ways that Pope John XXIII seeks to educate the total person. Our goal is to foster a "heart of service" whereby the students begin to see and understand that service should be a way of life and not an act performed to fulfill a requirement. As the parents and primary educators of your children, we will seek your involvement and assistance in achieving this goal.

Each student will be given the opportunity to participate in the Corporal and Spiritual Works of Mercy by feeding the hungry, clothing the naked, giving drink to the thirsty, caring for the sick, comforting the afflicted, teaching those in need of instruction, counseling the doubtful, and tending to the homeless. Every student, as a component of their education at Pope John XXIII, is required to complete a minimum of 100 Christian Service Hours according to the following schedule:

*Freshmen – 15 hours  
Sophomore – 20 hours  
Junior – 30 hours  
Senior – 35 hours*

Students will be encouraged to choose their service opportunities each year, with the understanding that they must serve a variety of populations during their four years with us. For example, a student may only use their time teaching Vacation Bible School or CCE for one of their annual requirements. As the hands and feet of Christ on earth, we are striving to provide a wide array of experiences for our students. The key point to remember is this:

In order for service hours to fulfill the requirements of our Works of Mercy program, they must be spent working *directly* with the people in need. Filing, sorting, folding clothes, stocking shelves, packing boxes, etc. will NOT fulfill your requirement. You must have face to face contact with the individuals the agency serves. In addition, caring for members of your family will not fulfill our Works of Mercy requirement. Of course, we would encourage our students to participate in any and all service opportunities that they can, but only those as described above will count towards completion of their annual requirement.

Whenever possible, we will provide service opportunities throughout the school year. All opportunities will be posted on our *Campus Ministry bulletin board* daily and will be sent via email on a monthly basis in a *Campus Ministry newsletter*. Ultimately, it is the responsibility of each student to locate and schedule their service projects.

Students will be required to meet with the Campus Minister by September 30th for a very short interview that will allow the student to present their Works of Mercy Plan for the year. This interview will help

the student identify opportunities and commit to meeting the deadlines. Students will be required to take an active role in their Plan.

Once the student has completed his or her service requirement for the year, the student will write a Reflection Paper that will be graded by both the English department for grammar and the Theology department for content. Papers must be completed within 2 weeks of completion of the service hours with a final deadline of May 3, 2011. ***Students will not be allowed to graduate or to advance to the next grade level without fulfilling this requirement!***

### **Retreats and Other Worship Events**

To fulfill our school's mission of preparing the hearts and minds of our students, we offer several opportunities throughout each school year to reflect on and promote the development of our spiritual lives. As Pope John XXIII so eloquently states, "My Soul is open before you like a blank sheet of paper. Write on it what you will, O Lord: I am Yours."

At Pope John, we strive to introduce our students to opportunities of worship and prayerful surrender to the will of our Lord. We participate in archdiocesan events, Lifeteen events, and other praise & worship events around the city of Houston. We will also be offering a monthly Praise & Worship event called "***Fill 'Er Up!***" that will feature pizza, our very own praise & worship band, a recognized speaker, and time for adoration.

**Days of Reflection and Retreats** will be offered to each of our grade levels as follows:

***Freshmen*** students will participate in a mandatory off-campus day retreat that focuses on recognizing how Christ calls each of us to live a virtuous life. ***Sophomore*** students will participate in a mandatory off-campus day or overnight retreat that will help students to recognize the worldly and prideful things we fill our lives with and how to allow God in to make the necessary adjustments.

Our ***Junior*** and ***Senior*** classes will each participate in a one day *mandatory* off-campus Day of Reflection. In addition, our juniors and seniors will be given the opportunity to participate in a voluntary ***Kairos Retreat***. The ***Kairos Retreat*** is a four day, three night retreat led by a team composed of senior students and staff members. Major talks are followed by discussions in small groups. There are other particular activities to promote and build community, to foster trust and openness, and to encourage reflection. The ***Kairos Retreat*** will be offered once in the fall and once in the spring. Students must apply through Campus Ministry to attend.

## **CONDUCT, HONOR CODE, AND DISCIPLINE INFORMATION**

**All students must observe the following guidelines:**

- Students must conduct themselves in the classroom in such a way that they insure the proper environment for learning.
- Students are expected to show courtesy toward each other and the entire school community.
- Inappropriate displays of affection are not allowed.
- At assemblies, liturgies, and rallies, students are expected to show respect for speakers, guests, and performers. Students are expected to distinguish between the spirited atmosphere of a rally, the formal nature of an assembly, and the solemnity of a liturgy.
- Student behavior should exhibit concern for the safety and well-being of all members of the faculty and staff of Pope John XXIII High School.
- Students are expected to cooperate in maintaining an orderly campus.
- Student conduct outside the school should reflect well on her/him and the school. Special concern should be given behavior toward school neighbors and to the maintenance of positive and friendly relations with other schools.

### **Rules of Conduct**

Acts of misconduct generally warrant a consequence. Consequences will ordinarily be relevant to the problem in an attempt to modify or correct the behavior.

- Incidents of serious or chronic misconduct/misbehavior require a meeting of the Student Conduct Board. Parents will be notified of the offense and resolution and have the opportunity to meet with the administration to discuss consequences and corrective action.
- A second incidence of serious misconduct could place the student on disciplinary probation or result in separation or expulsion.

### **Conduct during Lunch Period**

- Students are only permitted to leave campus for lunch with their parent. It is the responsibility of each student to make sure that the lunch area and other areas of the campus remain free from litter and debris at all times. Seniors may have a specific lunch area where they may socialize and eat their lunches.
- Students may not eat or drink in the hallways, or in classrooms (unless with a teacher under supervised situations).
- Students who display inappropriate behavior during lunch will have their lunch privileges restricted to another area (such as lunch time detention in the office).
- Food fights are unacceptable and will not be tolerated. Any student who participates in a food fight will be subject to severe disciplinary action and may be dismissed for his/her actions.
- Students are expected to conduct themselves as Christian ladies and gentlemen (no cutting in line).

### **Conduct at Social Functions**

School dances are limited to Pope John XXIII High School students and their dates. Students are responsible for the behavior of their dates. The following regulations are for school sponsored dances:

- Students may not leave the dance until the dance is over unless a parent/guardian picks them up or a parent/guardian permits the students to leave via phone message.
- Once a student leaves the dance he/she may not return.
- All students must check-in and are to check in no later than one-half hour after the scheduled start of the dance. No one will be allowed to leave prior to half an hour before the conclusion of the dance (unless leaving with a parent).
- All school rules are in effect at Pope John XXIII High School dances.
- Students and their dates are required to abstain totally from alcoholic beverages and other chemical substances before, during, and immediately following the dances.
- The parent/guardian will be called immediately if there is any evidence of inappropriate behavior, possession or use of drugs or alcohol. A dismissal, suspension, or expulsion may result.
- All dance styles must comply with standards of modesty and safety. Dance supervisors in attendance will be the final judges of the appropriateness of dance styles. Inappropriate dancing includes, but is not limited to, the following: slam dancing, moshing, any dancing that has sexual innuendos such as freaking or booty dancing, or otherwise inappropriate or dangerous dancing. Students may be asked to leave the dance if they will not adhere to supervisor's/chaperone's requests.
- School administration personnel reserve the right to administer breathalyzer tests at their sole discretion.

### **Guest Policy for Dances**

- Students must sign a Guest List sheet prior to the dance. The name, age, and school the guest attends are required. The deadline to arrange for a guest to attend a dance at Pope John XXIII High School is the Wednesday prior to the dance.
- The student bringing the guest is responsible for the guest's behavior.
- The school reserves the right to refuse any guest.
- Guests 20 years of age and older are not permitted at Pope John XXIII High School dances.

### **Conduct at Athletic Events**

#### **Acceptable Behavior:**

- Applauding during introduction of players, coaches, and officials
- Accepting all decisions of officials
- Applauding at end of contest for performances of all participants
- Everyone showing concern for an injured player, regardless of team
- Encouraging surrounding people to display only sportsmanlike conduct

#### **Unacceptable Behavior:**

- Disrespectful or derogatory yells, chants, songs, or gestures
- Criticizing officials in any way, display of temper with an official's call
- Yells that antagonize opponents
- Blaming loss of game on officials, coaches, or participants
- Laughing or name-calling to distract an opponent
- Use of profanity or displays of anger that draw attention away from the game
- Wearing extreme or unusual clothing or excessive face or body painting that distracts from the action of the playing surface – Shirts must be worn at all times.

### **Conduct on School Vehicles**

Students riding in school vehicles are expected to observe, at all times, all school vehicle behavior and safety rules. These include:

- Boarding the vehicle in an orderly manner and remaining seated while the vehicle is in motion.
- Keeping aisles and windows free of obstructions and leaving the vehicle in an orderly manner after making certain that all trash and personal belongings have been removed from the vehicle.
- At no time are students to behave in any manner that distracts the driver or endangers the safety of vehicle occupants, extend any part of their body out of the windows, tamper with any part of the vehicle, or deface or damage any part of the vehicle or its equipment.

### **Public Displays of Affection (PDAs)**

School is not the setting for public displays of affection. Passionate embraces and/or kissing of any kind are not permitted. The school administration will determine the appropriateness of such conduct. Hand-holding is considered to be appropriate and acceptable. Sitting on a student's lap or caressing one another are actions which would be considered inappropriate. Continued violations will result in the various levels of discipline being used by the administration including written or verbal reprimand, detention, in-school or out-of-school suspensions.

### **Inappropriate Language**

A Pope John XXIII High School student is expected to refrain from the use of any profane or vulgar language in the school and on any part of the campus during school hours. This is also true at any school-sponsored activity, home or away, in which he/she is representing Pope John XXIII High School. Teachers are instructed to refer students who use this language to the administration for disciplinary action.

### **Definition of Inappropriate Language:**

1. Commonly defined foul language.
2. Any words normally deemed racist, sexist, or homophobic.
3. Any language that is used to incite or provoke others.
4. Any language that is malicious or disrespectful of others.

### **Consequences of Inappropriate Language:**

- First Offense: Meet with the Dean of Students, detention, parents notified
- Second Offense: In-school suspension or Saturday School, parents notified
- Third Offense: Out-of-school suspension (1 day), parents notified
  - Student re-admitted after “parent conference”
  - Student receives no credit for work missed during suspension

### **Conduct Off Campus**

Students must conduct themselves off campus in a manner consistent with their status as members of the Pope John XXIII community and with the philosophy, policies, goals, and mission as set forth in the Student Handbook.

The following violations of civil or criminal law by students shall result in corrective action. Violations shall include, but are not limited to, those listed below:

- Conduct that is considered contrary to community standards of justice, honesty, or good morals
- Public intoxication
- Consumption and/or use of drugs, alcohol, and/or drug paraphernalia
- Distribution or sale of illegal narcotics
- Threatening and/or harassing behavior towards faculty, students, or parents
- Conduct which, in the professional opinion of the school administration, would cause harm to the reputation of Pope John XXIII High School by being contrary to the moral, religious, or orthodox ethical principles of the Catholic Church or the philosophy, policies, goals, and commitments of Pope John XXIII as indicated in the Student Handbook.

### **Conduct at Special Events**

No alcoholic beverages, drugs, or tobacco products of any type are allowed at school functions. If students and/or their dates arrive at any school function under the apparent influence of, in possession of, or smelling of alcohol, they will not be allowed to enter the function and will be subject to disciplinary action. Parents will be notified immediately.

### **Pope John XXIII High School Honor Code**

As a school community, we are committed to promoting a life of goodness and virtue. The virtues of honesty and integrity are to be upheld by all students. A Pope John XXIII High School student strives to obey all of God’s commandments. As a result, a Pope John XXIII student will always:

- **Tell the truth.** Students are expected to be honest and cooperative with the administration, faculty, and fellow students, even when questioned about wrongdoing.
- **Be a person of integrity.** All homework, quizzes, papers, tests, exams, or projects will be the sole work of the student whose name appears on the material.
- **Respect each person and the property of others.** All deserve respect and dignity. Students will strive to always be respectful of one another and will not take or use the property of another person without permission.
- **Uphold the honor code.** All members of the student body will respect and follow the honor code. Through charitable fraternal correction, students will not knowingly tolerate another students’ violation of the honor code. (Matthew 18:15-17).

### **Honesty and Integrity**

Any attempt to gain an unfair academic advantage is considered cheating. This includes, but is not limited to, claiming someone else's work as one's own. Students who are found to have cheated will be subject to both academic and disciplinary consequences.

- **First Offense:** The school considers a first offense to be a serious mistake in judgment on the student's part. Both the school and the parent's obligation are to guide the student in making more ethical choices. The student will be given a disciplinary referral to take home, given a detention to serve, and may be given no credit for the assignment.
- **Second Offense:** The school considers a second offense to be indicative of a developing habit. The parent will be called to school for a conference with the teacher, the student, and the Dean of Students. The student receives no credit for the work and will receive a one day, in school detention.
- **Third Offense:** The school considers the third offense to be indicative of a serious habitual problem. The student will receive an out of school suspension and will be required to appear before the Student Conduct Board.

### **Examples of Academic Dishonesty**

- Copying, faxing, duplicating, and/or transmitting assignments which will be turned in as original work
- Exchanging an assignment by printout, disk transfer, modem, or other electronic recorded means and submitting it as original work
- Writing formulas, codes, or key words on one's own person or objects for use on tests
- Using hidden reference sheets during tests
- Using programmed materials in watches, calculators, electronic devices, phones, or computer programs when prohibited.
- Relaying questions and/or answers from a test/quiz to students who have not yet taken that test and/or quiz
- Obtaining questions or answers about a test/quiz from another student prior to taking it (this includes students who have taken the course during a previous year or semester)
- Submitting someone else's work as one's own, in whole or in part
- Submitting material without giving the author/artist's name and/or source e.g. plagiarizing or submitting work done by family, friends, or tutors
- Submitting for credit the same work in more than one class without prior teacher approval
- Taking credit for group work when little or no contribution was actually made
- Stealing tests, answers, or materials or having unauthorized possession of such materials including the possession or attempted possession of materials designated for teacher use
- Sabotaging or destroying the work of others

Students and parents of Pope John XXIII High School will be asked to sign the following Code of Ethics letter, signifying that the students acknowledge the Pope John XXIII High School Mission Statement, and their responsibility to uphold our standards in the school environment and in any social/community activities.



**Pope John XXIII High School**  
*Parare Mente et Corde*  
To Prepare in Mind and Heart

**Student Honor Code Agreement**

As a student of Pope John XXIII High School, I recognize that I am part of a rich Catholic tradition of academic development, and as such, I acknowledge my responsibility to continue that tradition. I realize that I must leave this school a better place than it was when I arrived. I will conduct myself appropriately and uphold the standards of Pope John XXIII High School as they are explained in the Student Handbook. I will accept responsibility for my actions and gracefully accept the consequences if my actions violate the school's rules. I understand that my behavior influences the behavior of my peer group, both inside and outside the classroom.

Within the academic environment, I understand that sharing, borrowing, or loaning any type of academic work is unacceptable behavior. I understand that I should seek appropriate sources of academic help such as individual meetings with teachers, tutors, counselors, etc. and suggest these sources to my peers when necessary. I understand that using anyone else's work or allowing anyone to use my work is unethical and will result in disciplinary action. Furthermore, I understand that using copyrighted material of any kind, including Internet sources, without acknowledging the source is plagiarism, which is punishable by law.

I recognize that personal integrity also involves refraining from using vulgar language. Using such language demeans the character of the person speaking, as well as the person being spoken about. I recognize that by using appropriate language, both inside and outside of the Pope John XXIII High School environment, I am respecting both the community and myself.

By signing this Honor Code Agreement, I acknowledge my responsibility to uphold the standards of Pope John XXIII High School in the school environment and in the community at large.

***The Honor Code***

As a member of Pope John XXIII High School, I take pride in doing my best and in encouraging others to do their best as well. It is my responsibility to be a person of integrity and high moral character at all times. Failure to honor the principles of integrity, ethics, and moral character places my position in the school in jeopardy.

**My Name is My Pledge:**

As a member of Pope John XXIII High School, I recognize my personal responsibility to school and family. My name is my pledge of honor. I will practice integrity and honesty in any and all work on which I place my name.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s)' Signature

\_\_\_\_\_  
Date

### **“Roaring Lion” Discipline**

The Motto of Pope John XXIII High School is “to prepare in mind and heart.” Our philosophy is based on achieving a delicate balance between the Catholic concepts of reconciliation and forgiveness with justice for the student and school community. The word “discipline” is derived from the Latin root “*disciplina*”, meaning *learning*. Discipline must be positively associated with opportunities to learn, rather than just negatively associated with punishment.

It is each student’s responsibility to develop the self-discipline to abide by all school rules and regulations. Acts of misconduct will generally warrant a disciplinary response. In the interest of learning, the response will be both appropriate to and corrective of the behavior in question, whenever possible. Many different responses may be used in an attempt to modify unacceptable behavior. Those responses which may be used in attempting to modify unacceptable behavior include, but are not limited to, study detention or work detention, written reports, behavior contract, attendance contract, community service, probation, on-campus suspension, off-campus suspension, or expulsion of a student.

### **Disciplinary Actions and Procedures**

1. **Student/Teacher Conference, Parent Contact:** When a student’s behavior becomes a problem in school, the teacher will point out the problem in behavior, the change which is expected of the student, and the procedure that will be followed if the student’s behavior does not improve. At this time the teacher will notify the parent/guardian of behavioral concerns.
2. **Teacher’s Detention:** Individual teachers may issue detentions for violations of classroom rules or procedures. A teacher’s detention is served with the teacher at a time designated by the teacher. Students must report to the teacher’s detention on the date and time scheduled.
3. **Detention:** Before-School /After-school and Saturday School are forms of detention. Failure to report on time will incur additional hours (double After-School detention) as assigned by the Dean of Students. Parents may contact the Dean of Students for special considerations. After school employment and/or extracurricular activities are NOT sufficient reasons for missing detention.
4. **Saturday School:** The Dean of Students issues Saturday School for major or excessive violations of school rules and/or procedures. Saturday School is held on scheduled Saturdays during the school year for 4 hours.

The day will be spent providing service to the school. Typically, the work required includes maintenance of the school buildings and grounds. The Saturday School attendees may be asked to provide additional rakes, shovels, etc.

Students are expected to report to Saturday School on time. Tardy students or students dressed inappropriately will **NOT** be admitted and, therefore, considered a “no-show,” resulting in additional disciplinary measures.

Only the parent of a student assigned to Saturday School may request a reschedule. When a reschedule is granted, it will be the next Saturday School ONLY.

### **Suspension**

Suspension as a disciplinary measure is used in situations whereby a student, by his/her attitude, speech, gesture, or behavior demonstrates an unwillingness to be committed to the philosophy and goals of Pope John XXIII High School. A student may be suspended from school for serious or chronic violations of school rules and/or procedures. Suspension length is usually for a period of one (1) to ten (10) days. A suspension from school automatically places the student on Disciplinary Probation.

### **Class Suspension**

A student referred to the Dean of Students by a teacher may be suspended from attending the class in question for a period not to exceed three (3) days. A student on class suspension reports to the Dean of Students office during the scheduled class period. Class suspension(s) may result in a Behavior Contract being drawn up between the student, parent, and the Dean of Students.

### **Activity Suspension**

Activity Suspension means a period of time in which students may not participate in extracurricular activities, but are not removed from teams or elective offices. As with probation, the length of the activity suspension will be determined by the seriousness of the infraction.

### **Full Day Off-Campus Suspension**

Off-Campus Suspension prohibits students from attending classes, loitering on campus, participating in and/or attending any school athletic practice or competition or any other school activity. A conference with the student and her/his parent(s)/guardian(s) is a condition for readmission after suspension.

### **Full Day On-Campus Suspension (In-School Suspension – ISS)**

The Dean of Students may determine a student must serve their suspension on campus in a supervised location. The suspended student is required to meet with each instructor and get all assignments prior to the suspension. Since the student is suspended she/he may not participate in any school related activities during the time of suspension.

### **Disciplinary Probation**

Disciplinary probation may be imposed by the Dean of Students, with the approval of the Principal, when a student has seriously and/or continually violated existing school rules and regulations. When a student has been given a disciplinary probation notice, she/he must keep in mind that another serious breach of the disciplinary code or a series of minor offenses may lead to more severe disciplinary action and that all offenses against the disciplinary code are viewed more seriously.

### **Disciplinary Contract**

Disciplinary contract is the most serious sanction that can be imposed. This puts the student and parents/guardian on notice that any violation of the contract in or out of the classroom will result in immediate referral to the Student Conduct Board.

### **Student Conduct Board**

The Student conduct Board is usually called if there is a question of dismissal. The board is comprised of the following school members: Academic Dean who is the ex officio chairman; two faculty members who are elected by the faculty; a faculty member who the Principal appoints from the list of three nominees provided by the Student Council. The three faculty members on the Student Conduct Board, charged with making a recommendation to the Principal, serve a term of two years. The Principal has the right to appoint an alternate for any faculty board member. The Dean of Students is present to ask or answer questions that may arise, but does not have a vote on the Board.

The Student Conduct Board meets at the initiative of the Dean of Students and convenes on the authority of the Principal. It is designated with the responsibility of investigating and of providing all the circumstances surrounding the student's offense and to provide her/him with the most complete hearing possible. Its ultimate concern is to consider what course of action is best for the student and for the school. The board makes a recommendation to the Principal, who makes the final decision.

### **Senior Sanctions**

A senior in chronic or extreme violation of school rules/policies will forfeit the right to attend/or participate in one (1) or more of the following activities: Prom, Baccalaureate, and/or Commencement.

### **Dismissal**

The administration of Pope John XXIII High School may determine that a student, by her/his speech, gesture, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures) has indicated sufficiently her/his inability or lack of desire to remain a student at Pope John XXIII High School. In such a case, the student's dismissal may be recommended by an administrator to the Principal.

**The Principal has the final authority to expel a student. In cases where dismissal is possible, the Student Conduct Board may be convened. The Principal reserves the right to dismiss any student without convening the Student Conduct Board if a situation or general behavior warrants immediate dismissal.**

### **DISCIPLINE ITEMS FOR CLARIFICATION**

#### **Serious Offenses**

A student may be expelled from Pope John XXIII High School for serious offenses. The Principal has final authority to expel a student. All students are treated on an individual basis in any matter concerning disciplinary action. Disciplinary action may vary at times due to previous negative discipline reports.

#### **Disturbance of School**

Students creating or participating in any commotion, or disturbance to the learning environment may be subject to suspension or dismissal.

#### **Insubordination and Disrespect**

Any student found guilty of insubordination, malicious, willful, and /or defiant disobedience of a command by a person in position of authority, may be liable for dismissal. Parents will be notified, and a parent/administration conference scheduled. The severity of the punishment will be determined by the administration.

#### **Alteration of Documents and Notes**

Alteration or falsification of school records, attendance, grades, and gathering documents or communication mailed home by Pope John XXIII High School is strictly forbidden. Any student who alters or falsifies any of the aforementioned items will be assigned detention or suspended, depending on the degree of the violation.

#### **Honesty**

Students who deceive or lie to faculty or administration, especially during a disciplinary investigation, may be liable for dismissal (see Honor Code).

#### **Restricted Areas**

Students are not allowed to be in areas which are designated as "restricted" or "off limits." The following areas are considered "restricted" and "off limits" during the school day, including break and lunch time.

- Parking lot or in a car in the front pick up and drop off circle during school hours
- Pope John XXIII drive entrance
- Housing or businesses adjacent to the campus
- Athletic fields, gymnasium, or locker rooms without adult supervision
- Any classroom without a teacher present

Other areas may be designated as “restricted” or “off limits” if they pose a safety hazard, such as a science lab. Running or physical play in the classroom, hallways, or corridors is not permitted.

### **Tobacco**

Students are prohibited from smoking or chewing tobacco at any time on school grounds. Possession of any tobacco products on school grounds is forbidden. Students caught with tobacco in the building or on campus will face suspension.

### **Threats of Violence**

Any threats made to students will be taken seriously. Students making threats to others will be subject to administrative action.

### **Vandalism and Graffiti**

The defacing or damaging of school property, or the property of any person connected with Pope John XXIII High School is considered vandalism. Any student guilty of vandalism may be:

- Immediately suspended and parents notified
- Placed on disciplinary probation or disciplinary contract
- Liable for financial restitution to those victimized
- Liable for dismissal from Pope John XXIII High School.
- Arrested

Students and parents are liable for the financial cost to repair or replace damaged school property.

### **Theft**

Any student who engages or assists in theft of any kind against anyone may be liable for immediate dismissal. Witnessing or being aware of theft and failing to report it to the administration may be interpreted as the assistance of theft.

### **Fighting**

Any student fighting will be suspended. Any student who encourages fighting among his peers will be subject to disciplinary action as if he were an active combatant.

### **Firearms and Weapons**

Firearms, rakes, knives, razors, or any article capable of inflicting serious bodily injury will not be allowed at school. Any student with such items found on his/her person or in his/her belongings may be subject to disciplinary action. In addition, information may be provided to the Harris County Law Enforcement.

### **Fireworks**

Shooting fireworks or explosive devices of any kind in the building or on the campus, at any time, during the day or night, is forbidden. Students with such paraphernalia in their possession on the campus may be subject to disciplinary action.

### **Gang-Related Activity**

Gang-related conduct/activity is strictly prohibited. Gang-related conduct/activity includes, but is not limited to, symbols, graffiti, apparel, colors, hazing, hand gestures commonly associated with gangs, or association with gang members. Students who engage in such activity may be subject to immediate dismissal.

### **Illegal Activity by Students**

Any student involved in any illegal misconduct may be suspended or expelled from the school.

### **Search and Seizure Policy**

Pope John XXIII High School strives to provide a safe and orderly environment free of illegal or dangerous drugs, alcohol, weapons, or any potentially harmful or disruptive material. As part of this effort, the school may conduct searches of students and their book bags, vehicles and/or possessions. Searches may be conducted when there is a reasonable suspicion, as determined by the administration, of the presence, use, and/or transfer of illegal or dangerous drugs, alcohol, weapons, and/or potentially harmful or disruptive materials on school campus, in the immediate area surrounding the school campus, or at any school sponsored/related function.

- **Vehicle Searches:** Students have the privilege of parking a vehicle on school property and thus are deemed to have given prior consent for a search of the car that they might drive onto campus. The administration may authorize the search on the school premises if there is reasonable cause to suspect discovery of prohibited items. Upon request of the administration, the student or driver will immediately relinquish the keys to the vehicle subject to search, and will remain with the administration until released by the appropriate school official.
- **Personal Searches:** The administration may authorize the search of any person/student if there is **reasonable suspicion** to suspect discovery of prohibited items. Such a search will be conducted in the presence of another school official. The parent/guardian of any student searched under this provision shall be informed of the search as soon as reasonably possible.
- **Locker Searches:** Lockers are the property of Pope John XXIII High School and may be searched at any time without cause or prior notice.

### **Conduct at Un-sponsored Off-Site Activities**

Student conduct away from Pope John XXIII High School is a reflection of the school and the broader Catholic Church Community. Being a good Catholic, Christian, and citizen is expected at all times. Student behavior is a direct reflection on the school.

The safety and well-being of young people is very important to the school. If a student or parent learns of a dangerous off-site activity or that students are planning to engage in “risky-behavior” off site, students/parents should notify the administration immediately so that every effort can be made to warn the parents of such situations. Staff members will be asked to take seriously conversation or information about potentially harmful activities or behaviors and are expected to report such information to the administrators.

### **Hazing and Bullying**

Pope John XXIII High School enacts this policy to maintain a safe learning environment for students that is free from hazing. The school shall not tolerate any hazing of students and prohibits hazing at all times.

**Definition:** Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person

**Staff Responsibilities:** Teachers, administrators, coaches, moderators, school employees, or other adult supervisors shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, or has knowledge or belief of conduct that may constitute hazing shall inform the administration immediately. No school employees shall plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing.

**Where and When Policy Applies:** This policy applies to behavior that occurs on or off school property and during school hours, before school, and after school.

**Formal Reporting Procedures:** Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the administration.

**Informal Reporting:** Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Informal reporting will be kept strictly confidential.

**Investigation:** Upon receipt of a formal complaint or report of hazing, the school shall authorize or undertake an investigation by school officials. The investigation will be completed as soon as practical and a report will be filed.

**Discipline:** The school will discipline or take appropriate action against any student, school employee, or other adult supervisor who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, or termination.

### **Cyber Bullying**

Bullying of students, unfortunately, has moved from the school yard to the Internet, with taunts via social sites or instant messages. The effect of the online taunts can be devastating to students. **Cyber bullying is defined as “sending or posting harmful or cruel text or images, using the Internet or e-mail, instant messaging with the intent to torment, harass, humiliate, and threaten others.”** Students at Pope John XXIII High School are asked not to engage in this wrongful activity at any level. The administration may intervene in any incident, even if away from the school, that impacts the learning environment of the school.

### **Bullying (On Campus/Off Campus)**

Bullying is defined as “a student/person being repeatedly exposed, over time, to negative actions on the part of one or more persons. Direct bullying consists of face-to-face interactions which may include physical attacks and/or any threatening or intimidating gestures. Indirect bullying consists of a third party/person, in a more subtle, under the surface, acting negatively toward a student and can include social isolation, rumor spreading, and scapegoating.

Bullying takes the form of physical aggression, social aggression, verbal aggression, intimidation, written aggression, sexual harassment, racial and ethnic harassment, and cyber aggression.

These activities toward fellow students are not acceptable and will not be tolerated from Pope John XXIII students. Incidents of bullying need to be reported immediately to the administration at Pope John XXIII High School.

### **HARASSMENT POLICY**

Pope John XXIII High School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual’s race, creed, color, national origin, physical ability, or gender. Harassment of any student by another student is prohibited and will not be tolerated. It is the policy of Pope John XXIII High School to provide an educational environment in which all students are treated with respect and dignity.

### **Sexual Harassment**

Sexual harassment includes, but is not limited to unwelcome, unwanted, and unsolicited advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment can be directed toward a student under conditions as the following:

- Verbal Harassment: Demeaning comments, statements, questions, slurs, jokes, anecdotes, or epithets.

- Written Harassment: Suggestive or obscene letters, notes, or invitations.
- Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures (sexting), cartoons, or posters.

### **Student-to-Student Sexual Harassment**

This policy prohibits student-to-student sexual harassment whenever it is related to student activity or attendance and occurs at any time including, but not limited to, any of the following.

**Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.**

**Note:** Should substantiated conduct outside of the school environment come to the attention of the school, this may serve as grounds for discipline as students of this school are expected to align their lives to Christian principals at all times (i.e. Facebook activity).

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in discipline action up to, and including, expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation from the school.

### **“Sexting” Offenses**

Sexting is the act of sending sexually explicit messages or photographs, primarily between cell phones, primarily from one person to one or several persons. It has also been defined as the sending of sexually provocative messages or visual images to and from computers and cell phones. That said, Pope John XXIII students who send explicit photos of themselves or distribute any provocative photos that have been sent to them to other students will face disciplinary action on the part of the school administration. Any student who sends provocative photos to another individual and uses them to bully, harass, intimidate, or embarrass the individuals receiving these pictures either on computers or cell phones face disciplinary action by the school administrators.

In June, 2011, the State of Texas signed into law Texas Senate Bill 407 which makes “teen sexting” a misdemeanor offense. Under this law, an individual found guilty of “sexting” could face punishments of a fine of not more than \$4,000, confinement, in jail for a term less than a year, or both.

Pope John XXIII students who are found to have sent these images of themselves or others or have distributed these photos to other students face the following course of action set by the Pope John XXIII High School administration:

- Parents and authorities will be notified
- The student will be suspended for a period not to exceed 5 school days
- The Student Conduct Board will be convened to decide on the expulsion of the student from Pope John XXIII High School

Pope John XXIII students are expected to exhibit good judgment and appropriate actions concerning the sending and receiving of this material.

### **School Jurisdiction**

Pope John XXIII High School has total jurisdiction concerning conduct and behavior in school, on school property, and at all school-sponsored events and activities.

### **Cooperation with School Authority**

Failure to cooperate with school personnel as they perform their duties as employees of the school, refusal to identify oneself, or walking away from a staff member in a contemptuous manner will result in disciplinary action.

Necessary steps shall be taken to protect the students and educational climate of the school. Disorder and disruption of the school processes will not be tolerated.

### **Use of Physical Restraint**

In the event that a student or other person on Pope John XXIII High School campus is displaying behaviors that pose an imminent threat to his/her or others safety, every attempt will be made to verbally intervene with the person. Physical interventions will only be made when there is no reasonably safe alternative. The Principal or his/her designee will be immediately notified.

In the unlikely event that a physical restraint is required, staff and faculty will use common sense in the application of such holds.

Written Incident reports from all employees involved and those who witnessed the incident should be submitted to the Principal within 24 hours of the incident. The report should contain at least the following information:

1. Name of person restrained or redirected
2. Name of all persons involved in the restraint or redirection
3. Time and location of restraint or redirection
4. Name of all witnesses (if large event name known, witnesses and estimate number of people present).
5. Behavior of person that first brought attention
6. Interventions tried prior to restraint
7. Length of time restraint was required
8. Response of person to restraint
9. A narrative describing the event

### **DRUG AND ALCOHOL POLICY**

Any student who freely approaches a staff member for help regarding a drug/alcohol problem will be assisted in the spirit of counseling. The same will be true for students referred to any staff member by friends for intervention. These cases will not be considered as disciplinary matters and will be referred to a counselor.

Students under the influence of drugs, alcohol, or any other legally controlled substance on school grounds, while involved in any school-related activity, at any location or in any situation which would reflect adversely on Pope John XXIII High School are liable for disciplinary consequences. Pope John XXIII High School reserves the right to conduct random and specific drug and alcohol testing at any time. Students found possessing drug paraphernalia will be suspended immediately and may be subject to arrest by a local law enforcement agency.

### **Drugs and Alcohol**

By law, no student may use, sell, possess, or otherwise be under the influence of any illegal drug, alcohol, or controlled substance on school grounds, at any school-sponsored event, or at any other school functions. More specifically, the use and abuse of alcohol and drugs is incompatible with Pope John XXIII philosophy.

Pope John XXIII prohibits students from using, selling, possessing, soliciting, or being under the influence of alcohol, illegal narcotics, or controlled substances at any time. Any student found under the

influence or in possession of alcohol, narcotics, or other dangerous drugs is liable for dismissal. Any student who is caught selling, providing, transporting, or transmitting alcohol or drugs will be suspended immediately and turned over to the Harris County Sheriff. The student is also subject to expulsion from school. In addition, information will be provided to civil authorities who will determine if criminal charges will be filed.

Students found to have hosted an event where alcohol or drugs are used or who have provided alcohol or drugs to other students are liable for dismissal. Students found possessing an illegally controlled substance during the school day for use or sale may be dismissed. Any violation of this policy will result in the following actions:

1. Parent(s) or guardian(s) will be immediately notified.
2. Student will be suspended from school.
3. Student and parent/guardian will conference with the administration.
4. The student will meet with a school counselor.
5. The student will be evaluated by an outside agency at the expense of the parents.
6. The student may request an appearance before the Student Conduct Board to appeal any possible dismissal.
7. If the student's appeal is upheld, he/she will be placed on Disciplinary Contract and assigned to his/her counselor for direct supervision to include: a professional evaluation (a formal written report indicating specific recommendations must be submitted to the school within four weeks of the event), regular school counseling, involvement with a support group, participation in psychotherapy or rehabilitation as recommended by the evaluation, random drug testing and any other provisions deemed necessary or appropriate by the Dean of Students and/or his/her counselor. Any student, who violates the terms of his/her contract, including testing positive for controlled substances, may be dismissed.

Supervised or unsupervised events where students are allowed to use alcohol and/or drugs in the home that are brought to the attention of the school will result in a mandatory conference with the Principal, Dean of Students, and the student's counselor to determine whether the family's values are in alignment with the school philosophy regarding underage drinking and/or drug use. If the student is allowed to remain at Pope John XXIII High School, appropriate disciplinary action will be taken.

### **Drug Testing**

Drug testing at Pope John XXIII High School is intended to be a powerful tool facilitating the partnership of school and parents to stand between drugs and the young people we care so deeply about. At Pope John XXIII High School, we reserve the right to conduct random drug tests or test individual students based on reasonable suspicion. Pope John XXIII High School hopes that one of the outcomes of the drug testing policy is to foster a positive, ongoing discussion between parents and their children regarding drugs and alcohol. Drug testing results are intended to promote intervention where substance abuse is detected. Though Pope John XXIII High School cannot offer substance abuse counseling on-site, resources are made available to parents to assist the family in dealing with substance abuse and its effects on the family. If a child tests positive, rehabilitation counseling is mandatory.

#### **Initial Set-Up**

- The Principal (or appointed designee) will facilitate testing of student on predetermined days.
- The test screen will determine if cocaine, marijuana, opiates, methamphetamine, and phencyclidine are present in the sample. These drugs were identified as "illegal drugs" in the President's Executive Order 12564 and are the five drugs mandated for testing by the Federal Government in both urine and hair tests.

### **Notification of Results**

- When a positive drug test is received, the Principal (or appointed designee) will then contact the parent and/or guardian of the student and request a meeting to discuss the situation. This meeting may include the student and a grade level counselor. An explanation of the student's drug test results will be given.
- If the parents question the results of the test, they may choose to have their child re-tested at their own expense.
- A school re-test date will be established 100 calendar days from the original test date.

### **To Help Parents Help Their Children**

- Pope John XXIII mandates that students with positive test results will take an eight-panel witnessed collection and drug screen (urinalysis at locations specified by the school) every two weeks until the school re-test date. The cost of each of these drug screens will be paid for by the student's parent/guardian.
- A parent or guardian must be present for each of these witnessed drug screens.
- Parents will sign a waiver allowing the Principal to receive the results of these witnessed drug screenings.
- If a student tests positive for illicit drugs during this 100 day period, an extension of the re-test may be offered by Pope John XXIII, provided the family decides to seek treatment for the child.
- If a family elects not to seek treatment for the student and he/she tests positive on the re-test date, no other course of action will be permitted and the student will be dismissed from Pope John XXIII High School.

### **Consequences**

- A student who refuses to be tested/re-tested will be dismissed from Pope John XXIII High School.
- A student who tests positive on the random test and refused to take the witnessed collection and urinalysis drug screen will be asked to leave Pope John XXIII High School.
- A student who tests positive on the re-test following the initial test will be contacted by a school administrator and may be dismissed from Pope John XXIII High School.
- A student who tests positive twice within a two-year period will be dismissed from Pope John XXIII High School.

## **CAMPUS REGULATIONS**

### **Closed Campus**

Pope John XXIII High School is a closed campus at all times. Students may not leave the school grounds during the school day for any purpose without permission from the office. All students are required to remain on campus from the time they arrive until they are released for the day. Students are not to make arrangements to meet with anyone except parents, legal guardians, or other authorized persons on campus before, during, or after school.

All visitors must check into the main office. Any unauthorized visitor will be considered to be trespassing. Non-students are not permitted to come on campus until the end of the school day unless they have been properly cleared through the Administrative Office.

### **Hallways**

Any student in the hallways during class time must have a hall pass. During passing time, students are expected to walk into class in a civilized manner without horseplay or disruptive talking.

## **MEDICAL INFORMATION**

### **Illness During School**

Students becoming ill during the school day are to report to the school office. If it is necessary to send the student home, the school will inform the parent, legal guardian, or individual(s) so designated on the student's emergency information record. If this procedure is not followed and the student leaves the campus without checking out properly, he/she will be subject to disciplinary action upon returning to the school and any absence will be treated as unexcused. (Students should be fever free for 24 hours before sending them back to school).

### **Pandemic Flu Guidelines**

Students with fever of 100.0 or greater will be sent home. Parents should dismiss their child from the office within 30 minutes of notification from the school. Students are required to be 24 hours free of fever (<100.) without the aid of medication before returning to school. Students are required to be free of vomiting for 24 hours before returning. This policy will be strictly enforced.

- If trends are detected in a particular class or in the school as a whole, parents will be notified.
- Employees who are not well will be sent home, and substitutes will be found for the classrooms.
- Employees are also required to be 24 hours free of symptoms before returning to work.
- Absences are monitored daily.
- The public health department is notified if attendance drops significantly. In the event of a significant flu epidemic, the school will follow the instructions of the Health Department regarding closing school.
- Teachers will send students to the office if they show signs and symptoms of the flu.(fever, headache, dry cough, sore throat, muscle aches and stomach symptoms such as nausea, vomiting and diarrhea)
- Students will be instructed in the importance of hand washing, covering coughs, sneezes, and the proper disposal of tissues.

### **The Best Defense from the Flu is a Good Offense**

- Get plenty of rest.
- Encourage 3 healthy meals a day. Don't forget fruits and vegetables.
- Add exercise to your daily routine.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Last but not least.....HANDWASHING!

### **Chronic Illness** (Allergies, Asthma, Diabetes, Epilepsy, Food Allergies, General/Unspecified)

Parents are to inform the Principal if students suffer from chronic illnesses or conditions before entry into school. An Individualized Health Care Plan including the following information may be prepared:

- Instructions for observation of the illness
- Care and treatment
- Medication orders and special instructions such as calling EMS or parent notification
- Medication/treatment guideline and requirements
- Any medication or equipment must be provided to the school by the parents

If medications or treatments are involved, the "Schedules and As-Needed (PRN) Medication Permission Form" must be filled out and signed by the physician, physician assistant, or nurse practitioner and returned to the school.

### **Health Screenings**

A spinal screening is conducted on all ninth graders and other students new to the school. When necessary, a referral for further examination will be issued by the nurse to the parent/guardian.

### **Immunization Requirements**

Students must be in compliance with all required immunizations as set forth by the Texas Department of Health Immunization Division. All immunizations must be completed by the first day of attendance. Students without complete records on file will not be admitted to class.

### **Medication**

School personnel are not permitted to administer medication of any kind, prescription or non-prescription including aspirin, unless a physician requests in writing that there is a need for such administration during school hours. All medications must be kept in the office. Medications must have a note attached to it giving permission to dispense and must be in its original container. Parents must also fill out a medication form.

### **PARKING INFORMATION**

Students may use the parking lot only for arriving at school in the morning, leaving school in the afternoon, or with proper authorization. Students are not permitted to be in their cars before school or during the school day. Loitering in the parking lot is prohibited at all times before, during, and after school.

**Parking on campus is a privilege and can be revoked at the discretion of the Administration.**

### **Parking Permits and Regulations**

Permits are purchased from the Dean of Students for \$150.00 and are to be displayed on the rear view mirror of the front windshield. A Student Vehicle Registration form must be filled out by the parent and student; a copy of the student's driver's license and proof of insurance is required. Abuse or misuse of the on-campus parking privilege will result in the loss of the privilege for a time determined by the Dean of Students and/or the vehicle may be towed from the campus at the student's expense.

Students are not to use the parking lot in front of the school or parking spaces around the building. This area is reserved for faculty and visitors. Students purchase specific parking spaces and those spaces may not be used by other students. Students who demonstrate excessive speed, careless driving, improper parking, burning rubber, or disregard for the safety of others in the parking lot will have their campus driving privileges revoked.

Bicycles do not require a parking permit. However, a parking permit is required for motorcycles. Students who bring bicycles on to campus should secure them with a strong chain as protection against theft.

Students are urged to lock their cars and motorcycles. Items of value should be locked in car trunks. The school is not responsible for any damage or theft to autos, motorcycles, or bicycles parked on school grounds.

### **CELL PHONE AND ELECTRONIC DEVICE POLICY**

#### **Cell Phones**

Students may only use cell phones before school, during lunch period, and at the end of the school day. Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls. This includes the use in hallways, restrooms, offices, or any other place on campus. Cell phones must be turned off and kept out of sight. Phones that "fall" out of pockets or backpacks will be confiscated. Any staff member may confiscate the device and turn it in to the office.

Pope John XXIII High School accepts no responsibility for cell phones lost, stolen, or misplaced on campus. Students bring these devices on campus at their own risk. The administration of Pope John XXIII High School will not utilize school time to investigate the incident nor will the school assume any financial responsibility for the cell phone or cell phone charges.

Students needing to make phone calls during the school day may use the phone in the school office after receiving permission from the receptionist. This is a courtesy phone for student use. Parents need to call the school office, **NOT THE STUDENT'S CELL PHONE**, if they need to speak with their student. If it is an emergency, students will be notified by the Office Staff immediately.

\*The school assumes no financial responsibility if a student's cell phone is lost, stolen, or damaged.

### **Consequences of Cell Phone Confiscation**

- First Offense: A \$25.00 fine will be assessed. Cell phone will be returned and a written reprimand will be added to student's discipline file.
- Second Offense: A \$50.00 fine will be assessed. The phone will be returned when the fine is paid.
- Third Offense: A \$100.00 fine will be assessed and the phone will be held for a period not to exceed 10 school days. Parent will be notified by the administration. Parent will need to come in to pick up cell phone.
- Fourth Offense: Parents will be required to come in and meet with the Dean of Students and the student concerning phone use. Because the repeated offenses concerning the cell phone use have occurred, this may be treated as insubordination and further disciplinary action may be implemented.

### **iPods/MP3s**

The use of iPods/MP3s in the classroom is NOT allowed. iPods/MP3s may be listened to at lunch, in the morning before school, and after school in the hallways and cafeteria, but not during the school day.

\*The school assumes no financial responsibility for the iPod/MP3 if lost, stolen, or damaged.

### **Personal Laptops**

Laptop computers may be used in the classroom (at the teacher's discretion). The school assumes no financial responsibility for the laptop if lost, stolen, or damaged.

### **Personal Websites and Blogs**

Students who develop and maintain personal websites and/or blogs, including, but not limited to, freely accessible sites, such as facebook.com, and who are identified as students at Pope John XXIII must keep in mind they are representing the school in a public forum. Any personal site which contains the name and identity of the school must not contain personal information about the student, or other students, inappropriate images, or vulgar language, which would contradict the values of the school as stated in the school's mission statement. The following recommendations are made to students with personal web pages and/or blogs:

Since websites/blogs are available to anyone at anytime, a student should not post personal information that he/she does not want everyone to see and be aware of, including parents, college recruiters, and strangers.

Pope John XXIII encourages all students to use the internet for its educational potential. We are concerned about the safety and reputation of all of our students. When inappropriate websites and/or blogs created and maintained by Pope John XXIII students mention the school's name and/or use a school logo, the school can and must hold the student responsible for its content. Students are asked to not establish any type of website in which teachers' or staff members' personal information is

developed and maintained. Nor should a teacher be subjected to personal attacks or derision by posting of such a site.

Violations of these requests concerning Pope John XXIII High School may be cause for the school to take the following actions:

- Detention as deemed appropriate by the school administration.
- The student will be directed to remove inappropriate postings on electronic media.
- Notify the student's parents/guardians regarding any inappropriate material on a student's webpage/blog.
- If a student will not cooperate with the school administration disciplinary action will be taken until compliance is heeded.

### **STUDENT TECHNOLOGY ACCEPTABLE USE CONTRACT**

Each student and his or her parent/guardian must sign the permission slip before the student is granted access to a live Internet connection. Please read this document carefully before signing at the beginning of each school year. (This document will be handed out by the student's "A" (Crimson Day) teacher on the first day of classes. It should be signed and returned to the office by the end of the first week of school.)

Internet access is available to students and teachers at Pope John XXIII High School, hereafter referred to as POPE JOHN XXIII HIGH SCHOOL.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. POPE JOHN XXIII HIGH SCHOOL has taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. POPE JOHN XXIII HIGH SCHOOL firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Internet – Terms and Conditions of Use**

- **Acceptable Use:** The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of POPE JOHN XXIII HIGH SCHOOL. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Use of the network system at POPE JOHN XXIII HIGH SCHOOL to transmit any material deemed inconsistent with the educational process is **prohibited**.

This includes, but is not limited to:

1. Transmission of copyrighted material, threatening or obscene material, or material protected by trade secret.
  2. Transmission of adult or pornographic material.
  3. Use of Instant Messenger programs such as AOL Instant Messenger (AIM), MSN Messenger, ICQ, Yahoo messenger, or any other such software.
  4. Use of any external e-mail system including web based e-mail such as Hotmail, Yahoo, or AOL.
  5. Use of file sharing software such as Napster, Kazaa, WinMx, BitTorrent, or any other means of external file sharing.
  6. Use of the system and network for the purpose of plagiarism, or cheating of any kind.  
➔ **Note: Any and all use of technology connected to the school network will be monitored and logged at all times. This includes all equipment supplied by the school, World Wide Web use, Electronic mail (e-mail), and transfer of any data on the system.**
- **Privileges:** The use of the school network and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School Administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of POPE JOHN XXIII HIGH SCHOOL may direct the system administrator to deny, revoke, or suspend specific user accounts as deemed necessary.
  - **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.
  - **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    1. Be polite. Abusive language in your communication with others is not acceptable.
    2. Do not swear, use vulgarities, or any other inappropriate language.
    3. Do not reveal your personal address or phone numbers of students or colleagues.
    4. Illegal activities are strictly forbidden.
    5. Use the network in such a way that you would disrupt the use of the network by other users.
    6. All communications and information accessible via the network should be assumed to be private property, and treated as such.
  - **Security:** Security on any computer system is a high priority, especially when the system involves many users.
    1. If you feel you can identify a security problem with the POPE JOHN XXIII HIGH SCHOOL network, you must notify a system administrator immediately. Do not demonstrate the problem to other users.
    2. Do not use another individual's account under any circumstance.
      - a. You are solely responsible for your User ID, password and its usage. Protect your User ID and password at all times. Do not, under any circumstance, give your User ID or password to anyone for any reason.
    3. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges.
    4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

- **Disclaimer:** POPE JOHN XXIII HIGH SCHOOL makes no warranties of any kind, whether expressed or implied, for the service it is providing. POPE JOHN XXIII HIGH SCHOOL will not be held responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. POPE JOHN XXIII HIGH SCHOOL specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **CRISIS MANAGEMENT**

### **School Closings/Bad Weather Days**

In the event of hazardous weather, or any emergency that may threaten the safety or health of students and staff, the Principal of Pope John XXIII High School is authorized to close school, delay starting time, or schedule an early dismissal. Students and parents need to have special arrangements for transportation in case school closes early. School closure or any change of schedule will be announced on the local television stations. Be sure to check the Pope John XXIII website ([www.pj23.org](http://www.pj23.org)) for verification of closing due to inclement weather. If no report is listed, school will be in session as normal.

- **Storm Alerts:** In case of severe weather during school hours, a special announcement will be made over the PA system. Students are to follow whatever instructions are given.
- **Emergency Alert System:** Parents will be notified of any school closings or delayed openings by way of the IRIS automated alert system.

### **Evacuation Plan**

Pope John XXIII High School has implemented an effective, organized plan in the event of an emergency that would warrant evacuation of the school. Staff and students are made aware of this complete evacuation plan at the beginning of the school year. Should you have any questions involving our evacuation plan, please contact the Dean of Students.

### **Evacuation Drill and Procedures**

An evacuation drill will be held once a month on a random basis. This drill is required by law. It is essential when the evacuation bell is sounded that students obey drill procedures and evacuate the building through designated exits. The following procedures are to be observed during the evacuation drill:

- Students are to leave the room quickly and silently and proceed to the designated exit. Students are to walk and not run.
- The first student out of the room opens and secures the classroom door.
- The teacher is the last person to leave the room, closing the door and following the class with a class roll book and emergency report form.
- The students proceed to the designated area and line up orderly with their instructor. Class roll is taken at this time.
- When the “all clear” signal has been given, students are to return to the building. Students return to class in silence

### **Fire Drills**

Fire drills are required by law and are essential to maintain a safe and secure campus.

These drills will be held monthly throughout the school year at the discretion of the administration. Students will not be notified ahead of time as to the day or time of such drills. Everyone is to obey promptly when the first signal is given by teachers or over the PA system. Students should be familiar with prescribed fire drills routes.

## EXTRACURRICULAR/STUDENT ACTIVITIES

### Clubs and Organizations

Students are encouraged to seek membership in one of the recognized clubs and organizations at Pope John XXIII High School. All clubs must have the approval of the principal, be sponsored by an approved adult (usually one of the teachers), and have a stated goal/purpose.

Student organizations at Pope John XXIII are provided for students to participate in activities that are of interest to them. Extracurricular participation is crucial to students' learning and development. Students have a number of activities they may be involved in that will allow for service and interaction with their peers.

### Student Publications

- Various points of view may be presented clearly and thoroughly.
- Student publications may not advocate positions or principles which are contrary to currently defined dogmas, doctrines, and teachings of the Roman Catholic Church; are contrary to the health and safety of the school community and others; or would be considered illegal, unlawful, or unjust in terms of the laws of our country, state, city, or Church.
- Publications may not defame the good reputation of any student or staff member
- Articles and/or advertisement which are obscene, suggestive, vulgar, or distasteful may not appear in student publications.
- The yearbook at Pope John XXIII High School is *The Pride* and the newspaper is *The Paw Print*.

### TAPPS

Pope John XXIII High School is designated "4-A" in the Texas Association of Private and Parochial Schools.

### TAPPS Eligibility

All high school varsity teams are governed by the rules of the Texas Association of Private and Parochial Schools (TAPPS). Specific rules for academic eligibility appear in this handbook. Prior to participation in any TAPPS sanctioned program or competition, students must meet established academic eligibility requirements, provide proof of insurance and parental permission for his/her participation in a sport, and undergo a complete physical examination for sports participation.

- Pope John XXIII High School student/athletes or student/performers (band, drama, choir, art, cheerleaders, mascots, etc.) who fail more than one class at any designated academic quarter will be considered ineligible until the next marking period.
- **Students must have a 2.0 grade point average and must not be deficient in more than one academic class to be eligible for any TAPPS competition.**
- Students who remediate their failing grade(s) will be declared eligible at the conclusion of the next quarter, if there are no scholastic failures during that quarter.
- Any student representing Pope John XXIII High School in a competition or performance, academic or athletic, is considered extracurricular. Examples are listed below:
  - \* Athletes (Varsity, Sub-varsity, Freshmen)
  - \* Managers
  - \* Cheerleaders and Mascot
  - \* Drama
  - \* Art Competitors
  - \* Band
  - \* TAPPS Competitors
  - \* Choir
- Any student who is declared ineligible MAY NOT attend practice or participate in any extracurricular activities.
- Students should not miss a class that they are failing for any extracurricular event. If a student wishes to attend a field trip, but has an academic failure, he/she must have a form signed by the teacher of the deficient class in order to attend. There is a special Absence Request Form that

students must present to the teachers to be signed and then turned in; this is the student's responsibility.

- Students who miss a class(es) for a sporting event, academic competition, or art/band/choir/drama event, must bring a form to each teacher to be signed to verify notification, grades, and assignments before missing school (Absence Request Form).
- **Students who are ineligible for an event are forbidden to ride in any school vehicle to games or competitions, may not sit nor stand with the team during games or competitions, nor wear any part of the issued athletic uniform.**

### **TAPPS Requirements (District and State)**

#### **TAPPS Art Requirements**

- All competing TAPPS students represent our school at all times in both character and in talent. Each student is expected to participate with a positive attitude and with team spirit benefiting our school. For this reason, disciplinary eligibility is required of all students and will be verified by the Dean of Students.
- Qualifying art students will be listed on the final district and state meet rosters one week prior to the respective event.
- **District Meet:** A competing art student, even those NOT participating in the On-site drawing event, may travel to the local district meet with the Pope John XXIII artist team if the student meets the academic and disciplinary eligibility requirements.
- **State Meet:** Any qualifying art student may attend the state meet if he/she is scheduled by the art teacher to participate in the art-related TAPPS events. These events include, but are not limited to, On-Site Drawing, On-Site Photography, Seek and Sketch, and the Art History Memory Test. Alternates will be selected based on eligibility as determined by the teacher and the Dean of Students.

#### **TAPPS Academic Requirements**

All Pope John XXIII students wishing to participate in the Academic portion of TAPPS at the district or state level must meet the following academic eligibility requirements:

- Students must be passing and maintaining a passing grade in all subjects. Academic eligibility must be verified by all teachers of that student. A student eligibility form must be completed by all competing students.
- All competing TAPPS students represent our school at all times in both character and talent. Each student is expected to participate with a positive attitude and with team spirit benefiting our school. For this reason, disciplinary eligibility is required for all students and will be verified by the Dean of Students.

All participating students must have all required paperwork, including a signed permission slip and any applicable fees, completed and turned in before each event. Students failing to complete this requirement will not be allowed to participate in the meet.

Students may be disqualified at any time for academic or disciplinary infractions. The disqualification is mandated by the Dean of Students.

#### **TAPPS Athletic Requirements**

Athletes are expected to follow Pope John XXIII High School policies, as well as the rules set forth by TAPPS.

- The student athlete is to obey training and conduct rules appropriate to his/her obligation to teammates, coaches, teachers, and the school, as well as to all representatives of hosting and visiting schools.

- A student who is a member of a school athletic team and competes for a non-school team in the same sport during the same season, will be declared ineligible for the school team.
- A student athlete must be responsible for arriving at practice on time and remaining until it is over, unless excused by the coach.

### Absences/After School Activities

- A student must be in school a minimum of two full block periods to attend or participate in any after school activities. **Previous evening athletic events do not allow for an excused absence the following day.**

## ADDITIONAL MISCELLANEOUS INFORMATION

### Textbooks

Students are responsible for textbooks checked out to them and their upkeep. Textbooks should have protective covers in place at all times. Students will be charged for textbooks which are lost, stolen, or damaged.

### Student Assemblies

Periodically, the student body comes together for student assemblies, liturgies, and rallies.

- **Religious Assembly:** Mass and other para-liturgical gatherings are held in the school cafeteria or gym throughout the school year. These assemblies are marked by a spirit of celebration, reverence, dignity, and respect.
- **Formal Assembly:** This type of assembly is convened to hear guest speakers and/or to greet dignitaries to the campus. Such occasions are marked by a sense of respect and dignity. Students are expected to exhibit the highest qualities and standards of “Lion Hospitality in greeting and responding to visitors.”
- **Rallies:** Rallies are spirited student meetings. Conduct is appropriate to the activities.
- **Business Assembly:** Business assemblies are held whenever there is a need for an informational or in-house meeting of all students. Conduct at these assemblies is the same good conduct and cooperation expected in a class situation.

### Student Dismissal on Grounds of Parental Behavior

Normally, a student is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school’s ability to effectively serve its students that the parents may be required to remove their student(s) from the school for **ANY** of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to Pope John XXIII High School policies and regulations
- Interference in matters of School Administration or discipline
- Inappropriate actions at Pope John XXIII High School sponsored events which bring unwarranted or derogatory attention to our school.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. If such effort does not correct the situation, the principal may require the parents to withdraw their student(s).

Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

### Calls and Deliveries

During regular school hours, students may not make or receive telephone calls without the permission of the administration. Telephone messages **will not be delivered** to students during school hours **except in**

cases of emergency. All deliveries are to be made to the office. Students may pick up deliveries to school at the end of the day or at lunch.

### **Student Accidents During the School Day**

All students must have a Consent to Treat Form on file in the office. In the event an accident occurs and a student sustains any form of injury during the school day, the following procedures will be followed:

- The parent will be notified by telephone
- The school will cautiously provide first aid
- The school will call for an ambulance in case of a serious emergency
- The school will attempt to make contact with parents prior to transport
- A faculty/staff member will accompany the student to the hospital in the absence of a parent or legal guardian

### **Student Release to an Impaired Parent/Guardian**

No student will be released to a parent, guardian, or parent designee if school personnel believes the person to be impaired, or inebriated, and, therefore, unable to care for the student. Another person from the student's emergency contact list will be called.

### **Carpools**

Students who drive others to school have a definite responsibility for punctuality. Students riding in carpools have the same responsibility for being on time as other students, and carpool problems will not ordinarily be accepted as an excuse for tardiness.

### **Volunteers**

The Archdiocese of Galveston-Houston requires all volunteers to undergo a criminal background check and to complete the VIRTUS training program. Volunteers are required to sign in and sign out when visiting campus and are expected to support the school and governing policies at all times. The administration may terminate the services of any volunteer who fails to uphold school policies and procedures.

### **School Photos**

Pope John XXIII High School reserves the right to use pictures taken by faculty/students on the school campus for any school publication, for example, the school newspaper, internet, etc.

### **Library**

The library is a place for reading, quiet study, and research. Proper behavior is strictly required. All school rules are enforced in addition to the following:

- Maintain appropriate silence
- Handle library materials with care
- Return library materials on time
- Pay fines when returning late materials
- Do not litter, eat, or drink in the library
- Maintain acceptable use of computers

Students who cannot or will not adhere to the rules of the library may be asked to leave and may not be allowed to use the library in the future. Students are to follow the instructions of the Librarian or adult volunteers who are helping to monitor the library during the school day.

### **Library Check Out Policies**

Students may check out regular library materials for a loan period of two (2) weeks, and can renew them for another two weeks when items are not reserved by others. Reserved books may be checked out only over-night and returned before first period the next day. A fine of 10 cents per school day for regular

books and 25 cents per period for reserved books will be charged. Any lost or damaged books will be replaced by the school at the expense of the student. All records must be cleared before Final Exams may be taken.

### **Student Residence**

Pope John XXIII students must reside with one or both parents or a legal guardian for the duration of the academic year. Each student's address, home phone, and parents' work number(s) must be kept current with the front office. It is the responsibility of the parent or legal guardian to provide the school with all emergency/appropriate contact information including address, e-mail, and current phone numbers. Evidence that a student is not residing with a parent or a legal guardian may be cause for requiring a student to withdraw immediately.

### **Lunch Procedures/Food and Drink**

Pope John XXIII High School offers a lunch alternative for students who do not bring their lunch from home. It is the student's responsibility to bring cash, or pack a lunch.

Food and drinks are not permitted outside of the lunch room area. EXCEPTIONS: Food and drink are not permitted in the classrooms or hallways unless there is a teacher moderated club or organization activity. Food that is integrated as part of the instructional plan is permitted (such as ethnic foods day in a foreign language or geography class). Note: Any food or drink items brought from home and stored in lockers must be sealed at all times and should not be left overnight. Bottled water is the ONLY acceptable drink that is allowed in the classroom.

### **Vending Machines**

The vending machines, located inside the cafeteria, are provided as a service to the students. They may be used before school, during break and lunch, and after school. Students are not to be sent out of class to purchase items from the vending machines.

### **Gum Chewing**

Gum chewing is not permitted at any time in the school building. Candy is allowed only as a part of lunch.

### **Visitors**

All visitors must sign in at the Front Office and are expected to obey school rules and to dress in a manner consistent with dress regulations. Student visitors are not allowed on campus during school hours unless arrangements have been made in advance with an administrator or the Admissions Director. The school reserves the right to refuse visitation privileges. The only non-Pope John XXIII students allowed on campus are prospective students who are interested in attending Pope John XXIII or Pope John XXIII alumni. These students must have a note from the Admissions Director approving their visit.

### **Book Bags/Back Packs**

- No book bags, books, back packs, supplies, or school projects are permitted to be left in the hallways or bathrooms.
- Students should keep track of their book bags at all times. Athletic bags should be kept in the athletic locker room or gym during the day. This includes band instruments.
- Classroom aisles should be kept clear and free of book bags or back packs. If book bags become a problem in the classroom, the teacher may ask students to put them in their lockers.

### **Student Lockers**

Students lockers are assigned individually at the beginning of the school year. **The locker must be kept locked at all times.** It is a student's responsibility to keep the locker clean and free of excess paper and waste. **Decorating lockers is not permitted unless for sport/spirit or unless prior approval from the**

**Dean of Students is granted.** The student is cautioned to keep only those materials necessary for schoolwork in the lockers. Students are required to keep lock combinations confidential and may not transfer their assigned locker to another without the permission of the Dean of Students. Lockers are the property of the school, and as such, they may be inspected by the administration at any time. Students who remove another student's lock or enter another student's locker for any reason will receive serious disciplinary consequences. Costs to repair damaged and defaced lockers are the responsibility of the student to whom the locker is assigned. A fee of \$10.00 will be charged for a replacement lock.

If the lock does not function properly, the student should report the locker number to the Dean of Students. 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 items of a personal nature taken from their lockers. Students taking Physical Education are also assigned a locker in the athletic locker room and are subject to the same regulations as with the school locker.

### **Care of School Property**

All buildings, equipment, supplies, materials, and books are the property of Pope John XXIII High School. Students who cause damage, regardless of intent, to such property will be assessed all costs to repair or replace. School privileges may be revoked until such payment is made.

### **Facility Care and Maintenance**

Students are expected to help maintain the buildings and grounds. Litter should be placed in containers, and the buildings and furnishings should be clean and orderly at all times. Particular attention should be given to maintaining the cleanliness of the cafeteria. Damage or maintenance problems should be reported immediately to the office. All posters and signs should be displayed on bulletin boards installed in the hallway and approved by the moderator and the principal. No unauthorized posters are permitted on the walls. Students will be financially responsible for any damage caused to school property.

### **Distribution of Literature, Wearing of Badges, Buttons, Etc.**

To ensure that the welfare and rights of the school community are adequately protected, the following will apply in the case of any distribution of literature and the wearing of buttons, badges, and other insignia on the school campus and the school buildings by students and parents.

- a. Any literature that a student, any individual, or an organization wishes to distribute must first be submitted for approval by the school principal forty-eight (48) hours before the distribution.
- b. All literature must show the name(s) of the author(s), identify the organization or group, and expressly state the objective of the literature or reason for being distributed. In addition, the literature must also state that the printed material does not express the opinions of the school or its student body.
- c. The principal may deny approval of any literature or disallow the wearing of buttons, badges, insignia, etc. the distribution or display of which he reasonably determines:
  - would cause a substantial disruption of, or a material interference with school activities
  - is patently offensive to a substantial portion of the school community due to the depiction or description of sexual conduct, violence, or morbidity, or the use of language that is inappropriate for the school environment
  - is or tends to be injurious of the reputation of any persons and is speculative, misleading, or unreasonably critical
  - would substantially interfere with the rights of other persons

### **Lost and Found**

The school cannot be responsible for lost or stolen property, but will make an effort to assist students in recovery of lost or stolen items. A lost and found center is maintained in the Front Office and all property found should be turned in to the office. Unclaimed clothing, such as school uniform items, belts, ties, and

other items, will be kept by the office staff to be used by students who are in need of them. Depending on the condition of certain clothing items, some may be turned over to benevolent organizations in the community. Students are strongly encouraged to leave valuable items, including large amounts of money, at home. The school recommends that all articles, including lunch boxes, uniforms, sweaters, textbooks, and binders, be labeled with the student's first and last name.

### **Hall Passes**

Students are not to **loiter** in the halls. Students must have a written pass from their teacher in order to be in the hallways of Pope John XXIII during class periods. Students may congregate in the main hall by the lockers in the morning. Students should not be in the main hall during lunch, or after school, unless they are working with a teacher or coach.

### **Defacing School Property**

- We take great pride in our campus and have expectations of our students being able to enjoy it for many years in the future. As a result, defacing of any furniture or other school property is a serious matter and may lead to suspension or possible expulsion. Parents will be held responsible for the replacement item and additional disciplinary measures may also be applied.

### **Rumors**

- While the administration takes steps to ensure that what occurs on campus is appropriate given our Catholic mission, it is obviously not possible to prevent students from sharing rumors about other students, at home or at school.
- Parents should encourage their student not to start rumors, not to engage in spreading rumors through gossip, and not to encourage others to do so. Evening telephone conversations, blogs, instant messenger programs, and texting are the starting points for many rumors, and parents may wish to set firm guidelines that govern their student's use of the telephone or computer. The administration of Pope John XXIII High School encourages parental involvement in this matter.
- Please be advised that, when rumors of a serious nature reach the administration, we have the responsibility to investigate to determine the validity of the allegation. In so doing, the administration is not "choosing sides" nor endorsing the allegation, they are merely acting in the best interest of the student body.

## **GUIDELINES FOR FILING A GRIEVANCE**

### **Parent/Student Grievance Procedure Policy**

The primary purpose of the school Grievance Policy is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise from time to time. Resolution is sought in a cooperative, Christian atmosphere and proceedings are not intended to be of an adversarial nature. No participant is entitled to representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

### **Nondiscrimination**

No person issuing a grievance shall be discriminated against and no reprisals of any kind shall be taken by the board or the school administration against any person who has issued a grievance.

### **Before a Grievance is Filed**

Before allowing difference to become formalized into grievances, every effort should be made to resolve local-level disputes by way of a free and open discussion between the complainant and the immediate authority. Without exception, an informal settlement between the grievant and his or her immediate authoritative persons (Counselor or Dean) shall be attempted prior to formal grievance proceedings. If not settled to the satisfaction of the complainant or if the immediate authority fails to or refuses to discuss

the grievance promptly, the complainant shall present the grievance in accordance with the procedure outline herein.

### **Grievance Procedure Policy**

If a resolution is not reached at each step of the process, it is the responsibility of the parent/student to appeal to the next level.

The procedure does not prohibit a teacher/Principal from initiating and holding a conference regarding school related matters at any time that it may be needed.

In the event that a parent/student is dissatisfied with teacher/administrative decisions/actions, Board of Directors policy or action, the following steps should be followed:

1. The parent/student shall discuss the topic in a conference with the teacher if related to a classroom/teaching issue or the Principal if related to a Board of Directors policy or action.
2. If a resolution is not reached, the parent/student should request a conference with the Principal. A written grievance should be presented to the Principal with the request for a conference. The written grievance must include the following points:
  - (a) explanation of the problem or topic in detail
  - (b) a report on what has been done to date
  - (c) the writer's suggestion for a solution

Should the Board of Directors choose to hear the grievance, it will be considered at the next regularly scheduled monthly meeting of the Board of Directors. The written grievance must include the following points:

1. an explanation of the problem or topic in detail
2. a report on what has been done to date
3. the writer's suggestion for a solution
4. an indication if a hearing is requested

Should the Board of Directors choose to hear the grievance, they will consider it based on the written material provided by the appealing party and the school administration. If an oral presentation is requested, the grievant and the administration shall have the right of reasonable cross examination of the opposing party's witnesses. The Board of Directors will notify the party requesting the hearing of its decision(s) in a timely manner.

The Board of Directors retains the right not to hear a grievance.

The decision of the Board of Directors is final.