



# St. John Paul II School

## STUDENT AND FAMILY HANDBOOK 2024-2025

*[www.jpuihyannis.org](http://www.jpuihyannis.org)*

### **PREPARATORY DIVISION**

**33 CROSS STREET  
HYANNIS, MA 02601  
P (508) 771-7200  
F (508) 771-7233**

### **HIGH SCHOOL**

**120 HIGH SCHOOL ROAD  
HYANNIS, MA 02601  
P (508) 862-6336  
F (508) 862-6339**

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# **MISSION STATEMENTS**

## **Diocese of Fall River: Office of Catholic Schools**

The Office of Catholic Schools in the Diocese of Fall River is rooted in the gospel message of Jesus Christ. This message is carried out according to the authentic teachings of the Catholic Church in union with the Diocesan Bishop who is the Chief Teacher in the Diocese.

The Office of Catholic Schools works collaboratively with parochial and diocesan school communities to provide a faith-centered, holistic, values-based Catholic school experience. Our students are educated and encouraged to live out their lives as vibrant and committed members of our Church, and – as persons of faith – to be responsible and contributing citizens of their community, our nation and the world.

We pledge:

- To assist families, the primary educators, and their children entrusted to our care.
- To work collaboratively with pastors, teachers and Catholic school administrators in fulfilling the Church's teaching and evangelizing mission in the Catholic schools of the Diocese.

### **St. John Paul II School**

St. John Paul II School is a Cape Cod Catholic school that welcomes students and families from diverse faiths and backgrounds who desire a college preparatory, Catholic education. The school's academic, artistic, athletic, and co-curricular programs cultivate strong relationships and empower students to recognize their gifts, develop their potential, and communicate Christ in word and deed. Emulating their patron St. John Paul II, students pursue truth through faith and reason, preparing them to lead lives of continuous learning, respect, and community leadership.

## PURPOSE OF CATHOLIC EDUCATION

“The very notion of Catholic education is closely related to the essential mission of the Church, to communicate Christ. It is linked to our own episcopal mandate to teach - to teach everything that Jesus commanded to be taught. And as teachers, we are called to bear witness by word and example to the Christ whom the Church is endeavoring to communicate. Simply put, the aim of Catholic education is to help people arrive at the fullness of Christian life. It is identified with the great ideal of St. Paul who is not satisfied 'until Christ is formed' in the Galatians; he yearns to see this process completed.”

"The Second Vatican Council presented the aim of all Christian education in various aspects, which include 'ensuring that the baptized... may grow ever more conscious of the gift of faith which they have received; that they may learn to adore God the Father in spirit and truth, especially through liturgical worship; and that they may be prepared to lead their personal lives according to a new nature, in justice and holiness of truth; so that they may reach perfect maturity... and make their contribution to the increase of the Mystical Body.'"

"These are elements with far-reaching implications; they take into account the fact that Catholic education is indeed concerned with the whole person, with his or her eternal destiny and with the common good of society, which the Church herself strives to promote. In practice this requires that the physical, moral and intellectual talents of children and young people should be cared for, so that they may attain a sense of responsibility and the right use of freedom and take an active part in the life of society."

St. John Paul II  
October 28, 1983

## STATEMENT OF SCHOOL PHILOSOPHY

Our school embraces the teaching of the Catholic Church, which recognizes parents as the primary educators of their children. As such, it is important to articulate the mission, philosophy, and vision of the school so that parents can understand our approach and determine if the school best fits their family goals.

Our school philosophy is based on five fundamental values.

### *A Community of Care and Concern*

School culture and environment are premised on the idea that people learn best through relationships that are positive, encouraging, respectful, and professional. Therefore, the school retains qualified faculty and staff members capable of forming healthy relationships marked by mutual respect and shared goals.

### *Full Personhood under God*

From Grade Five through Grade Twelve, we know that our most important charge is the full human formation of our students, who are created in the image and likeness of God. Such formation requires a program of intellectual, spiritual, physical, and social-emotional experiences that help students realize their worth and the central role of God in their creation, lives, and destiny.

### *Academic Excellence*

Students deserve both robust academic challenges and robust support to meet them. The school offers a thoughtfully-developed curriculum based on the Catholic liberal arts tradition and inclusive of evolving STEAM approaches. When expectations are set high, and relationships of respect prevail, students tend to meet those expectations. In equal measure, support and appropriate accommodations are provided for student success.

### *Opportunities to Grow and Thrive*

The school's philosophy of challenge and support is equally operative in athletic, performance, artistic, and other co-curricular endeavors. Students are provided opportunities and encouraged to explore new dimensions of themselves in an environment designed for appropriate risk-taking and growth. We believe in maximizing options and activities so that students are not "waiting in line" and as a result, more readily grow through new endeavors.

### *Spiritual Life and Christian Service*

The school program is rooted in the Catholic Faith. We strive to know, love, and serve God, as Jesus taught, through prayer, worship, and service. In order to educate the whole child truly and to live our pilgrim journey on earth, we recognize that habits of prayer, regular worship at Mass, and meaningful acts of Christian service are of ultimate value. Through prayer, worship, and service, students develop their spiritual dimension, actively engage with other persons in need, and prepare for their ultimate destiny.



## REPORTING AN ABSENCE

To report an absence, call the Main Office at the student's school building before 9:00 AM

*Grades 5 - 8: (508) 771-7200*

*Grades 9 - 12: (508) 862-6336*

## CONTACT INFORMATION

### Main Office

Grades 5 - 8	(508) 771-7200	<a href="mailto:dsiscoe@jpiihyannis.org">dsiscoe@jpiihyannis.org</a>
Grades 9 - 12	(508) 862-6336	<a href="mailto:tjacobs@jpiihyannis.org">tjacobs@jpiihyannis.org</a>

### Assistant Heads of School

Paula Daly, Grades 5 - 8	<a href="mailto:pdaly@jpiihyannis.org">pdaly@jpiihyannis.org</a>
Mona Lisa Valentino, Grades 9 - 12	<a href="mailto:mvalentino@jpiihyannis.org">mvalentino@jpiihyannis.org</a>

### Academic Dean, Grades 5 - 12

Thomas Savas	<a href="mailto:tsavas@jpiihyannis.org">tsavas@jpiihyannis.org</a>
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### Guidance Director, Grades 9 - 12

Mark Tanguay	<a href="mailto:mtanguay@jpiihyannis.org">mtanguay@jpiihyannis.org</a>
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### Student Services Director

Catherine Martin	<a href="mailto:cmartin@jpiihyannis.org">cmartin@jpiihyannis.org</a>
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### Student Accounts, Billing, Tuition and Fees

Margaret Keras	<a href="mailto:mkeras@jpiihyannis.org">mkeras@jpiihyannis.org</a>
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### School Nurses

Laura Linnell, Grades 5 - 8	<a href="mailto:llinnell@jpiihyannis.org">llinnell@jpiihyannis.org</a>
Ellen Byrd, Grades 9 - 12	<a href="mailto:ebyrd@jpiihyannis.org">ebyrd@jpiihyannis.org</a>

### Admissions and Advancement Director

Jenn Canzano	<a href="mailto:jcanzano@jpiihyannis.org">jcanzano@jpiihyannis.org</a>
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### Athletic Director

Mike Young	<a href="mailto:myoung@jpiihyannis.org">myoung@jpiihyannis.org</a>
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### Head of School

John Redding	<a href="mailto:jredding@jpiihyannis.org">jredding@jpiihyannis.org</a>
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Teacher email addresses are available on the JPII website and in the Parent Portal.

## COMMUNICATION BETWEEN HOME AND SCHOOL

**Weekly Communication:** “The Blue & Gold” weekly bulletin provides essential information to families about school events, club meetings, athletic updates, and other activities. Families should ensure that their email addresses in the Family Portal are correct and that they read all pertinent information in the weekly bulletin.

**School Delay or Cancellation:** The school uses an automated calling and text messaging system to inform families in case of a weather situation or other emergency.

**Parent Portal:** Grades, interim progress reports, and report cards are posted on the FACTS Family Portal. Parents/guardians and students are encouraged to check the portal on a regular basis.

**White Envelope System:** Grades 5 - 8 use a white envelope to send important announcements and school information home to families. When the envelope is sent home, parents or guardians should sign the outside of the envelope and have the student return it to his or her homeroom teacher the next day.

**Parent-Teacher Conferences:** A parent-teacher conference can be initiated by the teacher or parent at any time. Parents or guardians should email the teacher directly to set up an appointment.

**Other Notices:** Students may come home with notices or slips (e.g., detention forms) that should be signed and returned to the school the next day.

## SCHOOL SCHEDULES

St. John Paul II School follows a rotating, seven-day schedule, in which each school day starts with the next course on the student's schedule. Grades 5 - 8 include specials, such as foreign languages and arts, on several days of the rotation. The bell schedules are as follows.

### *Preparator Division, Grades 5 - 8*

Homeroom:	<b>8:05 - 8:12</b>	Every morning, the first bell rings at 7:55 AM, indicating that students should move to their homeroom.
Period 1:	<b>8:12 - 8:57</b>	
Period 2:	<b>9:01 - 9:46</b>	Four minutes of passing time from one class to the next is built into the schedule. Students are expected to be in their seats and ready to learn at the start of each class.
Period 3:	<b>9:50 - 10:35</b>	
Period 4:	<b>10:39 - 11:24</b>	
Lunch:	<b>11:28 - 11:56</b>	
X-Block:	<b>11:58 - 12:24</b>	Dismissal every day is at 2:51 PM, when announcements are made.
Period 5:	<b>12:28 - 1:13</b>	
Period 6:	<b>1:17 - 2:02</b>	
Period 7:	<b>2:06 - 2:51</b>	

### *High School, Grades 9 - 12*

Period 1:	<b>8:05 - 8:57</b>	On the first school day of each week, High School students begin with announcements and prayer in the Auditorium.
Period 2:	<b>9:01 - 9:46</b>	
Period 3:	<b>9:50 - 10:35</b>	The first bell rings at 8:00 AM, indicating that a student should move to the first period class. Prayer and announcements are read after the second bell at 8:05 AM.
Period 4:	<b>10:39 - 11:24</b>	
Lunch 1/X1:	<b>11:28 - 11:56</b>	
Lunch 2/X2:	<b>11:58 - 12:24</b>	
Period 5:	<b>12:28 - 1:13</b>	Four minutes of passing time are provided between each class. Students are expected to be in their seats and ready to learn at the start of each class.
Period 6:	<b>1:17 - 2:02</b>	
Period 7:	<b>2:06 - 2:51</b>	

## **PARENT RESPONSIBILITIES**

In choosing St. John Paul II School, parents agree to accept the responsibility of supporting the rules and regulations outlined in this handbook and agree to abide by them. The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines that that partnership is irretrievably broken.

## **GOVERNING AUTHORITY**

All schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The policy manuals\*\* of the Diocese of Fall River replace and supersede any contrary statements of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.

\*\* These manuals are available to be read at the Catholic Schools Alliance, 373 Elsbree Street, Fall River, MA, 02720

## **AMENDMENTS TO THE FAMILY-STUDENT HANDBOOK**

The school reserves the right to amend or add to this handbook when warranted. Parents and students will be notified in writing of any changes.

# ACADEMICS

## Academic Integrity

St. John Paul II School is committed to the academic growth and character formation of all community members. In this environment, honesty, responsibility, trust and respect are fostered as the basis for behavior in school and in the community. The Academic Integrity policy and procedures presented here are used across all academic departments and school programs to facilitate academic growth and character development. The development of academic integrity within each student is the core of our mission to foster personal responsibility and high moral standards. This form of character brings lifelong benefits across all professional settings.

Academic misconduct includes, but is not limited to: cheating, plagiarism, lying, and/or complying with another student engaged in those behaviors.

Cheating is defined as the giving or receiving of unauthorized assistance from any verbal or written source in the completion of assigned work. Examples of such material include homework, special assignments, tests and quizzes, projects, labs, or any other information or answers provided to receive a graded evaluation of academic performance. A student who willingly provides unauthorized information, answers and/or support to another student is equally guilty of academic misconduct.

Plagiarism occurs when a student intentionally or unintentionally fails to acknowledge all materials quoted, paraphrased, or summarized from any published or unpublished work. This can include written or computerized sources, as well as the major assignments and reports of other students.

Specific examples of academic misconduct include, but are not limited to the following:

- Possession of unauthorized materials during a test or quiz, including notes, books, telephone, computer.
- Unauthorized communication of information about the contents of a quiz, lab report, test or any other graded assignment.
- Copying of assignments, lab reports, study guides, or any other graded assignment.
- Unauthorized use of the Internet.
- Inaccuracies in citing sources for a research assignment or misquoting a source used in a research assignment.
- Complying with another student in committing academic misconduct.
- Lying or otherwise falsifying information.

In the event that a teacher and/or administrator determines that a student has been involved in any form of academic misconduct, he/she will issue the student a double detention, report the incident to the Academic Dean, and notify the parents with a phone call. In addition, students involved in academic misconduct will be assigned a grade of “0” for the assignment, regardless of the graded weight of the material involved. These sanctions will apply to any violation of academic integrity.

Second incidents of academic misconduct will result in more serious sanctions, minimally a Saturday detention, with a possibility of suspension and/or expulsion. Subsequent incidents of academic misconduct in a student's high school career will result in an expulsion hearing.

## **Academic Probation/Expulsion**

### **Academic Probation**

In the Preparatory division, grades 5 - 8, students are placed on academic probation if they are failing any two subjects, or have grades below 70% in any three subjects. Academic eligibility in grades 5 - 8 is determined anew at the start of each academic year.

In the High School, grades 9 - 12, students are placed on academic probation if their semester or cumulative grade point average is below a 2.0. In addition, the grades of incoming freshmen will be reviewed at the end of the first quarter and any freshman whose 1st quarter grades fall below the standard noted above will also be placed on academic probation. Academic probation in grades 9 - 12 carries over from one academic year to the next.

A student on academic probation may be restricted from participating in extracurricular or co-curricular activities.

Students who are on academic probation are required to complete the following:

- Attend individual academic meetings, scheduled with the Dean of Academics (Grades 5 - 8) or Guidance Director (Grades 9 - 12).
- Attend weekly extra help sessions and seek help from teachers in the subject areas in which grades indicate the student is having difficulty.
- Demonstrate the commitment to improve by consistently completing all assignments in a satisfactory manner and by making profitable use of any available study time.

### **Retention and Non-Readmittance - Preparatory Division**

All students are accepted to St. John Paul II School on an annual basis. Students who have unsatisfactory academic records are liable to non-readmission to JPII for the following academic year. In order for a student to be promoted to the next grade, the student must receive passing marks in all subject areas. If a single course is failed, it must be remediated before the student can return to school for the next year. Two or more failures will result in non-promotion and non-readmission.

### **Academic Expulsion - High School**

A student in grades 9 - 12 may be asked to leave JPII under the following academic circumstances:

- The student is not performing according to his/her academic potential.
- The student is of average or above average ability and falls below 2.0 cumulative GPA.
- The student's cumulative GPA or semester GPA is below 1.5 for more than two consecutive semesters.
- The student has been on Academic Probation and has not complied with the above requirements.
- The student fails to successfully complete required remediation.
- The student does not have sufficient credits to begin the next school year.

- 6.5 credits for sophomore year
- 13 credits for junior year
- 19.5 credits for senior year

## Christian Service Requirement

All students at St. John Paul II School are required to participate in Christian service to the community every year they are enrolled. The requirements increase as a student moves up to the higher grades. The school determines what is and is not acceptable service to the community. Students who do not complete the required Christian service each year will not be promoted to the next grade and will be recommended for non-readmission; grade eight and grade twelve students will not graduate unless Christian service requirements are met.

In grades 5 - 8, students will be provided a Christian service reporting form, which is available on the school website and at the Main Office. The form must be completed by an adult who oversaw the service being performed. It may not be completed by a parent or other family member. The school provides several service opportunities and will provide to students a list of other activities that are pre-approved. It is the student's responsibility to have other Christian service projects approved in advance. All documentation of Christian service must be submitted by a deadline determined by the principal each year, typically during the last week of May. Requirements for students in grades 5 - 8 are as follows:

- Grade five: five hours of Christian service.
- Grade six: six hours of Christian service.
- Grade seven: seven hours of Christian service.
- Grade eight: eight hours of Christian service.

In grades 9 - 12, Christian service is organized through Campus Ministry and the Theology classes. On report cards and transcripts, students in grades nine through eleven will receive a Pass/Fail grade based on their completion of the required service. The credit will be recorded as a zero-credit "class." Senior Christian service grades are determined through the Theology course. Requirements for grades 9 - 12 are as follows:

- **Grade nine:** freshmen are required to participate in two service experiences led by a member of the JPII faculty or staff. The student must be present for the preparation and follow-up meetings, as well as the actual service event, to fulfill their service requirement. Service opportunities and sign-up sheets will be posted on the bulletin board outside the Campus Ministry Office, and teachers make announcements about upcoming service events during morning announcements.
- **Grade ten:** sophomores are required to participate in four service experiences led by a member of the JPII faculty or staff. Exceptions to this requirement can only be granted by the service coordinator. The student must be present for the preparation and follow-up meetings, as well as the actual service event, to fulfill their service requirement. Service opportunities and sign-up sheets will be posted on the bulletin board outside the Campus Ministry Office, and teachers make announcements about upcoming service events during morning announcements.
- **Grade eleven:** juniors will participate in Christian Service to the "marginalized." Each student will find and serve an agency that serves a marginalized population. Juniors must complete eight visits to no more than two service sites. Juniors are encouraged to choose their site(s) with an eye toward the

Senior Social Justice Advocacy project. In other words, they should choose a social justice issue that they would like to explore further in senior year. A service reflection paper will be completed and turned in to the Theology teacher after the last visit. For the purposes of this assignment marginalized will be defined as: *a population of people who are generally forgotten members of society, disproportionately affected by socioeconomic conditions, underserved and underrepresented. The marginalized person is one whose needs are greater than the average member of society and whose needs are generally unmet. We look to Jesus as a model of service to the marginalized.*

- **Grade twelve:** seniors will participate in Christian Service with the theme of social justice advocacy. To become an advocate is to speak for a group of people who may not be able to speak for themselves. Seniors are encouraged to focus their Social Justice advocacy project on an issue they started during their junior service. Six site visits are required for the completion of Christian Service. Two visits must be completed as part of the Advocacy Project and four additional visits must be completed in the second semester. Participation in the Social Justice Fair is required. Seniors will present their projects in December.

### **Courses Not Taken at St. John Paul II School - High School**

Prior approval is required in order to receive credit for any courses taken at another school (college, university, summer school, evening school, etc.). Students must obtain this permission from the Guidance Director. In some cases, permission must also be obtained from the Assistant Head of School. If permission is given there is still a 100% tuition obligation to St. John Paul II School since credit will be accepted by JP II for graduation.

### **Curriculum and Courses - High School**

The Course Description Book for grades 9 - 12 is issued each year. This document can be found on the school website. It contains important information regarding the academic program including the course of study, course levels, and graduation requirements.

### **Extra Help Sessions**

The educational achievement of students is dependent upon the instruction within the classroom, the student's ability and motivation, and the reinforcement of these educational principles at home. Each St. John Paul II School teacher is committed to spending time, either before or after school, to offer extra educational assistance to students. Students who are on academic probation are required to attend weekly extra help sessions in the subjects in which they are experiencing difficulties.

St. John Paul II School athletes and performing arts students are entitled to one half-hour of extra help after school as needed prior to practices or rehearsals.

### **Grading**

Student grades are an objective evaluation of progress in tests, quizzes, written assignments, homework, daily class work, special projects, and other assignments.



The grading system is as follows:

A+: 97 - 100 A: 93 - 96 A-: 90 - 92	B+: 87 - 89 B: 83 - 86 B-: 80 - 82	C+: 77 - 79 C: 73 - 76 C-: 70 - 72	D+: 67 - 69 D: 63 - 66 D-: 60 - 62 F: Below 60
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In grades 9 - 12, required courses that are failed must be made up.

"U" grade: An "Undecided" grade may be given, for the first semester grade of a full year course, to those students who have shown consistent effort, but whose average is between 55-59%. Assignment of a "U" grade is at the discretion of the teacher. The "U" will count as "0" credit toward the G.P.A. calculation. If the student passes the second semester, this "U" will be changed to a "D-" in June and credit will be given for both semesters. If the student fails the second semester, the "U" grade is to be changed to an "F" grade and no credit will be given.

"I" grade: An "Incomplete" grade may be given only for extenuating circumstances, e.g. a serious medical situation. The Guidance Director and/or Assistant Head of School must approve all "I" grades. Each student receives a final grade for each semester's work on the report card.

### Graduation Requirements - High School

JPII requires 26 credits in grades 9 - 12 for graduation, which exceeds the minimum standards adopted by the Commonwealth of Massachusetts. The program of study at JPII is designed as a four-year sequence; therefore, early graduation will not be allowed.

English	4 Credits
Theology	4 Credits
Science	3 Credits ( <i>2 Credits must be a laboratory science</i> )
Mathematics	3 Credits
Social Studies	3 Credits ( <i>1½ Credits in World History and US History required</i> )
World Languages	3 Credits ( <i>must be earned in the same language</i> )
Fine Arts	1 Credit
Health	½ Credit
Elective Courses	4½ Credits

Successful completion of the school's Christian Service Program is required for graduation. All obligations toward St. John Paul II School (academic, disciplinary, and financial) must be satisfied before a student will receive the diploma.

## Homework

Homework is self-study, i.e., the student's personal engagement with course content. Therefore, it is intended and expected that all students spend time as needed each night to study and review. Students should remember that homework includes study and research time in addition to daily written assignments. It also includes review of daily notes, note-taking of reading assignments, and preparation for the next class session.

Parents/guardians are encouraged to supervise their student's study at home to ensure that sufficient time is devoted to academic matters. Students are responsible for all homework missed when absent from school. (See "Absence from School" policies.)

### ***Late Work (High School)***

Students will have one calendar week past the due date to complete an assignment. Late work will incur a daily penalty (set by each department), and on Day 8, the student will receive no credit, 0%, for the assignment. Students must communicate with the teacher if extra time is needed. If agreed upon, the teacher will set an extended deadline.

## Honors Roll

The Honors Roll in grades 5 - 8 at St. John Paul II School is based upon the following criteria:

- 1st Honors: all A's in major subjects (90% and above in those that meet every day of the week), A's and B's in all other subjects (80% and above)
- 2nd Honors: all A's and B's in major subjects, A's and B's in all other subjects (80% and above in every subject)
- Honorable Mention: all A's and B's in major subjects, A's, B's (80% and above), and one C (70% - 79%) in all other subjects

The Honors Roll in grades 9 - 12 is based upon a student's unweighted grade average each quarter, not semester or cumulative averages. To be on the Honors Roll a student must have at least five grades on his/her report card, and may have no "I's" or "F's". Students with Incomplete grades will not be eligible for honors roll until completed grades are reported.

- Highest Honors: A average/no grade lower than A- for that grading period.
- High Honors: A- average/no grade lower than C- for that grading period.
- Honors: B+ average/no grade lower than C- for that grading period.
- Merit List: B average/no grade lower than C- for that grading period.

## International Students

### ***Technology Use***

iPads and laptops may not be used as translators on tests, quizzes, or other assessments as determined by the teacher. International students may use a dictionary app only when needed in class. International students must follow all JPII rules regarding cell phone and smartwatch use.

## ***Attendance***

Regular attendance is essential for all students to succeed. All international students must make every effort to be in school, on time, every school day, according to the handbook guidelines. Any international student who wishes to take additional vacation days beyond the scheduled school vacation days must comply with the following criteria:

- Students must complete an agency travel form with copies to the International Students Coordinator.
- Students must have a satisfactory attendance record, not to exceed 5 absences per term, excused or unexcused.
- Students must be in good academic standing.
- Students are responsible for making up all work missed while absent.

## ***Academics***

In order to succeed at JPPI, international students must dedicate sufficient time to their academic success. International students should follow these guidelines for academic success:

- Actively participate in their education by contributing in classroom discussions, activities, and group projects.
- Seek extra help from teachers during X Block or after school as needed.
- Complete all school Christian Service requirements.
- Pass every course by earning a minimum grade of C-.

## **National Honor Society/National Junior Honor Society**

The St. John Paul II School's Chapters of the National Junior Honor Society and National Honor Society follow the purpose and rules of the constitution of the national organization: to create enthusiasm for scholarship, to stimulate a desire to provide service, to promote leadership, and to develop character. Membership in the National Honor Society and National Junior Honor Society is an honor not bestowed automatically, nor based solely on students' academic standing.

Saint Mother Theresa is the patron of the JPPI Chapter of the National Junior Honor Society. To be eligible for membership in the NJHS, a student must be in the seventh or eighth grade, and a member of St. John Paul II School for at least one semester. Students are invited by academic standing to apply for membership to the NJHS. Membership is granted only to students selected by the NJHS Faculty Council. Only students who have a cumulative grade point average of 90% (A- or better) in the six major subjects meet the scholarship requirement. Being nominated should not be construed as being selected for membership. Students who are eligible for consideration based on academic standing must then meet standards on the basis of service, leadership, citizenship, and character. A member of the National Junior Honor Society should epitomize the standards set by the school. An NJHS member must be an exemplar for the school. Eligible students are given a letter informing them of their nomination for membership. Nominees must meet with the NJHS advisers who will outline the nominee's responsibility for the creation of a portfolio. All sections of the portfolio must have a written response for a candidate to be considered for membership. Submitted to the Faculty Council, the portfolios are reviewed and voted upon. A simple majority vote

suffices for membership. The Council's decision is definitive; however, an appeal process is outlined in the national charter and available upon request. The Council will notify students by letter of the decision. A detailed description of the selection process is in the Chapter's bylaws, available upon request to the Chapter Adviser.

To be eligible for membership in the Our Lady, Star of the Sea Chapter of the National Honor Society in grades 9 - 12, students must have attained a cumulative grade point average of 3.5 at the conclusion of the sophomore year. These students are then eligible for consideration in the areas of service, leadership, and character. Eligible students are sent a letter informing them of their nomination for membership. They must complete the application process by a specified deadline date. The applications are then submitted to the Faculty Council, reviewed and then voted upon. A majority vote suffices for membership, and all candidates are subject to approval of the Assistant Head of School. Under the discretion of the administration, students could be suspended from the National Honor Society based upon findings of academic probation, disciplinary issues, or integrity issues.

Following induction, all members are expected to uphold the standards of scholarship, leadership, citizenship, character, and service 24 hours a day, seven days a week. Those who do not uphold the standards will be placed on probation and may be dismissed.

### **Report Cards and Interim Progress Reports**

The school utilizes electronic grade reporting. This method of grade reporting allows for a full and complete accounting of grades to our students and parents. Parents are encouraged to regularly monitor academic progress by accessing St. John Paul II School's Family Portal system.

Interim progress reports will be posted at the halfway point of each quarter. These reports will include an interim grade and teacher comments. Report cards are sent to all parents/guardians at the end of each quarter. The school calendar indicates the closing dates of the individual marking terms. Report cards of students who have unfulfilled financial obligations with the school will be withheld until these obligations have been satisfied.

### **Scheduling**

Students entering St. John Paul II School in grades 5 - 8 choose their preferred performing arts electives. All other courses are scheduled based on a prescribed curriculum. Math classes in the seventh and eighth grades are leveled based on each student's performance in preceding mathematics courses.

In grades 9 - 12, students are encouraged to select a course commensurate with their goals and abilities. Consultations with the Guidance Director, discussions with parents, and recommendations of teachers will assist students in making these important decisions. Students are to select electives that are appropriate for their ability; JPII reserves the right to re-assign or alter these choices if the student is to move to a higher or lower level. Schedules may also be altered based on class size restrictions and the availability of classes. While we will attempt to schedule students for all courses that they select and are qualified for, we can only guarantee that students will be scheduled for those courses specifically required for graduation. Required courses may not be dropped, nor are students allowed to have more than one study hall. After a semester

begins, classes may be dropped or added only during the first two weeks of a course, unless permission is obtained from the Guidance Director and course instructor. Further academic information is available in the Course Description Book, which is issued annually.

## **Semester Exams**

Semester exams are given at the conclusion of each semester. They are representative and comprehensive for the semester. It is the student's responsibility, not the teacher's, to prepare and review adequately for the exams. Students are not allowed to keep their semester exams, but they are encouraged to ask their teachers for their exam scores. Teachers typically review material for semester exams as part of the learning process.

Semester examinations will not be given early for students who will not be at school on the days scheduled for examinations. In special emergency situations, parents/guardians should arrange with the Guidance Director and/or Assistant Head of School for special examination times. Students with unfulfilled financial obligations will be allowed to take semester exams; however, students will not receive semester credit until those obligations are met. Students with outstanding financial obligations will receive an "I" grade on their report cards until the examinations have been completed. *Incomplete semester exam grades must be made up within TWO WEEKS of the end of the semester.*

In grades 5 - 8, semester exam grades are included in the quarter two or quarter four grades and count as ten percent of that quarter's grade. In grades 9 - 12, the semester exam counts as ten percent of the overall semester grade.

## **Standardized Testing**

St. John Paul II School participates in the standardized testing program offered by the Diocese of Fall River. In grades 5 - 8, MAP Growth Testing in math, reading, and language arts will be administered three times per year, and results will be sent to parents/guardians.

Students in grades 9 - 12 participate in PSAT/SAT School Day each year. Students in ninth grade are administered the PSAT 9 test, students in grade ten are administered the PSAT test, and students in grade eleven are administered the PSAT/NMSQT test. Grade twelve students take the SAT. No additional fee is required for these tests. All students are required to attend the standardized testing days.

## **Structured Alternative Learning Day**

In cases of weather-related or other school cancellation, St. John Paul II School may institute Structured Alternative Learning (SAL) days that satisfy school day requirements and minimize learning disruption. Parents will be notified by phone call and email by the Head of School when a SAL Day has been instituted. When the school initiates a SAL day, teachers will provide digital (or other) instruction via articles, textbooks, videos, chat or other teacher-provided input. Students will complete performance tasks associated with teacher-provided instruction. Teachers and students will be available to interact via discussion thread, chat, email, or other digital conversation tools. The method of electronic communication and the time frame for teacher availability is determined by the teacher and noted in the assignment directions.

## **Student Records**

Parents and students may request to see their school records by contacting the Main Office. The student's permanent record consists of basic biographical data and place of address, the cumulative grades from the previous school years, and standardized testing. Teacher grade books, daily lesson plans, disciplinary notes, and forms are not a part of the permanent record and as such not within a parent's right to review. Parents wishing to review their child's permanent record must sign a request form. While the school will make every effort to honor the request immediately, it reserves a twenty-four-hour period before providing the cumulative record.

With respect to the review and/or release of student records by both a custodial and a non-custodial parent, the official JPII policy in this regard follows school law, which says:

“With respect to the giving of consent, or access to records, a non-custodial parent has the same rights as a custodial parent unless otherwise provided in the divorce decree or other court order.”

A letter on the part of the non-custodial parent requesting release of student records must be on file with the student's permanent record.

Parents of students withdrawing from St. John Paul II School must complete a “Withdrawal and Release of Information” form. This document authorizes the school to release a student's cumulative file to the receiving school. Any outstanding obligations must be met in order for a student to be considered withdrawn and records released.

## **Summer Learning Program**

Every student who plans to enter or return to St. John Paul II School for a new academic year is required to take part in our school-sponsored summer learning program. In grades 5 - 8, students choose from among a list of books provided by the school. In grades 9 - 12, Theology and English courses provide school-wide or grade-specific reading lists. Additionally, Advanced Placement (AP) courses require summer work as a condition of enrollment. Under normal circumstances, CP and Honors level courses in grades 9 - 12 will not require individual summer academic work.

## **Textbooks**

In grades 5 - 8, most textbooks are provided electronically. Students receive their log-in information in September. The cost of the textbooks is included in the school tuition. The school may require families to purchase consumable workbooks, novels, and the like.

In grades 9 - 12, families must purchase textbooks for the students' courses. The textbook list is provided to students and families during the summer. All assigned textbooks, whether paper or electronic, must be acquired by the start of the fall semester.

Since electronic texts are used on a regular basis, all students must come to school every day with a fully charged school approved device that is ready to use.

# SCHOOL ENVIRONMENT

## Absence from School

When a student is absent from or tardy to school for any reason, a parent or guardian must provide telephone or email notification to the Main Office by 9:00 AM On the day of the student's return after an absence, a signed note including the student's name, the date, days of absence, and reason for absence must be presented at the Main Office. A detention is issued to students who fail to present a note. If a student is absent for nine days in one semester, a meeting with guidance and administration may be required. After three consecutive days of absence due to illness, medical certification attesting to the student's readiness to return to school is required.

Attendance is required to comprehend the material covered in all courses as well as to receive course credit. A student must be present in school for at least 60% of the school day in order to receive credit for that day of school. Any student who is absent from school for more than ten days in a semester may receive no credit for that semester. Unless the school deems it an extenuating circumstance, no credit will be given to students with more than 20 school days absent per year. Excessive absences may result in failing a course and/or expulsion from school.

In order to participate in any athletic or extracurricular activities on a particular day, students must arrive no later than 10:30 am and may not be dismissed before 12:15 pm on a regular school day.

### ***College Visits***

Ordinarily, college visits are expected to be scheduled for days outside of the school calendar. However, in cases where this is not possible, college visits will be considered excused according to the following guidelines. Juniors are allowed up to two (2) days of excused absence for college visits and seniors are permitted three (3) days. Upon return to school, students should provide the Main Office with confirmation of the college visit.

### ***Cut Days***

JPII does not authorize cut days. Should a significant number of students be absent on a particular day, the administration reserves the right to require medical verification, require students to make up school days, or impose disciplinary consequences when students have missed school.

### ***Make-Up Work (Preparatory Division)***

Under normal circumstances, a student with an excused absence is permitted to make up all missed work. Students are expected to make up missing quizzes and tests within one week of absence. Students may receive a zero grade for assignments and assessments not completed in a timely manner.

Students are expected to make contact with their teachers upon their return to school. This is most efficient for students missing only one or two days. As a student enters upon a third consecutive day of absence – or

if a longer absence is anticipated – then the Assistant Head of School or the Academic Dean should be contacted to organize make-up work.

### ***Make-Up Work (High School)***

Under normal circumstances, a student with an excused absence is permitted to make up missed work in a timely manner. Students are expected to monitor Google Classroom for missed classwork and assignments and to make up missing quizzes and tests within one week of absence. Students are expected to make contact with their teachers upon their return to school to review missed work and to arrange any potential extended deadlines for missed work or assessments. As a student enters a third consecutive day of absence – or if a longer absence is anticipated – then the Guidance Director should be contacted to organize make-up work.

### ***Medical Appointments***

When a student must be excused from school or from class for appointments or other reasons, he/she must bring a written request from his/her parents or guardian. This request must be presented to the Main Office on the day before the student is to be excused or before classes begin on a day of partial release. Parents must enter the school to pick students up and sign them out. Student drivers may sign themselves out. When the student returns to school, he/she must report to the Main Office for an Admit Slip.

### ***Prearranged Absences***

The Assistant Heads of School have the authority to excuse an absence when it is judged to be in the best interest of all concerned. Students requesting an absence because of hospitalization, other educational opportunities, or vacation with parents should follow the procedures outlined below:

- The student obtains a Prearranged Absence Form from the Main Office for any absences to exceed three days. The parent or guardian fills in the information regarding the purpose and dates of the absence and then signs the form.
- The student presents the signed form to the Assistant Head of School for approval, then takes the approved form to the subject area teachers. The teachers may indicate the work to be made up when the student returns. After obtaining the signature and comments of all the subject area teachers, the student presents the form to the Assistant Head of School.
- It is the responsibility of the student to make up all missed work.
- Prearranged absences following this procedure will be considered excused absences. These days, along with absences for illness, may not exceed the limit allowed for credit. Students who are on attendance probation or have been ill for several days during the academic year are not likely to receive approval. Pre-approved absences should not be requested during exam week or the last week of any quarter.

## **Academic Resource Center**

The ARC will be available before and after school. All who enter are to exhibit respect for the space and the other students and individuals that are present.

- Phones/electronics are to be silenced
- Quiet voices are to be used



- Furniture is to be kept in place
- Printers are available for academic purposes only
- Books and borrowed supplies are to be returned to their original place/condition
- No food or drink, excepting water in a closed container, is permitted in the ARC

From time to time, teachers may use class time to bring their students to the ARC. No student should ever be in the ARC unless accompanied by a classroom teacher.

### **Accidents/Injuries**

When a student sustains an injury at school, the Health Office will be contacted immediately. The Nurse/Health Aide can provide first aid and will contact the parents/guardians in order to jointly determine the appropriate course of action. The person caring for the injured student must complete a Diocesan Accident Report Form.

### **After-Care Program - Preparatory Division**

The school offers an After-Care Program to students in grades 5 - 8. The program is provided for students who are not picked up at the conclusion of the school day or at the conclusion of a sponsored sport event or activity. In general, parents are required to pick up their child within fifteen minutes of any school sanctioned event.

- School ends at 2:51 PM, when end-of-the day announcements are made. For students not staying for any school-sanctioned club, activity, silent study hall, or athletic event, they must be picked up by 3:15 PM. If they are not, they will be brought to the After-Care room, where they will be supervised. Parents will be required to sign out their children when they pick them up.
- The Silent Study Hall is held almost every day except the first Tuesday of the month, which is the faculty meeting. The Silent Study Hall is held from 3:00 PM until 4:00 PM. If a child stays for the Silent Study Hall, he/she must be picked-up at 4:00 PM. There is no charge for the silent study hall. However, a student must stay for the full hour. Parents may not disturb the study hall to pick up a child early. If the child is not picked up from the Silent Study Hall by 4:15 PM, he/she will be brought to the After-Care room.
- Any student staying for a school-sanctioned club, activity, or athletic event must be picked-up within fifteen minutes of the event's conclusion. If the child is not picked-up within fifteen minutes of the event's end, he/she will be brought to the After-Care room and charged accordingly. For any extra-help session with a teacher which dismisses before 4:00 PM, the student will be brought to the After-Care. Again, the student must be picked-up before 4:15 PM in order to avoid the after-care charge. Should the event conclude early due to a change in the information which was announced to the parent, the child will be placed in the After-Care room. However, the parents will not be charged unless they arrive more than fifteen minutes after the event's scheduled conclusion. Should an event—club, activity, or sport—be canceled during the day for some reason, parents will be notified. The school will allow the parent to make arrangements for pick-up until 4:00 PM without after-care charge. After 4:00 PM, the after-care charges will apply.
- The After-Care fee is assessed at the rate of \$5.00 per half hour or any part thereof. A bill will be sent for use of this service.
- After-Care is offered until 5:30 PM. There is a \$5.00 per minute charge for students who are not picked up by 5:30 PM. This policy is strictly enforced.

## **Automobiles - High School - Grades 9 - 12**

St. John Paul II School considers driving an automobile to school a privilege to be accorded only to those students who demonstrate maturity commensurate with the serious responsibility of operating a motor vehicle on a school campus. Driving is an even more serious responsibility due to the close proximity of younger students.

All students who wish to park their vehicles on school premises are governed by the following norms:

- Students must present a completed parking form, driver's license and parking fee payment to the Main Office in order to receive a parking permit.
- Students are to park in their designated space only. No student is to park on any side streets. Parking is allowed only in the designated areas since clearance for buses and emergency vehicles must be maintained at all times.
- Speed is not to exceed 10 mph while on school property.
- Courtesy and safety are expected of every driver.
- Parking permits must be displayed while using the parking lots during school hours.
- No student is allowed to go to a car during the school day without approval from the Main Office.
- Littering or throwing objects from cars is prohibited.
- The school is not responsible for the safety of any car or its contents.
- Once a student arrives in the parking lot he/she is to remain on the premises until the end of the school day.
- Entrance to the premises is to be made via the Pine Street entrance. Exit from the premises must be made using High School Road.
- Motorcycles, large trucks, vehicles with plows or any other vehicle that may be deemed a safety hazard are not permitted in the parking lot.
- The racing of engines or playing of loud music is prohibited.
- Cars may not be remotely started before the end of the school day.

Failure to abide by these rules will result in disciplinary action. Serious or repeated offenses will result in school suspensions and/or suspension of driving privileges or, if necessary, towing.

## **Band/Orchestral Instruments - Preparatory Division**

St. John Paul II School offers its students band, piano and string lessons, beginning in Grade Five. Private string lessons (violin, viola or cello) are required for all students to participate in the String Orchestra, at an additional cost per semester. Students taking instrumental lessons will receive a grade on their report card. Lessons are required for participation in the String Orchestra. Additionally, students who play other instruments have the opportunity to participate in the school band, however, instrumental lessons from the school or acquired outside of school are required to participate. Students involved in the instrumental program are required to provide and maintain their own instruments, and should not leave their musical instruments in the school building overnight.

## Bus Transportation

The Town of Barnstable provides bus transportation for St. John Paul II School students. Questions regarding town busing should be referred to Mrs. Sandy Gifford, transportation coordinator, at (508) 790-6498.

JPII students ride with the students from the Sturgis Charter School. Parents are urged to contact our school, the Town Transportation Coordinator, and the Sturgis administration should any difficulty arise. St. John Paul II School cannot give permission for students from other towns to ride on the school bus, even to visit a friend's house.

Students riding the public transportation bus are subject to all school rules and regulations regarding behavior and conduct on the public transportation bus. For more information about disciplinary policies of Town of Barnstable buses, see Appendix B. Buses are considered as extensions of the school community. Disciplinary action is taken against students who do not behave themselves properly on the bus.

## Cell Phones and Smartwatches

**Grades 5 - 8:** Cell phone and Smartwatches use are not permitted during school hours, including before- and after-school activities. Students are required to turn their cell phones and smartwatches off and leave them in the office upon arrival at school. Students will retrieve their cell phones and smartwatches prior to leaving the building for the day. If parents have an emergency situation in which they feel a cellular phone is necessary, they must make a specific, written request to the Assistant Head of School's office.

**Grades 9 -12:** Cell phones and smartwatches are an inherent distraction to the educational process and are not permitted during school hours. Cell phones will be permitted on the premises under the following conditions:

- **Cell phones must be powered off and stored in lockers between the hours of 8:05 AM and 2:51 PM. They may not check them during hall passing or lunch.**
- In the case of early dismissals, phones must remain powered off and away while inside the school building.
- Smartwatches (e.g. Apple Watch) may not be worn during the school day and are subject to the same restrictions as cell phones.
- Necessary use of a cell phone during school hours can be arranged through the School Office. Such use must occur in the School Office and in the presence of School Office personnel or an administrator.
- If it is necessary for a parent or guardian to contact their child during school hours, a message can be left with the school receptionist at (508) 862-6336.

Students using a cell phone or smartwatch during the school day will forfeit their device and incur the following consequences:

- 1st Offense: One office detention
- 2nd Offense: Two office detentions

- 3rd Offense: A parent or guardian will be required to pick up the device(s) from the school office; For the remainder of the school year, the student will forfeit their device(s) to office or administrative staff at the beginning of the school day, to be returned upon dismissal each day.
- 4th Offense: Saturday detention; A parent or guardian will be required to pick up the device(s) from the school office; The student will be placed on a behavioral plan outlining consequences for further infractions.

## **Child Abuse Laws/Mandatory Reporting**

St. John Paul II School abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Families and Children (DCF). The administration, faculty, and staff of St. John Paul II School are mandated reporters.

## **Computer Use Policy**

The various JP II School networks and programs (including the Internet) available to students in a variety of classes are meant to enhance the learning environment and contribute to the overall development of knowledge both in the subject areas and in computer-related technology. The right of a student to use computers is contingent upon his/her cooperation with the understandings and procedures outlined here as well as those indicated by the individual classroom teachers.

The understanding and procedures outlined here are in effect for all computers throughout the building. All students and families are required to sign the Diocesan *Computer System and Internet Acceptable Use Agreement*, which is included in Appendix C.

### Policies Regarding Personal Laptop and Internet-Accessible Device Usage

Failure to abide by these rules may result in the confiscation of the student's computer or suspension of the privilege to use computers and other internet accessing technologies in the classroom, and an office detention.

- Students are not allowed to turn on or activate computers or any internet accessible device at any time during class unless directed by a teacher.
- Students may not use headphones, earbuds, AirPods, or other listening devices unless given permission to do so by a teacher.
- Students may not log on to the JP II network or access the internet unless directed to do so.
- Students must use school-appropriate usernames and profile pictures for all accounts.
- Computers may not be used for note-taking unless directed by teachers as part of a specific computer-based activity.
- Students may not visit websites that are not specifically designated by teachers as part of an activity or lesson plan.
- Electronic communication (mail, chat, etc.) with anyone inside or outside the classroom during class is strictly prohibited.
- Students may not activate audio or video recording during class unless instructed to do so. It is never permissible to photograph or record persons without their knowledge and permission.
- Computer use, headphone use, or the use of any internet accessible device, is not allowed in the hallways, restrooms, or during normal school hours. **Computers are not allowed at lunch.**

- Computer use and internet access is allowed, without teacher permission, before and after normal school hours.
- Electronically sharing forms, homework, class work, quizzes, tests, etc., unless specifically approved by your teacher, may be considered academic dishonesty.

## Dances/Socials

Dances and socials are opportunities for students to come together in a safe and fun celebration at various points throughout the school year. With the exception of the eighth grade graduation dance, dances in grades 5 - 8 are limited to students in grades six, seven, and eight. The fifth grade is invited to the last dance of the school year. As each dance has a different theme, specific dress code requirements will be distributed to students prior to each dance or social event. Chaperones retain the right to make judgments regarding student compliance with each dance/social's dress code. Students who do not comply with the dance dress code will be asked to leave.

The following regulations are in effect during all student dances and socials held at the school.

- In most circumstances, students must arrive at the dance no later than one hour after the dance begins.
- Students who leave a dance will not be readmitted.
- Students are allowed in designated areas only during a dance.
- Socials will be open to current students only. For special dances, students may bring a guest from another school pending administrative approval and the completion of the guest approval form.
- Sponsors or chaperones for dances cannot be responsible for valuables. Do not leave purses and other valuables unattended.
- Absolutely no smoking, alcoholic beverages or other mood-altering chemicals shall be allowed in the building, in the parking lot, or on school or St. Francis Xavier Church property.
- Any student who has used chemicals (alcohol or drugs) prior to coming on school grounds will not be admitted. Further disciplinary action will occur for such students. The school reserves the right to employ drug/alcohol testing at any and all school events.
- Students are expected to act in a safe and appropriate manner while at dances/socials. Suggestive or inappropriate dance or behaviors can result in removal from the dance/social or further disciplinary action.
- Appropriate attire must be worn at all times. Students not conforming to this may be asked to leave.
- No suggestive, revealing or transparent attire; i.e. low-cut or plunging necklines, micro-miniskirts, extremely low-rider slacks or shorts, bare midriffs.
- No clothing that does not cover undergarments completely.
- No clothing that promotes obscenity, drugs, alcohol, tobacco, sex, or violence.
- Other than shoes, jackets, or other wraps, clothing may not be removed.
- Unsafe, lewd, or vulgar behavior is not permitted.
- No dancing that imitates sexual activity, i.e. grinding or dirty dancing.
- No crowd "surfing" or dancing on other's backs or shoulders.
- No "mosh pits"/slam dancing.
- No excessive displays of affection.

## Dress and Grooming

Uniforms are a distinct indication of a student's connection to St. John Paul II School. Representing the school in a positive manner is an expectation in all areas of student life, including professional dress. The overall goal of the dress code is for students to be attired professionally, tastefully, and comfortably. Moreover, uniforms allow for students of St. John Paul II School to come together as one united body that is neat, professional, and proud to be a part of our community.

To make uniform purchase seamless and cost-effective, St. John Paul II School is partnering with *School Uniforms by Tommy Hilfiger* (STJO48) to provide uniforms for all students in Grades 5 – 12. Used uniforms, spirit wear, and athletic wear may be purchased at the school store located in the High School building. For store hours, please call the office.

Complete uniforms must be worn at all times, including arrival and dismissal. The uniform must be kept neat, clean, and tasteful. School administration has the final authority on the school dress code. Outside of regular school hours, students are expected to maintain neat and modest attire while on school grounds. For example, undershirts or other undergarments are not to be visible.

It is the responsibility of each student to be properly dressed for school. Should a student be dressed inappropriately for class, they are liable to detention and may be excluded from class until they are able to obtain appropriate attire. Any class time missed because of dress and grooming code violations will be considered an unexcused absence from class. If for some reason the student is not able to be in compliance with the dress code on a given day, the parent is to advise the student's principal before the start of the day.

### ***Preparatory Division***

#### *Boys' Uniform*

- **Required Top:** Hilfiger oxford button down shirt (white) AND Hilfiger navy blue V-neck sweater with school name. Donnelly's shirt and blazer will be grandfathered in for 2024-25 only.
- **Required Bottom:** Hilfiger uniform khaki pants. Donnelly's khaki pants will be grandfathered in for 2024-25 only.
- **Required Shoes:** Brown non-marking of a modest style, such as Docksidors© and Merrell© Jungle Moc; athletic sneakers for field trips AND gym attire.
- **Required Accessories:** Hilfiger necktie and belt (traditional, leather or canvas black or brown) AND brown, black or navy dress socks.
- **Required Field Trip Attire:** Hilfiger navy blue polo with logo AND Hilfiger uniform khaki pants. Donnelly's pants will be grandfathered in for 2024-2025 only.
- **Required Gym Attire:** Hilfiger sport gray short sleeve OR long sleeve t-shirt with logo AND Royal mesh shorts with logo OR Royal sweatpant with logo. **OPTIONAL:** sport gray sweatshirt with logo.

#### *Wearing the Uniform:*

- **Button-Down Shirts:** Tucked in and buttoned up to the top button
- **Ties:** Properly tied and fitted at the base of the neck

- **Uniform Blazer:** Worn over the button-down
- **Pants:** At waist, secured with a belt
- **Belts:** Traditional leather or canvas, brown or black
- **Socks:** Brown, black or navy blue dress socks
- **Shoes: None of the following are permitted:** canvas shoes, athletic shoes, sneakers, slippers, UGGs, sandals, or boots

### *Girls' Uniform*

- **Required Top:** Hilfiger oxford button down blouse with logo (white) AND Hilfiger navy blue V-neck sweater with school name. Donnelly's blouse and blazer will be grandfathered in for 2024-25 only.
- **Required Bottom:** Hilfiger uniform plaid skirt. Donnelly's skirt will be grandfathered in for 2024-25 only.
- **Required Shoes:** Brown non-marking of a modest style, such as Docksidere<sup>©</sup> and Merrell<sup>©</sup> Jungle Moc; athletic sneakers for field trips AND gym attire.
- **Required Accessories:** Dark colored knee high dress socks AND belt (traditional, leather or canvas) for field trip pants.
- **Required Field Trip Attire:** Hilfiger navy blue polo with logo AND Hilfiger uniform khaki pants. Donnelly's pants will be grandfathered in for 2024-25 only) **OPTIONAL:** Girls may wear uniform skirt.
- **Required Gym Attire:** Hilfiger Sport gray short sleeve OR long sleeve t-shirt with logo AND Royal mesh shorts with logo OR Royal sweatpant with logo. **OPTIONAL:** sport gray sweatshirt with logo.

### *Wearing the Uniform:*

- **Oxford Blouses:** Tucked in and buttoned up to the top
- **Polo Shirts:** On field trip days, tucked into Khaki pants or skirt.
- **Uniform Sweater/Blazer:** Worn over the blouse
- **Skirts:** At waist, length must fall 2 inches above the knee, **must not be rolled**
- **Tights/Socks:** In good repair with no holes or runs
- **Shoes: None of the following are permitted:** canvas shoes, athletic shoes, sneakers, slippers, UGGs, sandals, or boots

### **SPECIAL NOTES:**

- Minimal make-up.
- No eyelash extensions, nail polish or French manicures.
- T-Shirts and other undergarments worn under shirts or blouses are to be of solid, white colors. No lettering or designs are to show through the shirt or blouse.
- Hair styles must be sensible and traditional. Boys' hair length must not extend below the top of the shirt collar and must be cut cleanly around the ears. Bangs must not extend below the student's eyebrows. The hair must be properly combed and neat. The school reserves the right to determine what is and what is not acceptable hairstyle. Girls' hair accessories similarly must be sensible and traditional.
- Hats are not to be worn inside the school building, even if part of an athletic uniform.

- Jewelry: a religious medal and/or a simple watch is allowed; no Fitbits, Apple watches, or other fitness trackers or smartwatches; one pair of stud earrings for girls only. Girls wearing multiple earrings must have them removed. Boys are not allowed to wear earrings. Tattoos are not allowed.
- Because members of our school community have sensitivity to fragrance products, perfumes and colognes are not permitted.
- All additions to the uniform (buttons, scarves, turtle necks, and the like) generally are not permitted and are subject to a request for removal.
- Students in grades 5 - 8 are not permitted to wear leggings.

### **EIGHTH GRADE DISTINCTION:**

Students in grade eight will have a distinctive JP II blue and tie. This tie distinguishes our eighth graders as the school leaders while providing a uniform look with the rest of the school.

**FIELD TRIP UNIFORM:** When on field trips, students travel with a uniform polo shirt, dress khakis (must be from uniform company), white or navy socks (no peds), black or brown leather belt, black school shoes or athletic sneakers (depending on the permission form specification). Girls may wear uniform skirt.

**GYM UNIFORM:** St. John Paul II School has an established gym uniform, which is ordered through the uniform company. Failure to have the proper gym uniform for class will result in exclusion from the physical education class and an academic penalty. In addition, students must have athletic sneakers (no black soles) and white socks. For both the physical education uniform and the regular school uniform, parents are urged to write their child's name on the label.

**SPORT TEAM UNIFORM:** Only the official uniform provided by the school is to be worn by any JP II team members. No amendments or alterations may be made to the school's team uniforms. Failure to have the complete school team uniform will result in a "no play" decision by the coach.

## ***High School***

### ***Girls' Uniform***

- **Required Top:** Hilfiger's oxford button-down blouse with logo (white or blue) AND Hilfiger uniform sweater. Donnelly's blouses and sweaters will be grandfathered in for 2024-25 only.
- **Required Bottom:** Hilfiger's uniform plaid skirt OR Donnelly's new navy blue plaid OR Hilfiger's uniform khaki pants.
- **Required Shoes:** Flat leather shoes (i.e. Sperry® Topsiders).
- **Required Accessories:** Opaque, navy blue tights for under skirts AND dress socks for under slacks.
- **Optional Items:** Quarter zip pullover with school logo (purchased at school store).
- **Warm Weather Option:** From August to Columbus Day and again after April Vacation to the end of the year, Hilfiger uniform short-sleeved polo shirt with school logo may be worn.)

*Wearing the Uniform:*



- **Oxford Blouses:** Tucked in and buttoned up to the third button
- **Polo Shirts:** Tucked in
- **Quarter-Zip Pullover:** Worn over the blouse or polo shirt
- **Uniform Sweater: Mandatory on Liturgy & special event days,**worn over the blouse or polo shirt Sweater must be in good repair with no holes.
- **Skirts:** At waist, length must fall 2 inches above the knee, **must not be rolled**
- **Tights:** In good repair with no holes or runs, worn under the skirt
- **Shoes: None of the following are permitted:** canvas shoes, athletic shoes, sneakers, slippers, UGGs, sandals, or boots

### *Boys' Uniform*

- **Required Top:** Hilfiger oxford button-down shirt (white or blue) AND Hilfiger uniform sweater. Donnelly's shirts and sweaters will be grandfathered in for 2024-25 only.
- **Required Bottom:** Hilfiger uniform khaki pants.
- **Required Shoes:** Flat leather shoes (i.e. Sperry® Topsiders). **No canvas shoes or Hey Dude Shoes**
- **Required Accessories:** Necktie AND belt (traditional, leather or canvas) and Dress Socks
- **Optional Items:** Quarter zip pullover with school logo (purchase at school store).
- **Warm Weather Option:** *From August to Columbus Day and again after April Vacation to the end of the year,* Hilfiger uniform short-sleeved polo shirt with school logo may be worn.

### *Wearing the Uniform:*

- **Button-Down Shirts:** Tucked in and buttoned up to the second button
- **Ties:** Properly tied and fitted at the base of the neck
- **Quarter-Zip Pullover:** Worn over the button-down or polo shirt
- **Uniform Sweater: Mandatory on Liturgy & special event days,** worn over the button-down or polo shirt
- **Pants:** At waist, secured with a belt
- **Belts:** Traditional leather or canvas
- **Socks:** Dress socks, **no athletic socks**
- **Shoes: None of the following are permitted:** canvas shoes, athletic shoes, sneakers, slippers, UGGs, sandals, boots or Hey Dudes.

### **SPECIAL NOTES FOR MALE STUDENTS:**

- **Hair** - No unusual, non-traditional hair-styles are permitted (e.g., unusual lines, "tails", steps, shavings, hanging bangs, page-boys or flips). Hair length may not exceed the top of the shirt collar. Hair may not be pinned up or curled under in the back. Hair may not be cut short underneath and long on top, or parted in the middle and dangling. **Hair may not be dyed.** It is expected to be clean and combed. Hair may not be unkempt. No facial hair or excessive sideburns are permitted.
- **Jewelry** - Earrings may not be worn at school. (Earrings may not be covered up with band-aids.) No pocket chains, chokers, dog collars, or necklaces or bracelets made of hemp may be worn. Non-jewelry items such as paper clips, safety pins, carabiners, etc., are not to be worn.
- **Body Decoration /Tattoos** - Body piercing jewelry may not be worn. Tattoos are not permitted on visible parts of the body. No makeup or nail polish is permitted.

### **SPECIAL NOTES FOR FEMALE STUDENTS:**

- **Hair** - No highly unusual hair-styles are permitted. Hair is expected to be neat and clean. Unusual lines, unusual colors, shavings, "tails", steps or hanging bangs are not permitted. Hair may not be cut short underneath and long on top.
- **Make-up, accessories and jewelry** - A limited amount of jewelry in good taste may be worn during the school day. Pocket chains, dog collars, chokers, or necklaces and bracelets made of hemp are not permitted. Non-jewelry items such as paper clips, safety pins, carabiners, etc., are not permitted. Body piercing jewelry may not be worn, except appropriate earrings in earlobes. Any style or accessory considered by the administration to be distracting will not be allowed. Makeup should be conservative and subtle. Excessive makeup is not permitted.
- **Body Decoration /Tattoos** - Body piercing jewelry may not be worn. Tattoos are not permitted on visible parts of the body.

**LITURGY DRESS:** Certain significant events in the school calendar, including all-school Mass days, call for special "Liturgy Dress." Liturgy Dress requires that students wear their school sweater or sweater vest in addition to all other dress and grooming expectations. Sweaters or sweater vests must be worn for the entire school day.

**SPECIAL OCCASIONS:** For special occasions, student groups may be given permission by the Assistant Head of School to wear team jerseys, shirts, or jackets. All other dress regulations are to be followed. For example, shirts must still remain tucked in. Any questionable dress items are to be cleared with the Assistant Head of School before being worn. Students who do not conform to the dress code may be held in the School Office until proper attire can be acquired. JPII retains the right to send home any student whose appearance is deemed unacceptable.

**SPIRIT/DRESS DOWN DAYS:** On announced school spirit/ dress down days, students must adhere to the following rules:

- No shorts or non-uniform skirts may be worn,
- All shirts must have sleeves,
- No rips or tears may be present in jeans or other clothing,
- Leggings/yoga pants are not permitted.

### **Elevator - High School Building**

No students may use the elevator without permission. Students with mobility problems and/or injuries may receive permission from the Main Office to use the elevators. Inappropriate use of the elevator such as opening doors between floors, pressing the stop button, vandalism, bringing unauthorized students on the elevator will result in disciplinary action.

## Emergency Procedures

There are two basic whole-school responses to various crises – Fire Drill Response and Lockdown Procedure Response. Following a Fire Drill Response, we may elect to initiate a Relocation Procedure Response.

### Fire Drills

All classrooms and student areas of the building have indicators (arrows above doors) as to where to go in the event of a fire.

- Silence should be maintained so that instructions may be given.
- Students should line up in single file at the front exit of the classroom. Leave all books behind. BE SURE ALL WINDOWS ARE CLOSED.
- Everyone should exit the classroom according to indicators posted above the door.
- Teachers should leave the classroom last and close the door.
- Everyone should walk briskly and silently, in single file, along the side of the corridor. Classes should not intermingle.
- If an exit is permanently blocked, the line should reverse, whenever the teacher gives the order, and should go in the opposite direction to the nearest exit.
- Everyone should remain at a distance from the building. Classes must assemble in a single file in their designated area for attendance and must maintain order.
- The entrances and parking areas should be clear so that the work of the fire department is not hindered.
- All students should relocate to the backstop area of McKeon Park and await further instructions.

### Relocation Procedure

Following a fire drill procedure, in the event relocation is required, students gathered in the backstop area of McKeon Park must remain silent as faculty and staff members direct students to the gymnasium.

### Lockdown Procedure

- In the event of a building safety or security threat, lockdown procedures will be put into effect.
- At this time students, faculty and staff are to remain in their rooms or offices with the doors shut and locked. Further instructions will be given by police and school administration.
- In the case of an intruder in the school, administration may initiate the Run-Hide-Fight procedures, as outlined in the Emergency Procedures Guide.

## Entrance to the Buildings

All outside doors to the school buildings will be locked daily from 8:05 AM until 2:51 PM. During this time access to the building may only be gained through an electronically monitored door outside of the Main Office at the main entrance to each building. All visitors must report to the Main Office and check in with the secretary at the beginning of their visit and check out once they are departing. Students should never allow visitors into the building.

After 3:15 PM, those picking up students in the Preparatory Division must come inside the school to pick up their child and sign out with the After-Care monitor.

For extra-curricular and athletic activities in the grades 5 - 8 building, visitors should use the middle entrance. This will be unlocked by the sponsor of the event and remain unlocked for the duration of the program. The other entrances will remain locked.

### **Extracurricular Activities: Creating School Organizations**

The school welcomes extracurricular organizations that are consistent with the mission and philosophy of JP II. New organizations may be established by the school or based on the petition of students. In grades 9 - 12, petitions for the establishment of extracurricular activities should be addressed to the Assistant Head of School and follow the procedure below:

1. Initiator(s) present the request to the Assistant Head of School;
2. A survey of students and relevant parties is conducted;
3. With sufficient interest, the initiator(s) will secure a faculty moderator for the proposed activity;
4. An organizational meeting is held to outline the proposed activity and validate interest;
5. With sufficient interest and support, the petition will be approved by Student Council and the school administration

### **Extracurricular Eligibility - Preparatory Division**

St. John Paul II School has a number of extracurricular clubs, activities, and athletics which enhance learning and add to the total school experience. These clubs and events are announced to the students in school. Some activities are announced via the weekly school email update. With a few minor exceptions, there is no fee to participate in these offerings. We encourage our students to join these activities. Participation in these extra programs is a privilege, not a right.

In order to participate in extracurricular clubs, activities, or sports programs at St. John Paul II School, students must understand that academics come first. Students may not participate in an extra-curricular program, club, or sport if they are failing in any two subjects. Similarly, three grades below 70% in any subjects will make a student ineligible to participate in extracurricular programs, clubs, or sports. Eligibility is determined anew at the start of each academic year. Quarter grades are used to determine eligibility. Students become ineligible the day report cards are issued. Students who are academically ineligible to participate in extracurricular programs, clubs, or sports may regain eligibility by attaining grades of 70% or higher in all subjects on the interim report card that is issued mid-quarter. Consistent academic ineligibility should be construed as a sign of incompatibility with the academic expectations of the school. The Assistant Head of School, with the consultation of the faculty, may determine to extend or limit student academic eligibility based upon the individual's progress. At all times, the Assistant Head of School reserves the right to restrict student involvement in any extra-curricular activity or sport.

On a day when a student is absent from school, he/she may not participate in any extracurricular activities without the expressed permission of the principal. To do so will result in disciplinary action. In general, a four-hour day must be attended to participate in an extracurricular activity.

## **Field Trips**

Field trips by students, accompanied by teachers, are an integral part of the educational program; worthwhile instructional trips supplement classroom activities. They are considered privileges, contingent on student social and academic growth. No student has an absolute right to attend a field trip. Before each trip, the parent must sign a permission form prepared by the school and the Diocese of Fall River. Only the permission form sent from the school is considered acceptable in order for a student to attend a trip. Written notes or verbal permission are not acceptable. Cost of the field trips is the responsibility of the parent. Parents unable to afford the cost of the trip may request assistance from the Assistant Head of School.

All school regulations are in effect during field trips. Dress code is in effect on all field trips unless otherwise noted on the field trip permission form. Transportation will be arranged by the teacher in cooperation with the Assistant Head of School; on occasion, parents are required to provide transportation for their son/daughter to a field trip site. Any student, at the discretion of the Assistant Head of School, can be denied field trip participation.

In consideration for making arrangements for any school trip, parents agree to release and hold harmless the school and all of its employees from any and all liability for any and all harm arising to their child as a result of the trip.

## **Food and Drink**

Food may be eaten at lunchtime and in the designated eating area only. Students eating in other parts of the building, including outside at recess, are subject to disciplinary action. Students in grades 5 - 8 are prohibited from drinking caffeinated beverages in school or on school trips.

## **Hazing**

Due to its serious and criminal nature, all incidents of hazing will be dealt with in conjunction with law enforcement authorities. Students who organize or participate in hazing activity will face serious school disciplinary action including suspension or expulsion. Furthermore, it is the duty and expectation of any student who has knowledge of hazing activity to report this information to school officials and/or law enforcement authorities.

Secondary schools in Massachusetts are required to provide to all students relevant portions of Massachusetts law regarding hazing.

### **MASS. GENERAL LAWS CH. 269 CRIMES AGAINST PUBLIC PEACE CH. 269, S.17-19 CRIME OF HAZING**

269:17. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

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

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

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### 269:18. FAILURE TO REPORT HAZING

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

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization a copy of this section and sections seventeen and eighteen; provided however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to an unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team, or organization acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibilities to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## Health Clinic

St. John Paul II School has full-time nurse coverage. A sick child must not be sent to school. A child must be fever-free for 24 hours before returning to school. The school nurse is responsible for maintaining all medical histories, immunization records and the like. If a child becomes ill at school, the nurse or school secretary will contact the parent. **Students who are feeling ill are not permitted to contact parents or guardians directly without first reporting to the Health Clinic.** If a parent or guardian cannot be reached, then the person or persons designated on the child's emergency form will be contacted to take the sick child home as soon as possible. Parents and guardians are asked to contact the Health Clinic directly with questions or concerns regarding student health.

No student will be admitted to the Clinic without a pass from the teacher of the period they are in, except in emergencies. Any student not having a pass will be sent back to class or study hall to obtain one at the discretion of the teacher. Students taking prescribed medications will come in at times designated to take their medication and then be sent back to class. If this is between classes, these students will have a pass from the clinic to return to class.

The Clinic's primary function is first aid. Clinic personnel are not allowed to diagnose. Therefore, students who have medical conditions requiring diagnosis or treatment should be referred to a physician. In the event of a medical emergency, school personnel will contact emergency services for transportation to Cape Cod Hospital. Parents will be notified immediately or as soon as possible.

Parents and guardians should inform the school of any medical conditions or limitations that need special consideration and of any medication which a student is required to take daily. This information is kept in the student's health record and referred to in case of illness.

## Health Clinic Medication Policy

Students at St. John Paul II School may require medications for a wide array of conditions. The goal of the Health Clinic is to collaborate with students and parents/guardians to provide safe medical care. All students must have a signed medication consent form on file at the Health Clinic even if they are not taking

any medications at the time of enrollment. Medication records are maintained at the Health Clinic and are governed by all appropriate federal laws.

Medications are divided into the following types:

- Type 1: Non-prescription medications: Any non-prescription medication such as herbal remedies, dietary supplements, vitamins, or over the counter (OTC) medications
- Type 2: Topical prescribed medications and certain oral prescribed medications: topically applied creams for treatment of acne, eczema, or dermatitis; oral antibiotics, oral allergy medications, and oral contraceptives
- Type 3: Emergency Medications: asthma inhalers, epinephrine auto injectors, insulin and other emergency medications
- Type 4: Narcotic, stimulant and psychotropic medications
- Type 5: Other prescription drugs (not otherwise classified)

Types 1 and 2 medications require parent and/or prescriber permission and may only be taken in the Health Clinic or Main Office. Students may self-administer Type 3 medications with parental and prescriber permission and keep those medications. Types 4 and 5 medications must be housed and administered on a dose-by-dose basis by the Health Clinic. A student's failure to follow this medication policy will result in disciplinary action.

1. Prescription medications dispensed by the Health Clinic cannot be dispensed without a current physician order on file.
2. Parents/guardians are responsible for keeping the Health Clinic informed about medications that their child requires while at JPPII. They are also responsible for obtaining the appropriate medication orders from the prescribing physician. Parents/guardians cannot authorize medication changes or alterations in dosages without a physician order.
3. When a student has a medication change, medication that is no longer in use will be sent home.
4. Parents and guardians are responsible for ensuring that the Health Clinic has an adequate supply of prescribed medication. All prescription medication must be in the original bottle and properly labeled with the student's name and dispensing instructions. Medications will be returned to parents if not received in the original bottle. The staff will inform parents and guardians when their child is running low on medications.
5. For School-sponsored trips, medication will be given to a responsible adult or coach who will administer the medication to the student.
6. Medications will not be housed at the Health Clinic during the summer.
7. Students requiring Type 3 medications will store their medications in a secure manner and will not share their medications with other students.

Parents, guardians or students may request that medical personnel at the Health Clinic oversee the administration of any medication. JPPII can revoke the student's right to self-administer medications when, in the professional judgment of the Health Clinic staff, the student has demonstrated an inability to self-medicate safely. Failure of students to comply with the Medication Policy may result in disciplinary action.



## **Home and School Association - Preparatory Division**

The Home and School Association is our parent organization. Its mission is to contribute to the Catholic family spirit at JP II by sponsoring events that promote community, cultural enrichment, and enjoyment. It is a vital part of our school and every parent, by virtue of having a child enrolled in grades 5 - 8 of St. John Paul II School, is a member of the Home and School Association. The Association plans activities for the school community throughout the year. Meetings are held monthly and are announced via the Blue & Gold weekly school-wide e-mail. All parents/guardians are urged to become active participants in the Home and School Association.

### **Locker Decoration Policy**

Locker decoration is permitted under limited circumstances only. Locker decorations by approved student groups must be with moderator supervision. Any other decoration (e.g. birthday celebrations) must be pre-approved by the principal. Any form of writing or marking directly on the locker surface is prohibited. Painter's tape is the only acceptable adhesive for decorating lockers. Confetti, glitter, and balloons are not to be used. If permission has been obtained to decorate lockers, this must be done under proper supervision and completed before 8:00 AM. Any interior decoration must be in moderation and good taste. Non-compliance will result in detentions. No lewd or suggestive pictures are permitted. Students are expected to remove all decorations by the end of the same day. Any remaining decorations will be removed.

### **Locks and Lockers**

The school has full-length lockers for students. All student belongings must be inside the locker or the student's homeroom desk (grades 5 - 8). Items found on the hallway floor are sent immediately to the Lost and Found. Students may not use luggage (with or without wheels) in lieu of backpacks or book bags, as storage of such luggage causes damage to the lockers. In the girls and boys locker rooms (grades 5 - 8), a set of lockers has been installed to accommodate a single class. Students may store and secure their personal belongings in these lockers during physical education class, to assure their safety. All lockers are the property of the school. At all times the school administration and the faculty are free to inspect and search the school's lockers.

In grades 5 - 8, it is at each student's discretion as to whether he or she wishes to place a lock on the lockers. If a lock is placed, either the combination or a second key must be provided to the student's homeroom teacher. Failure to make such provision will result in the lock being cut off at the student's expense.

No student is ever allowed to open the locker of another student unless accompanied by one of the school's administrators. Students are not allowed to change their lockers without the permission of the Assistant Head of School. The school is not responsible for any loss or damage to books or personal property. Therefore, articles of significant value (e.g., jewelry, electronic equipment, radios, and headphones, etc.) should not be brought to school. Students are responsible for the upkeep and cleanliness of their lockers. No food or drink should be kept in the locker overnight. Lockers are not to be overstuffed or left open. There should be no writing or drawing in lockers.

## **Lunches**

St. John Paul II School has created its own hot lunch program with the help of our Home and School Association and local restaurateurs. An online system makes ordering easy for parents and guardians. Only orders placed and paid for online can be accommodated. Volunteers are always needed for this program; without their help, the program cannot function properly. In grades 5 - 8, our Home and School Association provides a snack table with desserts, chips, and the like. Beverages brought to school must not be in glass containers. Students in the grades 5 - 8 should not bring caffeinated drinks to school.

Students who refuse to eat their lunch or who constantly come to school without lunch place their health at risk. If this behavior is observed, someone from the school will contact the home to alert them of our concern.

## **Media Disclaimer**

Photographs and videos of students may appear on the school website, or in the yearbook, brochures, and other school-produced materials. Additionally, family contact information (email, phone number, and home address) will be shared with the Diocese of Fall River Catholic Education Center for the purpose of contacting you about school related news.

Parents and guardians who do not give consent for their child's image to be placed in school publications must indicate such when completing the Parent-Student Handbook Contract. Also, parents/ guardians who do not authorize their contact information to be shared with the Diocese of Fall River Catholic Education Center must indicate such on the contract agreement.

## **Medical Insurance**

All students must be covered by medical insurance. No student may participate in school sports without being insured. The school does not have individual medical insurance policies on the students. Such coverage is the family's responsibility.

## **Notice of Nondiscriminatory Policy as to Students**

The schools of the Diocese of Fall River admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The schools of the Diocese of Fall River do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

## **Passes**

Passes are required of all students who are not in their assigned place during the course of the school day. During the course of the school day, passes are obtained from the teachers or staff. Any student out of class without a pass may be issued a detention. Passes for early dismissals can be obtained from the office at the beginning of the school day.

## **Physical Education - Preparatory Division**

Physical education class is a requirement for all students unless there is a specific medical reason for non-participation. If a student is to be excused from class, a written note from a doctor, parent or guardian explaining the medical situation is to be presented to the teacher and to the school nurse. Any prescribed asthma medication must be taken prior to physical education class. All students are to change for physical education class. Locker room facilities for students are located on the lower level of the school. Lockers are to be used only during the P.E. class or a school-sponsored sports activity. Items left in the lockers will be removed and placed in Lost and Found. Students must wear the gym uniform to physical education class. Jewelry may not be worn during physical education class.

## **Prayer and Catholic Religious Practice**

Prayer should be an important part of our lives and is an important part of our day at St. John Paul II School. Except during the Lenten season, there customarily is only one time during the day when everyone in our school community prays at the same time. That is during the morning prayer. During the prayer, everyone and everything stops. Parents and guests in the building at that time are also asked to honor this expectation. This courtesy will allow all of us to lift our minds and hearts to God as one.

## **Pregnancy Policy**

An unmarried girl who becomes pregnant will not automatically be expelled from school. The Assistant Head of School will decide on continued attendance and subsequent return of both the boy and/or girl involved, after counseling with the student(s) and consultation with the student's parents or guardians. Each case will be determined individually considering the student's welfare, the protection of the unborn child, and the welfare of the school.

## **Quiet Study - High School**

While not required, the scheduling of a quiet study affords opportunity for student access to valuable services during the course of the school day. Students must report to their assigned study hall before going to appointments with counselors, teachers, etc. Students are not permitted to eat or drink anything other than water during study halls. Detentions will be issued for violation of rules established by the study hall supervisor.

## **Recess - Preparatory Division**

Weather permitting, students in grades 5 - 8 have a recess option during the activity period following lunch. The procedure for this recess is to have the cafeteria proctor dismiss the students table-by-table to the recess area. Students who elect to go outside for the recess period should dress accordingly. For safety, rough-house play, pushing, or other similar activity during recess period will not be allowed. Such activities will lead to loss of the recess period and/or detention.

## **Retreats**

Retreats are an essential part of the spiritual development program at St. John Paul II School. On retreat students are encouraged to explore their relationship with God and with one another. Students can expect

to attend a retreat with their grade level or class during each year in attendance at St. John Paul II School. Retreats in grades 5 - 8 are organized by each grade level's religion teacher. Retreats in grades 9 - 12 are generally organized and led by Junior and Senior Retreat Leaders. Students in grades 5 - 8 who miss their grade level retreat may be assigned makeup work. For students in grades 9 - 12 who have been unable to attend their class retreat, either attending a make-up retreat held on a weekend day, or participating in a school sponsored Revival in the spring will be required.

## **Security**

Students may use the building and school facilities after school hours only under the supervision of a staff member or coach. Unless special permission has been granted by the Administration, no student may be in the building or on school grounds after 10:00 PM on the night before a school day. No student is allowed in a locked area of the building without proper authorization and supervision. Anyone found tampering with any lock on school property will be subject to serious disciplinary sanctions.

Parents, guardians, and students are advised that St. John Paul II School may employ a video surveillance system in public areas on campus in order to maintain a safe and secure environment for the school community. These recorded images may be reviewed by school personnel.

## **Signs**

Students and student organizations may post materials in halls and classrooms after receiving approval from the Assistant Head of School and/or group moderator. Signs must be removed by the students or the student organizations who posted the signs within 24 hours after the event. Only painter's tape may be used to hang signs.

## **Student Activities**

St. John Paul II School provides a number of social events and activities including dances at the rate of nearly once a month. All social functions must be approved by the Assistant Head of School. It is the principal who ultimately will determine the nature of social events, including time, place, and dress. Students must be present for at least four hours of the school day in order to participate in any after school activity. Students absent from school may not participate in any after-school activity. In grades 5 - 8, School dances are limited to students of St. John Paul II School. In grades 9 - 12, students who wish to bring students from other schools must complete a form acquired from the Main Office.

Minimum academic, disciplinary, and attendance standards must be met in order to be permitted to participate in co-curricular activities and special opportunities. In order to attend special school-sponsored trips and activities, e.g., March for Life, Ecuador service trip, Concert Choir tour, and others, students must have attained a 2.0 or higher GPA in the most recently completed marking period. Additionally, students on disciplinary probation or with excessive absences may not participate in special school-sponsored trips and activities. Students seeking elected leadership positions in student organizations must meet the following minimum academic and disciplinary standards :

### **Academic Standards**

- At least a 2.5 cumulative average or a 2.5 average in the previous semester.
- The student must receive the approval of the Assistant Head of School.

## Disciplinary Standards

- The student may not be on disciplinary probation.
- The student must receive the approval of the Assistant Head of School.

Student leaders may be sanctioned or removed from office in the following circumstances:

- The student-leader's quarter GPA falls below 2.0.
- The student-leader is placed on Disciplinary Probation.
- The student-leader has violated school policies regarding alcohol, tobacco, or illegal drug use.
- The student-leader's actions, on or off campus, reflect poorly on the reputation of the school.
- The student-leader's actions are in conflict with JPPI's school philosophy.
- The student-leader fails to attend school Masses and Liturgies.

## Drug/Alcohol/Tobacco Policies for All Student Activities

Students are held to a strict, year-round, no-use standard with respect to tobacco, electronic cigarettes, alcohol and drugs.

In particular, student-leaders, student athletes, performing arts students, and those in other clubs and activities are accorded a certain amount of respect and prestige as a result of their participation in such activities. With this status comes additional responsibility. As such, we have established the following additional guidelines:

1. Any use of tobacco, electronic cigarettes, alcohol, or illegal drugs (possession, sale, under the influence of) is not permitted throughout the student's years at JPPI. Students anywhere (on or off school premises) using these prohibited substances are in violation of this rule. Students are also cautioned that they can be guilty by association, i.e., being in the company of someone using these prohibited substances.
2. Penalties for the conduct described in paragraph 1 will be as follows:  
*First Offense:* Two-week suspension from all group activities. Loss of leadership status.  
*Second Offense:* Suspension from all group activities for the remainder of the activity (minimum of six weeks).  
*Third Offense:* One year suspension from all activities, commencing from the date of the infraction, unless the infraction occurs during the suspension period for the second offense. In that case, the suspension for the third offense will commence when the second offense suspension ends.  
*Any infractions beyond the Third Offense* will render the student ineligible to participate in such group activities for the remainder of their career at JPPI.

In addition to the penalties outlined above:

- Individual moderators may enforce additional penalties as part of the group rules.
- When deemed necessary by the school Administration, a professional assessment (including a drug screen analysis), and adherence to any recommended follow-up treatment may be imposed as a condition for return to participation.

## **Student Recognition - Preparatory Division**

St. John Paul II School has established formal means of promoting student achievement and excellence. A Student of the Week Award is determined by the faculty each week and is presented during the Monday Assembly. In addition, "Caught" cards are presented to individual students who are "caught" doing something of a positive social or academic nature. A "Free Pass" is issued to any student who accumulates five or more "Caught" cards during the year. This "Free Pass" entitles a student to miss any given class and to be present in another class or other approved area with any impacted teacher's permission. Further conditions are printed on the "Free Pass" card.

A concluding assembly at the end of the year provides recognition to deserving students in each of the academic disciplines and other areas of achievement, including community service. In addition to these specific actions and activities, there are numerous, customary comments and notes from school personnel for positive reinforcement. Also, special spirit raising events and programs are held throughout the year and especially are an integral part of Catholic Schools Week.

## **Visitors**

All visitors, including parents and guardians, are to report to the Main Office upon entering the school building to sign-in and receive a visitor's pass. The pass must be returned to the Main Office before the visitor leaves. No one may visit a classroom without a specific appointment and a visitor's pass.

Registered sex offenders who are the parent or guardian of a student may come onto their child's diocesan school campus in order to transport their own child to and from school; attend Open House Nights and Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school's calendar of events. Registered sex offenders who are the parent or guardian of a student must follow the protocol set forth in the next paragraph if they receive a notification from a school teacher or school administrator to attend a meeting regarding their child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of school. When an appointment is scheduled with and confirmed by the school's administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent/guardian will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

Persons other than a student's parents or guardians who are coming to drop off or pick up a student must wait outside of the building. Anyone who causes a disturbance or does not comply with parking regulations may be asked to leave the property and may be prohibited from coming on the property in the future.

## X-Block Activity Period

X-Block is an activity period designed for extra-curricular activities, extra help, tutoring sessions and class meetings. Any students who are not participating in an activity must report to quiet study. When arriving at X-block quiet study, students must sign in to the room and stay in the same room for the entire X-block period. Students are not permitted to be in any unassigned location. There is no food or drink other than water allowed in quiet study hall. Detentions will be issued for violations of rules. **Cell phone use is not permitted during X-block.**

## DISCIPLINE

The Assistant Heads of School are the final recourse in all disciplinary situations. There may be mitigating circumstances which would call for a different response than has been the norm in the past. An Assistant Head of School may waive any disciplinary rule for just cause at his/her discretion.

### **Actions Reflecting on School Reputation**

St. John Paul II School aims to develop students of Christian character, and this attitude extends well beyond the limits of the school day and the school campus. JPII reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours. JPII students who engage in activities that damage the reputation of the school will be held strictly accountable because of the harm they have caused to their own family and the entire JPII community.

Specifically, inappropriate use of technology may subject the student to disciplinary action. Inappropriate use includes harassment, use of school name, content directed to or about staff members or students, offensive or inappropriate communication or pictures, and safety threats.

Students involved in other illegal or criminal conduct will be subject to disciplinary action. Severe offenses of this nature may result in expulsion.

### **Alcohol and Drugs**

JPII has a strict policy with regard to the bringing of illegal drugs to school. This includes the building, grounds, off-limits areas, and school-sponsored events held off-campus. Even first time offenders who violate this policy will likely be expelled.

Drug-sniffing dogs or other controlled substance-detecting devices may be used to detect the presence of drugs or other controlled substances on school grounds (i.e. lockers, individuals, vehicles, etc.) or at school-sponsored functions.

The use of alcohol and other controlled substances, whether on school property or at any school-sponsored activity, is also a serious matter—so serious enough to warrant suspension, probation, or expulsion by the school. Activities that would lead to such consequences include:

- The use, possession, sale, or distribution of controlled substances
- Behavior that indicates that a student is under the influence of a controlled substance
- The possession of drug paraphernalia

Members of the school's staff or those acting in the name of the school are responsible for the enforcement of the policies of the school regarding the use, possession, sale, and behavior that indicates that a student is under the influence of alcohol or illegal drugs. "Under the influence" is a subjective judgment made by a staff member.



In the process of enforcing these policies, the members of the school's staff or those acting in the name of the school observe the following procedures:

The first and immediate concern must be for the welfare of the student, after which:

*During school hours:*

- The student is taken immediately to the Assistant Head of School's Office
- The parents/guardians of the student are notified by phone
- A written statement of the circumstances is completed
- From this point, the situation becomes the responsibility of the Administration.

*Outside school hours on campus or at a school-sponsored activity:*

- The student is taken to a location, which is away from the mainstream of activity
- The Assistant Head of School is notified
- The parents/guardians of the student are notified by phone
- A student judged to have used alcohol or drugs will be held until released to the custody of his or her parents/guardians; if a parent or guardian cannot come to the school, the student will be released to the authorities; under no circumstances will a student be released to the custody of another student
- On the next school day, a written statement of the circumstances will be submitted to the Assistant Head of School.

In the case of on-campus, school-day, or school-sponsored activity student use of alcohol or other chemical substances, the disciplinary sanctions will be, minimally, a three day suspension. The school may also require a professional drug test and a clinical assessment, the level of which will be designated by the school administration. Allowing for the discretionary judgment of the Assistant Head of School, a recommendation of suspension, probation or expulsion may be made by the Disciplinary Review Board.

## **Bullying**

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim's property, places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

Any and all forms of bullying as defined above are expressly prohibited at St. John Paul II School. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to suspension or expulsion. JPII will distribute, for student and parent/guardian signatures, a bullying and harassment plan that will be considered part of this handbook. The school administration may still take disciplinary action against a student for conduct that does not meet the definition of bullying as defined above, but nevertheless is inappropriate for the school environment.

The complete Diocese of Fall River policy on Bullying and Cyberbullying is included in Appendix A.

## **Card Playing/Gambling - Preparatory Division**

Unless associated with a specific, authorized school activity or class, having playing cards in school is not allowed. Additionally, gambling in any form is subject to immediate suspension.

## **Class Pranks**

Class pranks are strictly prohibited. The school reserves the right to impose sanctions if, in the judgment of the Administration, the school climate is disrupted, damage occurs, or safety is compromised.

## **Classroom Policies**

It is the right and responsibility of the teacher to establish policies and procedures in the classroom. JPII teachers insist upon proper conduct at all times in the classroom. Disciplinary action will be taken against any student who fails to cooperate with any teacher.

## **Closed Campus**

JPII operates under the "closed campus" system. Once students arrive in the morning, they may not leave the building until either the final dismissal bell or they have received official authorization from the Main Office. Should a student leave campus during the school day without the proper authorization, the action will be considered truancy.

In grades 5 - 8, students may only be dismissed to caretaker pickup, the bus, or to the high school building for supervised extracurricular activities. Students who are allowed to walk home must have a note on file in the Main Office.

## **Damage to Property and/or Vandalism**

Damage to school property, the building, or the grounds, as well as damage to private property or buses will not be tolerated. This extends to off-campus locations where school functions are being held. The repair or replacement value of such damage must be reimbursed by the student(s) responsible in addition to any other disciplinary action that JPII may deem appropriate in any given case. Students who lose library books or other school property must reimburse the school.

Students never should touch items in or on a teacher's desk without permission to do so.

Intentional vandalism by a student will result in a notification sent home and render the student subject to suspension.

No student is to write in or on books provided by the school (e.g., textbooks). Students who lose textbooks must reimburse the school.

## **Detention System**

Teachers are always free to schedule individual detention times. A student may be given school detention for those lesser offenses that violate the rights of others—students, teachers, the school, the community—or

which are a hindrance to the smooth and effective operation of the school. A student may also be given detention for a failure to meet minimum acceptable behavior standards. The administration is given a wide range of discretion in assigning consequences for inappropriate behavior. A few examples, but not a complete list of infractions warranting a detention, include:

- Failure to bring a written excuse signed by a parent explaining the reason for an absence or tardy
- Violation of cell phone/smartwatch policies
- Dress code violations
- Failure to cooperate with parking lot and driving regulations
- Failure to abide by laptop computer rules
- Public displays of affection
- Running in the halls or stairways
- Talking in class or Quiet Study
- Class disruptions or inattentiveness to teacher instructions
- Not being prepared for class

### *Preparatory Division*

Parents/guardians will always receive twenty-four hours of notice before the detention stay. Detentions must be served before a student is permitted to participate in any extracurricular activities. Repeat offenders face out-of-school suspension and expulsion.

### *High School*

Should a student be sanctioned for ten infractions, a warning letter will be sent home. This must be signed and returned by the parents/ guardians to the Assistant Head of School. More than five detentions in one semester may result in a Saturday detention.

The detention period is conducted twice a week (Monday and Thursday). The period begins promptly at 3:00 PM and ends at 4:00 PM. A student who has received a detention is to serve it the next day detention is scheduled. Students must arrive at detention on time, in dress code, and with the parent/guardian-signed detention form. Failure to report for the detention period when assigned, or failure to comply with these rules is punishable by issuance of two additional detentions and a phone call home. The original detention must still be served.

## **Disciplinary Probation**

If the Discipline Review Board, upon reviewing a student's records, recommends placing the student on probation, the Assistant Head of School will notify the parents/ guardians by letter of this condition. Often, this occurs when a student has received multiple school detentions in the course of one school year. Students who are suspended for any reason are automatically placed on probation. Students who are placed on probation remain so for at least one full semester or until notified of their removal from probation. At the end of each semester the Discipline Review Board reviews all students who are on probation. Students whose behavior has not improved may be continued on probation or expelled from school. A student who is on probation, if suspended again, may be immediately expelled from St. John Paul II School. Students on disciplinary probation may be restricted from extracurricular activities at the discretion of the moderator or the administration.

## Disciplinary Records Release

JPII expects students to maintain a high degree of integrity and responsibility at all times. Colleges and universities are interested in the character of prospective students who may be living and learning on their campuses. During the college application process, colleges regularly ask questions of the student regarding their high school discipline records. Students must answer these questions openly and honestly. School staff will not report disciplinary issues to colleges as a matter of school policy. However, at the direct request of the college or university, with written permission of the student and family, school staff will provide confirmation of discipline information that the student has reported. In the case of transferring to another k-12 school, a student's disciplinary record will be included in the records sent.

In grades 5 - 8, student disciplinary measures—behavior notices, detentions, suspensions, etc., are not a part of the student's permanent record file. Such information is held in strict confidence and is destroyed upon a student's graduation from St. John Paul II School.

## Expulsion

A student who exhibits poor behavior over an extended period of time is subject to expulsion at the recommendation of the Discipline Review Board and the concurrence of the Head of School, after consultation with the Superintendent. In addition, a student who is on probation and receives a suspension is subject to expulsion. Any unlawful or dangerous act taking place on the school property or at a school-sponsored function not only makes the student subject to civil penalties but also could result in suspension or expulsion from school. Gross disrespect and insubordination or harassment of a faculty/staff member, whether on campus or off campus, is likely to result in expulsion. This final decision is the right and responsibility of the Head of School.

Students who are expelled from St. John Paul II School are not permitted on JPII property or at JPII events at any time without prior written permission from the Assistant Head of School. Failure to adhere to this policy could result in police intervention.

## Fighting

Pushing, shoving, verbal abuse, and fighting of any nature are not permitted. If a student is involved in fighting or threatening another student, the parent/guardian will be notified and the student will be subject to immediate suspension. A second infraction will again result in a notification home and a conference will be scheduled with the parents/guardians and student to determine whether the student may remain in school. *This school regulation is strictly enforced.* The school staff will determine what constitutes a fight, verbal or otherwise.

## Forgery

Forgery of a parent's or guardian's signature on any school communication (detentions, student reports, etc.) is a serious offense. Whenever the parent/guardian signature is required, the parent/guardian must personally sign his or her name; a student is never authorized to sign a school document for a parent/guardian.

Forgery of any type for any reason is punishable by detention or Saturday detention. Repeat offenders will be subject to suspension.

### **Gum Chewing**

Chewing gum is not permitted in the building, on the school grounds, or on a field trip. A student who is chewing gum is subject to detention.

### **Hallway Behavior**

Students are dismissed from class only with the permission of the classroom teacher. While passing in the hallway, students should not disturb any class that is in session. Students should not enter a classroom unless a teacher is present.

Students who abuse passes, cut classes, or are often in the halls during classes may be put on building restriction. This restriction is designed to keep the student in class and out of trouble. Students on building restriction should be in the halls only during the four minutes for changing classes. Passes will only be issued by an Administrator.

In grades 5 - 8, visits to student lockers are allowed only at specified passing times.

### **Harassment, Violence, and Sexual Violence Policy**

St. John Paul II School is firmly committed to providing a safe learning and working environment for everyone in the school. The school strives to provide an environment of respect, tolerance, and sensitivity. For this reason JPII expressly prohibits harassment, sexual harassment, race-based harassment and sexual violence in the school environment. Inappropriate verbal, written, or electronic communication, or physical intimidation/violence, is unacceptable. Harassment and/or violent behavior may result in expulsion.

Examples of harassment include, but are not limited to: verbal or written taunting; bullying; hazing; other offensive, intimidating or hostile conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group. Examples of behavior that is prohibited by this policy include: unacceptable physical contact, or verbal sexual abuse; jokes of a sexual, racist, or obscene nature; disseminating obscene or sexually explicit material, or having such materials in one's possession in the school, on school grounds, or at school-sponsored activities; the use of racial slurs; obscene or sexually explicit graffiti anywhere in the school or on school grounds, continual and unwanted written or oral communications of a sexual nature directed toward another; spreading sexual rumors/innuendos; obscene T-shirts, hats or buttons; obscene and/or sexually explicit gestures or touching; unwanted requests for sexual favors; threats or demands; retaliation for having reported or threatened sexual harassment; and any other inappropriate behavior of a sexually explicit or obscene nature that is demeaning and/or offensive.

Isolated incidents may not be sufficient to constitute harassment or sexual harassment and will be handled according to the school's disciplinary policies.

Allegations of harassment, race-based harassment, or sexual harassment (as defined above) by any person are to be reported to the Assistant Head of School. Parents of both the offender and the victim will be informed of the allegations. To lessen the possibility of retaliation, the matter is to be kept confidential by all parties involved.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the age of the offender and the victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/Assistant Head of School conference
- Written warning/reprimand and parent notification, entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the Assistant Head of School or other school authority is required under state law to report the incident. The Diocesan Office of Safe Environment and/or the police may be contacted if there is any reason to believe that sexual abuse or violence has occurred involving a child less than eighteen years of age. Appropriate actions will be taken by the school in cases where sexual violence has occurred or is alleged. These actions may include removal, suspension, or expulsion.

### **Off-Limits Areas**

The following areas are off limits to JPII students during school hours unless given special permission to be there:

- JPII athletic fields, lawn areas, garage area, loading dock, and parking lots
- Staff rooms at both buildings
- St. Francis Xavier Church, Rectory, and parking lot areas
- Interior areas not in use
- Locker rooms, fitness center, adjoining hallway area

Students in grades 9 - 12 may not be in the middle school building without permission and an adult supervisor. After 4:00 PM, unsupervised students are not allowed in any second or third floor area of the high school building. Students who are waiting for transportation should do so in the front of the chapel. Athletes waiting for practice are restricted to an area designated by and under the supervision of their coach or his/her adult designee.

Students in grades 5 - 8 may not be in the high school building without permission and an adult supervisor. After dismissal, students should go to extra help with a teacher, to silent study hall, or to After-Care.

## **Removal from Class**

When all reasonable and usual appeals to a student have failed to bring about a student's conformity to a teacher's request for cooperation in the classroom, the student may be suspended from class. The teacher contacts the office and the student immediately reports to the Assistant Head of School's office. Removal from class may result in a detention. The student may also be removed from class for the rest of the term. After being removed from class, the student will engage in a discussion with the Assistant Head of School, teacher, or other staff members to determine when and how that student should return to class.

## **Saturday Detention - High School**

For those offenses that warrant a more serious response than a detention, but are not grave enough to warrant a suspension and probation (see examples, below) a Saturday detention will be issued. The penalty for a Saturday detention is to spend two hours in school on the first detention Saturday following the Saturday detention notification. Students are to report to detention by 8:00 AM. Tardiness will not be tolerated. Students must be in work clothing for this detention unless otherwise notified.

Some examples include:

- Forgery, first offense
- Disrespect for faculty or staff members
- Second academic dishonesty offense
- Lewd, vulgar, profane behavior
- Truancy
- Repeat cell phone violation

## **Search & Seizure**

All property of the school, including students' desks and lockers, as well as their contents, may be opened, searched or inspected at any time. School personnel have an unrestricted right to search these structures as well as any containers, book-bags, purses, or articles of clothing that are left unattended on school property.

The search of a student's person, bag currently being carried, and/or vehicle is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, dangerous objects, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

## **Sexting**

Sexting is defined by the State of Massachusetts as "sending, receiving, forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital devices." This can include sending intimate pictures or video via text message or through apps such as Snapchat and Instagram.

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report

instances of sexting to the Massachusetts Department of Children and Families (DCF) or local law enforcement for appropriate investigation as to violations of law.

### **Stealing/Theft**

Any instance of a student taking another person's property or committing acts such as taking cafeteria food without payment makes the student liable to immediate suspension from school. A second offense will make the student liable to expulsion.

### **Student Threats**

A threat has occurred whenever an individual believes that his or her personal safety, the safety of his or her family, or his or her property has been put in jeopardy or challenged.

Any and all student threats to inflict harm to self or another should be taken seriously and reported immediately to the Assistant Head of School by anyone who hears a threat. In such cases the report will be investigated and appropriate actions will be taken, which may include any or all of the following:

- Removal of the student from class
- Notification of the parent or guardian of the student who has made the threat
- Notification of the parent or guardian of the person or persons threatened
- Suspension of the student pending a psychiatric evaluation and the receipt by the school of a written statement from a psychiatrist that the student is not/does not pose a threat to self or others
- The requirement of follow-up counseling if recommended in the evaluation
- Further disciplinary actions, including detention, suspension, or expulsion
- Notification of the police

### **Suspension**

A student who is suspended is responsible for all the material covered in classes. In grades 5 - 8, students who have been suspended should arrange with the teacher to make up missed homework, tests, or quizzes. In grades 9 - 12, students will not ordinarily be allowed to receive credit for missed homework, tests, or quizzes. A student who is suspended is not allowed to participate in any athletic practice or games or other school-sponsored activities on the day(s) of suspension.

When a student receives a suspension, the Discipline Review Board meets and may recommend that the student be placed on disciplinary probation, suspended, or expelled from St. John Paul II School.

In general, any misbehavior, in or out of school, that in the Administration's judgment warrants significant punishment can result in a suspension. Some examples are:

- Fighting
- Drinking or possession of alcohol
- Tampering with safety equipment
- Insubordination
- Jeopardizing the safety of others
- Defacing or destroying property
- Gross disrespect for members of faculty or staff



- Theft
- Immoral acts
- Possession of tobacco products, electronic cigarettes and/or smoking or chewing tobacco
- Actions which reflect unfavorably on the reputation of the school and the school community

Out-of-school suspensions will be given for any serious offenses which are illegal such as vandalism; harassment directed at any school staff member or adult representing the school; offenses which grossly endanger the school or the school community, seriously harm the reputation of the school, or gravely hamper the safe and efficient operation of the school. Offenses of this kind will merit out-of-school suspension, whether committed on campus or off campus. An administrative decision may include expulsion.

In all cases, a student suspended out-of-school may not return to the classroom until permitted to do so by the Administration. This permission will be given only after consultation with the parents or guardians. The student is not permitted on school grounds or school-related functions i.e. athletic events, dances, etc.

At the end of the school year, the Discipline Review Board will review the records of all students. Special attention will be paid not only to the reason for the suspension, but also to the student's conduct after the suspension. After this review, the Assistant Head of School will determine the status of these students for the following school year based on the recommendation of the Discipline Review Board.

## **Technology Use**

Technology is an important aspect of the learning process. Students must use technology in accordance with the values and proper functioning of JPPII. Because of its communal nature, all communication involving technology between or among students is subject to the standards of JPPII. For more information, see the Diocese of Fall River Computer Policy and Internet Acceptable Use Guide in Appendix C.

## **Tobacco and Electronic Cigarettes**

Massachusetts State Law prohibits smoking or vaping in a school building and on school property. Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e-cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems.

It is a violation of Massachusetts law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

Students using or possessing tobacco or electronic cigarettes will, at a minimum, be suspended from school. Additional penalties may be applied by the Administration. Student-leaders and athletes are subject to additional penalties in their activities.

### **Video Games**

Video games are prohibited at St. John Paul II School and may not be played during school hours. Students will serve a detention on a first offense and are subject to suspension for subsequent occurrences.

### **Weapons**

The use, possession, sale, or discharge of any type of weapon or dangerous object including toys or replicas of such objects (e.g. knife, gun, club, pepper spray, or any other type of dangerous instrument judged so by the Assistant Head of School) is absolutely forbidden on school property and/or school events at all times. This prohibition also includes any pistol, rifle or other device that uses air- or gas-propelled projectiles.

Violations of this policy may result in immediate notification of police. A student in possession of such weapons and/or objects may be suspended from school immediately. The Head of School may expel the student, pending disciplinary review.

# ATHLETICS

For the purpose of school policy, a student-athlete is defined as any member of an interscholastic sports team, a manager, or a cheerleader. Further policies and expectations are outlined in the *Athletics Handbook*.

## Athletics Attendance Policy

Student-athletes absent from school are not permitted to participate with the team in any capacity on the day of the absence. Student-athletes are considered absent from school whenever they have attended less than sixty percent of the school day. Students must arrive no later than 10:30 AM on a regular school day to be considered present for the day, or they may not be dismissed before 12:15.

Students with medical or dental appointments may participate in athletics on that day if they submit a doctor's note or other required documentation. Students in grades eleven and twelve may also participate when utilizing excused college visit days if they submit proof of attendance at the college visit. Grade eleven students are allowed up to two (2) days of excused absences for college visits and grade twelve students are permitted three (3) days. Students in grades 5 - 8 may participate if involved in a Shadow Day at the high school in grades 9 - 12.

## Academic Requirements for Athletes

Since academics come first at St. John Paul II School, in order for a student to be eligible to play on any team, that student must earn satisfactory grades.

In grades 5 - 8, no student may participate in a sport if the student is failing in any two subjects. Similarly, three D grades in any subjects will make a student ineligible. Eligibility is determined anew at the start of each academic year. Quarter grades are used to determine eligibility. Students become ineligible the day the report card is issued. Students who are academically ineligible may regain eligibility by attaining grades of 70% or higher in all subjects on the interim report card that is issued mid-quarter.

Student-athletes in grades 9 - 12 must attain a 2.0 or better grade point average in the preceding grading period to maintain eligibility. Student-athletes may regain eligibility by attaining a 2.0 or better grade point average on the interim report card that is issued mid-quarter.

As required by the Massachusetts Interscholastic Athletic Association (MIAA), student-athletes, including any 7th or 8th grade student who wishes to play on a high school team, must attain a passing grade in the equivalent of four major subjects during the marking period preceding the season in which the student wishes to participate. Student-athletes who do not meet these criteria will be ineligible for participation.

In all cases, the Assistant Heads of School and/or Head of School have final authority as to who may play or who will be removed from a team for either academic or social reasons.

## **Christian Athlete**

St. John Paul II School student-athletes are expected to act in a manner consistent with the Christian values of the school. Discourteous conduct either on or off the playing surface will not be tolerated. Misconduct in the shower or locker room, in transit to games and practices, and on the athletic field or floor may result in suspension or expulsion from the team. Team prayer and Mass on game days and other days is encouraged. Sports team leaders (e.g., captains) are required to attend all school Masses and Liturgies.

## **Concussion Policy**

Students who have received a concussion must be evaluated by both the school Athletic Trainer and their own primary care provider. The school's Athletic Trainer will authorize return to athletic participation only after the student has returned to full academic participation. The Athletic Trainer has final authority over a student's participation after receiving a concussion.

Academic accommodations that may be needed based on a student's concussion will be determined by the Guidance Department and school Health Clinic staff. Any such accommodations will require proper documentation from the student's primary health care provider.

Students not able to participate fully in the academic program may not participate in clubs, trips, special opportunities, performances, rehearsals, athletics, or other co-curricular activities until full academic participation resumes.

## **Facilities**

Students are allowed the use of athletic facilities only if a member of the faculty or coach is supervising the entire time the students are using the facilities. Students in grades 7 - 12, with the permission of the Athletic Director, may use the athletic fields.

## **Equipment**

Student-athletes are personally responsible for all equipment issued to them by the school. This equipment is to be handled with proper care. Damaged equipment should be reported immediately to the head coach. All equipment issued must be returned promptly at the end of the season. A student-athlete failing to do this will not be issued any awards or letters until the equipment is returned, is ineligible to participate in their next sport, and is subject to a \$250 fee assessed on FACTS. A student-athlete from any St. John Paul II School athletic team who steals, destroys, or intentionally damages property or equipment at JP II, home, or another school's facility may be immediately expelled from the team.

## **Medical Requirements**

All student-athletes must have an updated physical form and an Athletic Participation Questionnaire on file at all times, using FamilyID. Student-athletes are also required to take baseline Impact Testing every two years.

## Sportsmanship

At rallies, assemblies, and other school-sponsored events, students, parents and other spectators are to conduct themselves in a courteous manner and are to follow the instructions of those in charge.

At sporting events, whether played at home or away, the good sportsmanship and mature behavior of athletes and fans are a means of conveying a respectful attitude towards students and fans from other schools as well as game officials. Such behavior is expected of all JPII students, parents, and fans. To act otherwise is to reflect unfavorably on the reputation of St. John Paul II School, its students, parents, and friends. Students, parents, or others who display unsportsmanlike or inappropriate behavior towards players, coaches, officials or others are subject to removal from the event and may be banned from attendance at future JPII events.

## Training Rules

For many reasons, athletes are held to a strict, year-round, no-use standard with respect to tobacco, alcohol and drugs. First, it is contrary to the concept of athletic training and competition for athletes to use such substances. It is also incompatible with the concept of team sports and the commitment we ask our athletes to make to each other.

In addition, student-athletes are accorded a certain amount of respect and prestige as a result of their participation in JPII's athletic programs. They become role models to other students as well as to students in the grade school programs. With this status comes additional responsibility. Lastly, as school representatives in interscholastic competition, our student-athletes convey to the community the values and image of JPII. This, too, calls them to greater responsibility.

As such, we have established the following Training Rules for student-athletes:

1. Any use of tobacco, alcohol, electronic cigarettes, or illegal drugs (possession, sale, under the influence of) is not permitted throughout the athlete's years at JPII. Student-athletes anywhere (on or off school premises) using these prohibited substances are in violation of this rule. Student-athletes are also cautioned that they can be guilty by association, i.e., being in the company of someone using these prohibited substances.
2. Penalties for the conduct described in paragraph 1 will be as follows:
  - a. First Offense:
    - i. In season - Two week suspension from all team activities. Loss of captain status.
    - ii. Out of season - Suspension from all team activities during the first two weeks of regular competition for the next sport the athlete participates in. Loss of captain status.
  - b. Second Offense:
    - i. In season - suspension from all team activities for the remainder of the season (minimum of six weeks). If the infraction occurs with less than six weeks remaining in the regular season, student-athletes will complete the six weeks

- suspension commencing with the first week of regular competition in the next sport in which they participate. Student-athletes suspended for a second offense are also not allowed to participate in any off-season or preseason activities of other sports until the completion of the regular season of the sport from which they were suspended.
- ii. Out of season - suspension from all team activities during the first six weeks of regular competition for the next sport in which the athlete participates.
  - c. Third Offense - a one-year suspension from all interscholastic sports, commencing from the date of the infraction, unless the infraction occurs during the suspension period for the second offense. In that case, the suspension for the third offense will commence when the second offense suspension ends.
  - d. Any infractions beyond the Third Offense will render the student-athlete ineligible to participate in interscholastic sports for the remainder of their career at JPII.
  - e. In addition to the penalties outlined above:
    - i. Individual coaches may enforce additional penalties as part of the team rules
    - ii. When deemed necessary by the school Administration and/or its Athletic Department, a professional assessment (including a blood test), and adherence to any recommended follow-up treatment may be imposed as a condition for return to sports participation.

Prior to an offense being reported, if a student-athlete or student-athlete's parents/guardians seek assistance from the coach, the Athletic Director, or a school administrator with a tobacco, alcohol or drug problem and/or incident and the athlete agrees to undergo a urinary drug sample (UDS) test and participate in a tobacco education program or a drug/alcohol assessment, the athlete will be allowed to compete in athletic events. Refusal or failure to complete the tobacco education program or drug/alcohol assessment and UDS test and to follow its recommendations will result in the denial of participation. The self-referral is still considered a violation for the purpose of accumulation of violations. Loss of captain status will be the result. All offenses described in paragraph I that occur on school property or at school-sponsored activities will also carry school disciplinary action as well as counseling.

# FINANCIAL

## Accounts

Tuition and fees are billed annually in May for the following school year. Payment of tuition and fees is the responsibility of the parent or guardian. Payment options include full payment of the balance due by June 1 for the following school year, or monthly payments through the FACTS Payment Plan.

Students whose tuition accounts are unpaid, or who have outstanding obligations to the school, may face restrictions of student privileges. All outstanding obligations to the school must be satisfied prior to the start of a new school year.

In addition to tuition, incidental expenses such as lunch, After-Care, field trips, AP exams, athletic fees, etc. are invoiced through the FACTS system.

St. John Paul II School provides a limited amount of need-based financial aid to students. To be eligible for this aid, the FACTS Grant and Aid application must be completed each year.

## Delinquent Accounts

Financial obligations are outlined in the tuition contract agreement families receive at the time of enrollment and acknowledge with their signature. The school relies upon families to meet these financial obligations.

In instances of financial hardship, families must contact the Student Accounts Coordinator, Assistant Head of School, and/or Head of School so that all parties can work together to address the financial challenges. The following policies govern instances when families do not contact the school and or fail to respond to school contact.

1. If FACTS attempts to draft a payment, and the funds are not available, then FACTS will send a notice to the family and a second and a third attempt (if necessary) will be made within 30 days to draft the funds. If the funds are not available by the third attempt, then the account will be marked unresolved, and the school will be notified. There is a \$30 processing fee from FACTS for insufficient funds.
2. In cases of 30 days past due balance, the school will write to the family asking them to contact the school. It is the responsibility of the family to contact the school to make arrangements to correct the situation or work out an alternative payment plan.
3. If there is no response from the family to the first attempt at communication, then a second attempt to contact the family will be made by phone. If the family has not contacted the school after the second attempt, then the school will turn the account over to collections. If the family has reached out to the school, and a plan is either being worked on or is in effect, the account will not be turned over to a collections agency, but will continue to be monitored by the school.
4. If all attempts by the school and/or the collection agency to address the issue are unsuccessful, then the responsible party will receive a written notice (by certified mail) explaining the commitment,

and that immediate attention is required to resolve/address the matter. Families will then be notified of adverse actions as a result of delinquent tuition and fee payments. Such actions may include:

- i. Students may not be allowed to take final exams,
- ii. Report cards may be withheld,
- iii. Students may not be allowed to register or return for the following year,
- iv. Students may not be allowed to participate in extended school, club, or organized trips,
- v. Students may not be allowed to participate in athletic competitions or practices, or
- vi. Students may not be allowed to participate in extracurricular activities.

### **Refund Policy**

If a student withdraws or is expelled from school, tuition credits will be processed for any quarter that the student has not attended. Financial aid awards will be prorated based on the same schedule.



## APPENDIX A: BULLYING

### *BULLYING PREVENTION AND INTERVENTION PLAN FOR THE DIOCESE OF FALL RIVER*

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the student/family handbook; it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

#### **I. Definitions**

The Diocese of Fall River and JPII prohibit bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“**Bullying**” is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. (Massachusetts General Laws c. 71 § 37O)

“**Cyber-bullying**” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

“**Retaliation**” against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

“**Hostile Environment**” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 37O)

“**Aggressor**” is a student who engages in bullying, cyber-bullying, or retaliation.

“**Target**” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

“**Staff**” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

*Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)*

## II. Formal Procedure for Reporting

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the Assistant Head of School or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the Assistant Head of School or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- **Safety of the target**

The principal or designee will take steps to assess the need to restore a sense of safety to the

alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

- **Protection of the reporter, witness, or provider of information during the investigation**

The principal or designee will implement appropriate strategies for protecting a student who has reported, witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

- **Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement**

- a. **Parents/Guardians**: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. **Notice to another school**: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.
- c. **Notice to Catholic Education Center**: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. **Notice to law enforcement**: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

### III. Investigation

The Assistant Head of School or designee will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The Assistant Head of School or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee or other staff members as determined by the Assistant Head of School or designee and in consultation with the school counselor, as

appropriate. To the extent practicable, and given his or her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

#### **IV. Determinations**

The Assistant Head of School or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The Assistant Head of School or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

#### **V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation**

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/family handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

#### **VI. Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.**

#### **VII. At the discretion of the Assistant Head of School or his or her designee, counseling or referrals to Office of Safe Environment will be made available to targets, aggressors, and/or family members.**

***\*\*Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.***

## APPENDIX B: TOWN OF BARNSTABLE BUS DISCIPLINE PROCEDURE

### 1. First Bus Incident Report

The principal will warn the student and send the family a copy of the infraction notice. The student is liable to a loss of the bus riding privilege.

### 2. Second Bus Incident Report

Loss of bus privileges at the discretion of the principal. Student, parents or guardians, and bus contractor will be informed. (JPII disciplinary action will also be taken.)

### 3. Third Bus Incident Report

Loss of bus privileges for three or more days at the discretion of the principal. Student, parents or guardians, and bus contractor will be informed. A conference with parents or guardians may be held. (JPII disciplinary action will also be taken.)

### 4. Fourth Bus Incident Report

Automatic loss of bus privileges for a period to be determined by the principal in consultation with the bus contractor. (JPII disciplinary action will also be taken.)

### 5. Fifth Bus Incident Report

A conference with the principal and parents or guardians will be convened. The student will be removed from bus service until such a conference is held and further consequences determined. (JPII disciplinary action will also be taken.)

#### Examples of Infractions:

- Improper Boarding/Departing Procedures
- Bringing Articles Aboard Bus of Injurious or Objectionable Nature
- Failure to Remain Seated
- Refusing to Obey Driver
- Fighting/Pushing/Tripping
- Hanging Out of Window
- Throwing Objects In or Out of Bus
- Lighting Matches/Smoking on Bus
- Spitting/Littering
- Unnecessary Noise
- Tampering with Bus Equipment
- Rude, Discourteous, and Annoying Conduct
- Destruction of Property
- Other Behavior Relating to Safety, Well Being and Respect for Others

## APPENDIX C: DIOCESE OF FALL RIVER COMPUTER SYSTEM AND INTERNET ACCEPTABLE USE AGREEMENT

St. John Paul II School (hereafter, "School") believes in the educational value of a computer system, the Internet and other technologies and recognizes their potential to support and enrich the curriculum and the student learning process. Our goal in providing a computer system, Internet access and other technologies is to promote educational excellence by facilitating resource sharing, innovation, and communication. This agreement would apply to the use of individually owned technologies in the form of personal communication devices when used on school grounds, at school functions, or for school-related purposes. This agreement would also apply to school owned technologies used outside of school. Use of the computer system, the Internet and other technologies is a privilege and access entails responsibility. School cannot prevent the availability of all inappropriate material on the Internet and other technologies. The use of the system, Internet and other technologies is subject to this acceptable use agreement and the rules, regulations and policies of School, the Department of Education and the Diocese of Fall River. School supports and respects each family's right to decide whether or not to apply for student computer system and Internet access and other technologies.

### Acceptable Use

The computer system, Internet access and other technologies have been established for an educational purpose. The user understands and agrees to the following:

- The use of the system, the Internet and other technologies must be consistent with and in support of the educational goals and objectives of School's curriculum and mission statement.
- The use of any material in violation of any law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trademark or trade secret.
- The purchase or sale of any product or service, or any other commercial use, is prohibited.
- The listing of any advertisements or political materials is prohibited.
- Illegal activities of any kind are prohibited.

### Behavior

The user is expected to follow the generally accepted rules of computer use/Internet and other technologies etiquette. These rules include, but are not limited to, the following:

- Be polite. Always use the system in an ethical and respectful manner.
- Use appropriate language.
- User shall not reveal his/her name, home address, personal telephone number or any other personal information. Users shall not reveal the personal information of any other person.
- User shall not disrupt or congest the computer system and/or Internet and/or other technologies in any manner.
- User shall not post anonymous messages.
- User shall not access, create, or distribute harassing, defaming, discriminatory, abusive, pornographic, fraudulent, obscene, racist, sexist, or threatening material or imagery.
- User shall not attempt to access blocked Internet sites.

- User shall only use school approved, licensed software and shall not use other programs or applications or download any information without the permission of the head of school.
- User shall not use the account or password (if the school assigns one) of another user or attempt to impersonate any other person.
- Confidential information should not be transmitted over the Internet or other technologies.
- User shall report any known or suspected misuse of the computer system and/or Internet and/or other technologies to the head of school. User shall not make any false complaints against any other user.
- User shall not access any "chat rooms" unless access has been approved by the head of school.

NOTE: *User may be given an email account on the computer system. User shall not sign up for or access any email service offered through the Internet or other technologies. School explicitly prohibits user from having any access to any email services unless it has been specifically approved for a limited time and purpose by the head of school. If user has been granted approval to use email, user understands that email is not private. Any messages received that relate to or are in support of illegal activities, or that are prohibited by this acceptable use agreement, or that make the user feel uncomfortable, shall be reported immediately to the head of school. User shall not send messages or use the computer system and/or Internet and/or other technologies in any manner that they would not be comfortable seeing reproduced publicly.*

Services: School makes no warranties of any kind, whether express or implied, with respect to the use of the computer system and/or Internet and/or other technologies. Use of any information obtained through the use of the computer system and/or Internet and/or other technologies is at the user's own risk. School does not accept any responsibility for the accuracy of information obtained through the Internet or other technologies or for any damage user may suffer as a result of use of the computer system and/or Internet and/or other technologies including but not limited to, loss of data or interruption of service. School is not responsible for any financial obligations arising from the unauthorized use of the computer system and/or Internet and/or other technologies.

Security: Security on any computer or other technology system is a high priority. Users who identify a security problem shall notify the head of school immediately, without discussing it or showing it to another person. Any user identified as a security risk will be subject to disciplinary action, up to, and, including expulsion.

Vandalism: Vandalism includes, but is not limited to, any attempt to harm or destroy the computer system, hardware, software, or data of school, another user or of any other agency or network that is connected through the Internet or any other technologies. Vandalism will subject the user to disciplinary action, up to and including expulsion, and may involve a referral to appropriate law enforcement agencies.

Password: If the school uses passwords, user understands that the password chosen is for personal use only and shall not be shared with any person, except as directed by school. The password may be changed at any time according to the needs of School.

Monitoring: The computer system and all communications and information transmitted by, received from, or stored in the computer system or other technologies, including e-mail, are the property of the school. Users should not expect that their use of the computer system, Internet and other technologies is private. User has no expectation of privacy in any use of the Internet or computer system or other technologies. School has the right, at any time, to access, monitor, and disclose any and all use of the computer system and Internet and other technologies, including but not limited to back-up files, e-mail messages and the transmission, receipt or storage of information in the computer or other technology systems as it deems necessary. Monitoring will be conducted to ensure system integrity and to ensure that all users are using the computer system and Internet and other technologies responsibly and according to this acceptable use agreement. User acknowledges and expressly consents to school accessing, monitoring, and disclosing his/her use of the computer system and/or Internet and/or other technologies at any time at school's discretion.

Termination: School has the sole right at any time, with or without cause, to terminate or suspend any user's access to and use of the computer system and/or the Internet and/or other technologies.

Responsibility: User understands that the computer system, the Internet, and other technologies are to be used only for educational purposes. Any violation of the terms of this acceptable use agreement may result in loss of computer system, Internet privileges, and other technologies disciplinary action, up to, and, including expulsion, and appropriate legal action.

The Internet and other technologies link users around the world and provide access to a wide variety of information and resources. The law affecting the Internet and/or other technologies is developing and changing daily. No acceptable use agreement could identify each and every inappropriate use of the computer system and/or Internet and/or other technologies through school property. School is the sole judge of whether the use of the computer system and/or Internet and/or other technologies is consistent with this acceptable use agreement and its decision shall be final. If user is unsure whether use of the computer system, Internet or other technologies is appropriate, user shall confer with the head of school. School reserves the right to modify this acceptable use agreement at any time in any manner.



## APPENDIX D: STUDENT DROPOFF PROCEDURES

### Grades 5-12 Drop Off Route:

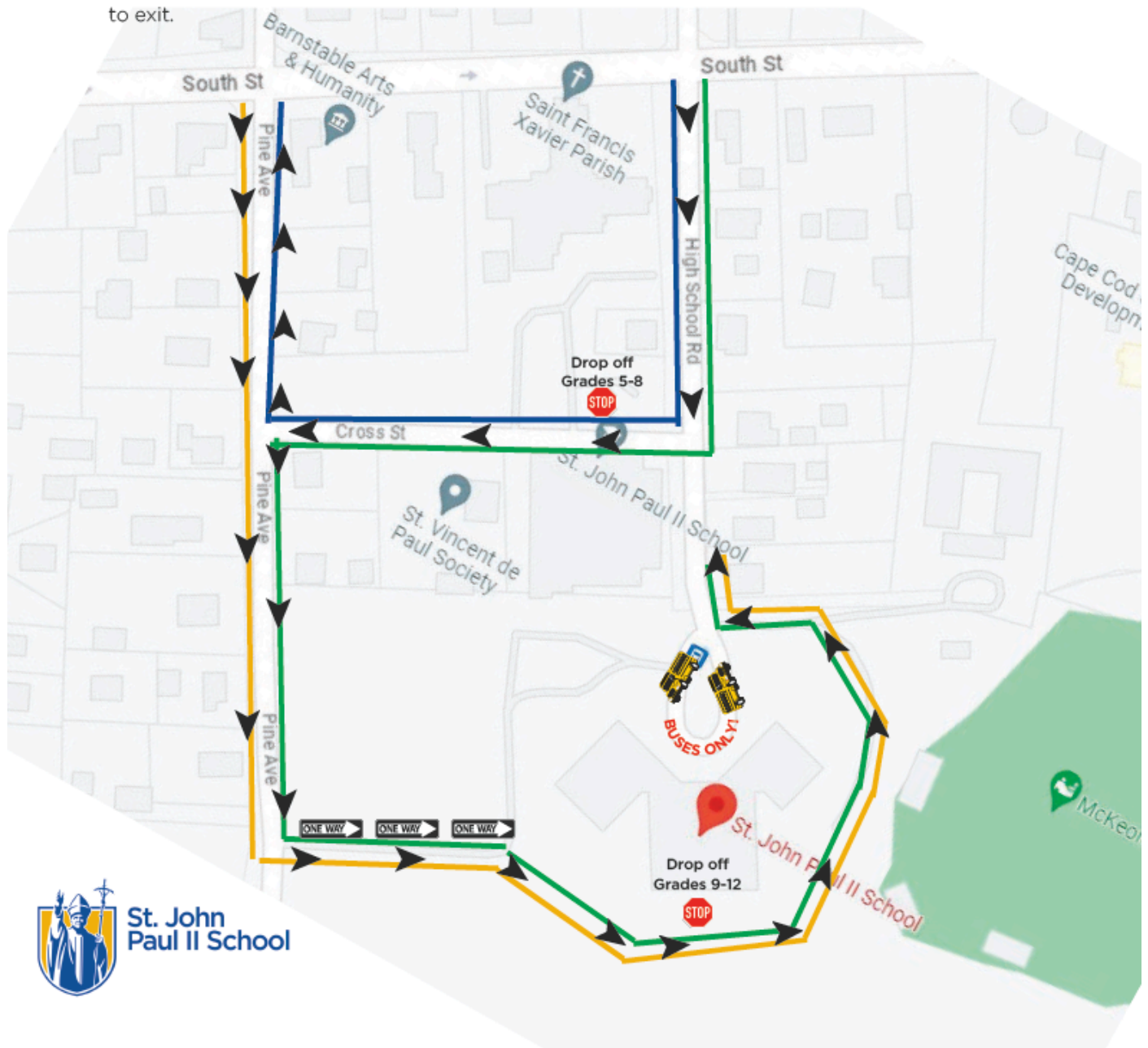
Enter High School Rd via South St. Make a right onto Cross St. and drop student(s) in Grades 5-8 off. Proceed to the end of the parking lot, and make a left on Pine Ave. to continue around to drop off Students in Grades 9-12 in the back of the building. Follow around and make a right onto High School Rd to exit.

### Grades 5-8 Only Drop Off Route:

Enter High School Rd via South St. Make a right onto Cross St. and drop student(s) in Grades 5-8 off. Proceed to the end of the parking lot, and make a right on Pine Ave. Make a right onto South St to exit.

### Grades 9-12 Only Drop Off Route:

Enter Pine Ave via South St. Follow all the way down and make a left after the softball field (one way). Proceed around the back of the building to drop off student(s) in Grades 9-12. Follow around and make a right onto High School Rd to exit.



# APPENDIX E: STUDENT HEALTH SERVICES

## Diocese of Fall River Catholic Schools

### School Nurse

The primary role of the school nurse is to support student health and academic success by providing healthcare assessment, intervention and follow-up for all children within the school setting. The school nurse has many roles within the school community some of which include:

- Link between school, students, families, healthcare and other community providers
- Maintaining school health records, monitoring immunizations, managing communicable diseases, and assessing the school environment to prevent injury and ensure safety
- Assessing student health status and making referrals
- Member of the crisis team
- Administering medications per MDPH guidelines
- Performing classroom teachings on health-related topics
- Providing emergency care
- Implement state mandated health screenings and referrals

The school nurses in the Diocese of Fall River are available daily and only during regular school hours. Therefore, there will not be a nurse during before school morning care, early dismissal days, after school activities, sports, and extended care. In the event of a medical emergency during before or after school activities, 911 services may be activated followed by parent/guardian notification. If a student participating in before or after school activities has specific medical conditions, such as anaphylactic allergies, seizures and diabetes, the school nurse will meet with the parent/guardian to develop an emergency action plan to have in place in the event of an emergency. This plan will also be shared with the appropriate school staff that will be taking care of the student.

### Anaphylaxis/Allergy

All parents/guardians of students with a known anaphylactic allergy (food, insect stings, medications, latex, etc.) must notify the school nurse of the child's allergy. A meeting with the nurse will be scheduled to develop an allergy management and prevention plan which will include an anaphylaxis emergency care plan signed by the licensed prescriber. A minimum of two up-to-date epinephrine auto injectors along with a licensed provider order for the epinephrine, a signed parental authorization form and a Food Allergy Action Plan from the physician are also required.

### Health and Emergency Form

A Health and Emergency Form must be completed at the beginning of each school year and returned to the school nurse within 2 days. This form gives information on how to reach parents in case of emergency and provides updated health information on your child from year to year. Notify the school nurse of any changes in emergency contact information or state of health during the school year. Remember, in the event of an accident or illness, the school must be able to reach the parent or another person who will assume responsibility for the student.

## **Health Emergencies**

Please notify the school nurse of any medical condition which may cause an emergency situation for your child (e.g. allergic reaction to food, insect bites or medication, asthma, diabetes, seizures). The school nurse will work with you in developing a care plan to meet your child's health care needs.

## **Illness and Injury in School**

If a child becomes ill during school hours, the nurse or main office will call the parent to make arrangements for the child to be dismissed from school. Serious injuries at school will be handled by having an ambulance take the child to the closest emergency room. Parents will be notified immediately if an ambulance is called. It is extremely important that all emergency contact information be up to date.

## **Illness—When to Keep Your Child Home**

Unless otherwise directed by the school nurse, children must remain home if they have any of the following:

- Temperature of 100 degrees or more within the past 24 hours. The child may return to school when fever free for at least 24 hours without the use of fever reducing medication (Tylenol, Ibuprofen).
- A severe cold with fever, sneezing and thickened nasal discharge.
- A cough that keeps the child awake at night, worsens with increased activity, or is combined with other symptoms.
- Vomiting and/or diarrhea- The child must stay home for 24 hours after the last episode.
- A rash or skin condition that has not been diagnosed by a doctor. Please have these identified and treated for 24 hours before returning to school.
- "Pink Eye" or conjunctivitis - A draining, itchy eye that is red must be treated with antibiotic eye medicine before the child returns to school.
- Drainage from the eyes- Child must be seen and cleared by a physician to return to school.
- A severe or persistent earache.
- Live head lice. The child must receive appropriate treatment before returning to school.
- In addition to the foregoing, children should remain home if directed by the school nurse.

## **Medication Policies**

In order to comply with Massachusetts General Law, Chapter 94C, the following are requirements for the administration of medication to students during school hours.

- The school nurse is responsible for administration of medication in school.
- Faculty and staff may administer an EpiPen in emergency situations if they have completed the EpiPen training.
- All medications, prescription or over the counter medications require a physician's order and a completed parental/guardian authorization form or the medication cannot be given. Over the

counter medications include, but are not limited to, cough drops, cough medicine, eye drops, Acetaminophen, and Ibuprofen.

- Medication orders must be renewed at the beginning of each school year and expire at the end of the school year.
- Whenever possible, medication administration should be scheduled at times other than during school hours.
- All medications must be delivered to the school nurse by the student's parent/guardian or a designated adult. Students are not permitted to bring medications to school.
- All medications must be delivered in a pharmacy labeled container or in the manufacturer's medication container. Medications in plastic bags, envelopes, etc., will not be accepted.
- The pharmacy labeled container can be used in place of a physician's order only in the case of short-term medications such as those medications given for ten days or less (antibiotics). If the school nurse has a question about the medication, she may request a licensed prescriber's order.
- Parents/guardians may retrieve medications from the school nurse at any time. All unused, discontinued or outdated medications must be picked up by a parent/guardian at the end of the school year or it will be destroyed.

### **When to Contact Your Child's School Nurse**

Sharing significant health information with your school nurse is extremely important in keeping all students safe especially during emergency situations. Please feel free to contact your child's school nurse at any time with questions, concerns or health updates, including but not limited to the ones listed below.

- Your child has a medical condition which may bring about an emergency situation for your child (e.g. allergic reaction to food, insect bites or medication, asthma, diabetes, seizures).
- Your child requires medications or treatments during the school day. Your school nurse will meet with you to discuss a plan of action and provide you with all required medication/ treatment forms that must be completed before any medication/treatment can be administered.
- There has been a change in your emergency contact information. Please notify the school nurse right away if there is a change in your phone number or job. If you rely on a cell phone, please provide the school nurse with that number.
- You have concerns about your child's social and emotional wellbeing.
- Your child has received a new medical diagnosis or there is a change in their health.
- Your child has allergies or has developed a new allergy. All parents/guardians of students with a known anaphylactic allergy (food, insect stings, medications, latex, etc.) must notify the school nurse of the child's allergy. A meeting with the nurse will be scheduled to develop an allergy management and prevention plan which will include an anaphylaxis emergency care plan signed by the licensed prescriber. A minimum of two up-to-date epinephrine auto-injectors along with a licensed provider order for the epinephrine, a signed parental authorization form and a Food Allergy Action Plan from the physician are also required.
- Your child has health issues that may affect school performance, e.g., vision or hearing, attention deficit disorder.
- Your child has been hospitalized.

- Your child has been treated for a contagious or communicable disease such as chicken pox, flu, strep throat, whooping cough, pneumonia, or head lice.
- Your child receives a head injury/concussion. If your child has been diagnosed with a concussion, please contact your school nurse as soon as possible. Prior to returning to school, the school nurse should be provided with documentation from the health care provider that includes confirmation of the diagnosis and any necessary accommodations for the school day, including restrictions for physical education classes and participation in athletic activities. The school nurse will discuss details of the support available to your child when you call to discuss the head injury.
- Your child has received a recent injury that requires accommodations for gym or in the classroom. Injuries may require written medical clearance from a healthcare provider to return to school or physical activities. Students who return to school with casts, air casts, crutches, splints, arm slings, wheelchairs, canes and/or immobilizers require a doctor's note that includes: (1) clearance for student to return to school; (2) any restrictions from physical education and recess; (3) confirmation from the physician that the student has been properly instructed in the use of the medical equipment provided. Students having stitches/staples or surgical procedures also require a written doctor's note with clearance to attend school and list any restrictions from physical education and recess.
- There has been a recent change in your family, such as a birth, loss, or serious illness.
- There has been a change in your child's health insurance, or you need help with obtaining health insurance for your child.

## Health Screenings

All health screenings are performed by the school nurse in accordance with Commonwealth of Massachusetts regulations. Students may also be screened at any time during the year at a teacher or parent's request.

If screening results indicate the need for follow-up care by a physician, parents/guardians will be notified. If necessary, the school nurse can assist with obtaining a follow-up evaluation by a physician.

**Vision and Hearing Screening** Early detection of vision and hearing issues is essential because many vision and hearing deficits can be corrected if they are identified early. Vision and hearing issues can impact a child's ability to learn in many ways. Poor vision can affect a child's gross motor development, and hearing issues may affect speech. According to Massachusetts General Law, Chapter 71, section 57, students require vision screening "in the year of school entry, annually through grade 5, once in grades 6 through 8, and once in grades 9- 12". Students require hearing screenings "in the year of school entry, annually through grade 3, once in grades 6 through 8, and once in grades 9 through 12". If you have any concerns, at any time, about your child's hearing or vision, please contact your child's school nurse for assistance.

**Postural Screening** The State of Massachusetts mandates that all students in grades 5 through 9 be screened for scoliosis. The purpose of postural screening is to identify early signs of spinal problems. Most scoliosis and other spinal issues can be easily treated if they are detected early. Parents are notified before screening so that students are dressed appropriately. Girls and boys are screened separately, and privacy is respected at all times. It is requested that girls wear a bathing suit top, halter top or a sports bra, under their clothes on the day of the school screening, as this type of clothing facilitates better examination of the back. **SBIRT (Screening, Brief Intervention, and Referral to Treatment)** This health screening is required by

Massachusetts law and is to be done once in middle school and once in high school. Students in grades 7 and 10 in the Diocese of Fall River will be screened. SBIRT is intended to identify substance use risk behaviors and to improve health safety, resilience and success in students. SBIRT screening requires a structured, 1:1 conversation between a trained school professional and a student to build trusting relationships around education, behavior and support related to substance use. Parents and students will be given the opportunity to opt-out of the screening.

**Growth and Development Screenings** Following Massachusetts General Law, Chapter 71, section 57, students in grades 1, 4, 7, and 10 will be screened for growth-related issues and their BMI calculated. This information is kept confidential.

**Other Screenings** School nurses may also conduct periodic dental screenings to assess for dental decay in children and head checks on an as-needed basis for head lice.

*\*Parents/guardians may request, in writing, that their child not participate in a screening program. This request must be submitted in writing each year and be specific to which screening you do not wish your child to participate. Please contact your school nurse with any questions.*

### **Physical Examination Requirements**

All students entering grades PreK, K, 4, 7 and 11 are required by law to provide the school nurse a physical examination form with age appropriate immunizations documented by the physician.

Additionally, any new or transferring students must provide this documentation as well and the physicals must be dated within 12 months of school admission. Updated physical examinations are required every 3-4 years.

For students entering Kindergarten, the physical exam must show documentation of a passed vision screening (done within the previous 12 months). Evidence of a comprehensive eye examination is required for those students who have failed the screening and for students diagnosed with neurodevelopmental delay.

Students entering kindergarten must also present documentation of lead poisoning screening.

**Physical Examination Requirements for High School Sports** MIAA rules state that any student who wishes to try out, practice or play a sport is required to have a current physical exam (within thirteen months) on file in the nurse's office **before** being allowed to try out or practice. If the physical exam expires during a sports season, the student must have a new physical on file prior to the expiration date of the previous physical or will be unable to play.

**Tuberculosis Assessment** Per MDPH guidelines for Tuberculosis monitoring and prevention, a *TB Risk Assessment* should be performed by a health care provider in order to determine TB risk and if further testing is necessary. MDPH advises that each school-aged child have a TB Risk Assessment completed and documented on the physical exam form. In addition, a school nurse may request a TB risk assessment by a medical provider and documentation of risk level and follow up testing (if applicable) under these listed circumstances:

- Birth, travel to or residency in a high-risk world region including Africa, Asia (except Japan), Pacific Islands, Middle East, Eastern Europe, Mexico, Central or South America, the Caribbean
- Exposure to an individual with diagnosed or suspected TB disease
- Household contact to individual with positive TB test (TST or IGRA)

- Parent and/or guardian or household member from a high-risk world region
- History of immunosuppressive disease or medications that might cause immunosuppression

### **Immunization Requirements**

Students entering all grades must meet current Massachusetts Department of Public Health immunization requirements. School health records are reviewed periodically to determine the immunization status of each student. If it is found that immunization updates are needed, school nurses will telephone parents/legal guardians or send notices home.

School Immunization Law, Chapter 76, Section 15 of the General Laws of the State of Massachusetts, requires that all immunizations must be up to date for children to attend school. Massachusetts General Law allows for the school to exclude any child from school whose immunizations are not up to date.

Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students, even if over 18 years of age.