



**ST. JOHN PAUL II HIGH SCHOOL**  
**PARENT - STUDENT HANDBOOK**  
**2020 - 2021**

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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 High School**

The school is a caring community that embodies the Gospel of Jesus Christ and teaches the faith and practices of the Catholic Church. An educational ministry of the Diocese of Fall River, the school serves students and families of all faiths across Cape Cod, the Islands, and southeastern Massachusetts who seek distinctive co-educational elementary, middle, and high school Catholic education. Through strong relationships and worthy examples, the school recognizes students' gifts, develops their potential, and inspires their pursuit of truth through faith and reason.

## 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 Pre-Kindergarten 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 the 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, developing 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.

## **COVID-19 RESTRICTION POLICIES**

*The following policies and procedures are in effect for the duration of COVID-19 restrictions. Such policies may supercede ordinary school policies listed elsewhere in this Parent-Student Handbook. Termination of COVID-19 restriction policies will be communicated in writing.*

This school handbook appendix has been developed to help families of the Diocese of Fall River Catholic Schools understand how our schools will operate for the foreseeable future following the COVID-19 pandemic and public health guidelines currently in place as a response to the pandemic. There may be additional public health orders (such as reverting back to stay-at-home response phase) or additional guidance from the Diocese of Fall River Catholic Schools. Communication from the Catholic Schools Office and the individual schools will be provided to parents in a timely manner.

## **RISK ASSESSMENT AND REOPENING**

We are focused on three major areas in our reopening planning:

1. The health and safety of our school communities.
2. The ability to deliver our mission and educational excellence to our students, and
3. A sustainable reopening and long term sustainability of our schools

## **UPDATED STUDENT HEALTH POLICY**

Each school will provide a School Reopening Plan that will put forth the goal of a **safe** return of as many students as possible to in-person learning.

Agreement to abide by the terms of the Diocese of Fall River Catholic Schools Health Policy is a condition of enrollment at any Catholic school in the diocese. All schools will provide protocols for responding to specific COVID-19 scenarios this fall. In addition, schools will continue to update families as additional protocols are released by the Massachusetts Department of Public Health and the Center for Disease Control (CDC).

The following link provides Massachusetts Protocols for Responding to COVID-19 Scenarios as of July 17, 2020. [Coronavirus/COVID-19: Guidance/On the Desktop Messages](#)

## **RETURN TO LEARN**

Understanding the variety of needs and concerns of students, families, teachers and staff, as well as the potential for changing health circumstances, the Catholic Schools Office is requiring schools to prepare a reopening plan that includes three learning models: in-person learning with new safety guidelines, a hybrid of in-person and remote learning, and a comprehensive fully-remote learning model. These plans will be reviewed and approved by the Catholic Schools Office leadership team. Please refer to your school's website for more information regarding its reopening plan.

## **Attendance**

**Schools must take daily attendance whether a student is in person or remote. Schools are also required to differentiate between students attending school in-person or remotely.**



Parents/caregivers are responsible for ensuring their child(ren) attend school every day, whether in-person or remotely. Please refer to your school's regular policies concerning attendance requirements. Parents are expected to report student absences in accordance with the same current school procedures that existed before the pandemic. Schools will continue to investigate extended absences and make and document reasonable efforts to contact the student and determine the reason for nonattendance.

### **Digital Learning Platforms**

All schools within the Diocese of Fall River currently have some form of online platform to support full delivery of remote instruction. Schools will work closely with students and families to implement online platforms and promote safe and effective use throughout the school year.

**By signing this appendix, parents are acknowledging that their student(s) will participate in remote instruction in accordance with the guidelines put forth in the school plan and herein.**

### **Remote Learning Student Requirements**

1. Students will attend remote learning classes dressed in school uniform or appropriate attire as stated by the individual school. Wearing pajamas to remote classes is strictly prohibited.
2. Students should be prepared to attend remote classes to learn and fully participate. This includes video and audio on, face fully visual on camera, seated at a table or desk, in an area free of background noise, with no eating during instructional time.
3. Students are prohibited from sharing passwords and other digital information with non-members of the school community.

### **Remote Learning Family Requirements**

1. Parents are encouraged to ensure that their students are attending and fully participating in remote learning. This includes that families will ensure that students have properly functioning devices for remote learning as required by the individual school.
2. Any type of recording of remote sessions by students, parents and caregivers is prohibited at all times in order to appropriately protect the privacy of students and teachers.
3. The home environment should not in any way disrupt the learning environment of all students in attendance. For example, other family members, television, pets and other electronic devices should not disrupt the learning environment..
4. Although schools will not record all remote learning or other sessions, the schools reserve the right to do so for security purposes and parents agree that they may do so.
5. Especially for younger children, a parent or caregiver should be nearby during all remote learning and have the ability to monitor such sessions.
6. One on one remote instruction should take place with a second adult present, but if an additional adult cannot be present then the session may be recorded for security purposes.
7. Please refer to your individual school policies for further guidance regarding remote learning.

## **Grading**

All schools will continue to assess and grade student work regardless of the model of instruction. Please refer to your individual school for grading periods.

## **SUSTAINABILITY OF OUR SCHOOLS**

### **Tuition**

Because of the rich and meaningful education program our schools will strive to provide each and every day whether it be in-person, hybrid or remote, **our schools will continue to charge and collect full tuition.**

If a family has been adversely affected financially for any reason, they are encouraged to contact their school's leader. The school and diocese will make every effort to address the tuition challenges.

## **ADDITIONAL COVID-19 RESPONSE PROCEDURES AND GUIDELINES**

### **Risk Reduction**

The school's return-to-school plan is predicted on four safeguards:

Proper physical distancing,  
Face mask usage,  
Hand sanitization/washing, and  
Disinfecting of common surfaces.

As such, student are required to adhere to the following guidelines:

1. A soft, cloth mask must be worn. Masks must have two layers, minimally.
2. Observe mask breaks under the direction of the teacher and only when 6-ft.+ physical distance and fresh air can be ensured.
3. Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal. Hand sanitizing stations are available in the classrooms, bathrooms, library, cafeteria, gym, and shared spaces, and at the end of each hallway.
4. Students must disinfect their desks with a school-provided disinfectant wipe at the end of each class and before and after lunch.
5. Follow the posted, one-way traffic flow pattern in the hallways, stairwells, and in common areas.
6. Observe maximum occupancy in restrooms and other posted areas.
7. Visit lockers only during scheduled times.

Noncompliance with the above directives will be taken seriously. In such cases, school administrators will contact parents for immediate resolution. Repeated offenses may result in the transition to remote learning.

### **Student Health Requirements**

The school relies upon "Protocols for Responding to COVID-19 scenarios in School, on the Bus, or in Community Settings (DESE's 7/17/2020)" and most recent CDC guidelines in making COVID-19 related health decisions. The following student health protocols must be followed by students and families:

- Parents/guardians should screen for temperature at home before heading to school. Students with an elevated temperature should not attend school in person but may utilize distance-learning from home. Please notify the school office should this occur.
- If a student has any of the following symptoms, the student must stay home from school (or go home from school) and get a test for active COVID-19 infection before returning to school:
  - Fever (100.4 or higher), chills, or shaking chills
  - Cough (not due to other known cause, such as chronic cough)
  - Difficulty breathing or shortness of breath
  - New loss of taste or smell
  - Sore throat
  - Headache when in combination with other symptoms
  - Muscle aches or body aches
  - Nausea, vomiting, or diarrhea
  - Fatigue, when in combination with other symptoms
  - Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
- The school has established a COVID-19 related isolation space for students who experience symptoms. Families are required to pick up symptomatic students ASAP.
- Should a student test negative for COVID-19, he/she may return to school once asymptomatic for 24 hours.
- Should a student test positive COVID-19, he/she must remain home, notify the school, close personal contacts, assist the school in tracing efforts, and answer the call from the Board of Health or MA Community Tracing Collaborative. Students and staff members with a mild illness will need to stay in self-isolation for at least ten days and until at least three days have passed with no fever and improvement in other symptoms.
- All close contacts of COVID-positive students or staff should be tested.
- Students must receive a pass from their teacher or School Office in order to visit the Health Clinic.

### **Attendance**

If a student is absent, tardy, or requires an early dismissal, a parent must notify the School Office. If the school is open, please call (508) 862-6336. If the school is closed, please send an email to [sfox@jp.dfrcs.org](mailto:sfox@jp.dfrcs.org). Attendance must be provided and taken for in-person and remote students.

Students who arrive tardy to school due to illness will be screened by the Health Clinic staff before being permitted to go to their lockers or attend classes.

### **Academic/Instructional Protocols During COVID-19 Restrictions**

Students and families may opt not to return to campus in-person and attend 100% remotely from home.

Such arrangements are made in consultation with the Principal. Additionally, based upon prior consultation with the principal, families may switch to in-person or 100% remote at any time.

Students attending in-person classes will abide by standard expectations outlined in the Parent-Student Handbook. Students attending class remotely must observe the following guidelines:

- Remote mode students will be held to the same expectations as in-person students, including assignment completion, participation, and grading.
- Students must follow all JPII academic procedures.
- All work submitted must be original work produced by the individual student unless otherwise directed by the teacher.

### **Remote Class Meetings**

- Students must have their video cameras on and must be live, with faces on camera, during meetings.
- Earbuds, headphones or other personal audio devices must be used.
- Students must be dressed professionally and appropriately, e.g., collared shirts, work-professional blouses, etc.
- Students must arrive on time and stay in the meeting for the entire duration of the class.
- No eating, drinking, or chewing gum is permitted.
- Students must be seated at an appropriate learning area, such as at a desk or at a table.
- Students must ask permission to leave the meeting for bathroom breaks, etc.
- There will be no recording of meetings. As a reminder, it is illegal to record a meeting without the permission of all participants.
- Communications via cell phones or other devices during meetings are prohibited.

## HANDBOOK POLICIES & PROCEDURES

### ABSENCE FROM SCHOOL

When a student is absent from or tardy to school for any reason, telephone notification to the School Office by parent or guardian is required between 7:30 a.m. and 8:15 a.m. on each day that the absence occurs.

TO REPORT AN ABSENCE, PLEASE CALL (508) 862-6336.

Please be prepared to give the following information:

Student's name and grade

Reason for absence

Caller's relationship to the student

Phone number at which a parent or guardian may be reached for verification

On the day of the student's return after an absence, a note of excuse signed by the parent or guardian must include the student's name, the date, days of absence, and reason for absence. This signed note must be presented at the School Office upon arrival at the school. A detention is issued to students who fail to present a note of excuse. If a student is absent for nine days in one semester, a mandatory meeting with guidance and administration is 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 required for credit

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, and to participate in any athletic or extracurricular activities that day. Students must arrive no later than 10:30 a.m. on a regular school day or they may not be dismissed before 12:15 p.m. Students may receive failing grades for excessive absences. 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 expulsion from school.

#### 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 School Office with confirmation of the college visit.

#### Cut Days

St. John Paul II High School 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

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 three or more day absence is anticipated – then the student’s guidance counselor 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 School 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 School Office for an Admit Slip.

### Prearranged Absences

The Principal or Assistant Principal has 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 School 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 Principal or Assistant Principal 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 Principal or Assistant Principal.
- It is the responsibility of the student to make up the work missed. Teachers are not required to provide extra time for tutorial help. The student will receive full credit for any work promptly made up within the time determined by the teacher.
- 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.

### Tardiness to School

Students who are not in their classroom by 8:05 must report directly to the school office where they will receive an Admit Slip and be assigned a school detention for the next morning. Students must show the teacher this slip before they can be admitted to class.

Excessive tardiness may result in revocation of student's parking permit. Students must present a note with a signature with the date of the tardiness, the arrival time at school, and an explanation for the tardiness. Students will receive detention if no note is presented. Parents of students who accumulate 10 tardies will be required to meet with the Assistant Principal to determine a plan for improvement.

### Tardy Detentions

Students receive a tardy detention each time they arrive late to school or to class unless there is a documented medical or dental note. Each student receives one free tardy detention pass per semester. Tardy detentions must be served on the next morning following the infraction. If a student arrives during the first period, he or she will be issued a 15 minute tardy detention to be served the following day at 7:30. If a student arrives tardy during the second period, he or she will be issued a 30 minute tardy detention to be served the following day at 7:30. Arrival during the third period will result in two consecutive 30 minute detentions beginning at 7:30 the following day. Failure to report for the detention period when assigned is punishable by issuance of a school detention. Discipline consequences will result when a student reaches 10 tardies in a year.

## **ACADEMIC INTEGRITY**

St. John Paul II High 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 throughout 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 that one is required to provide to receive a graded evaluation of academic performance. A student who willingly provides unauthorized information, answers and/or support to another student is similarly and 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 Assistant Principal, 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

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.

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 during X block every Thursday.
- Attend weekly tutorial 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 hall time.

### Academic Expulsion

A student may be asked to leave St. John Paul II High School 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

## **ACCIDENTS**

Students who sustain an injury while at school should report to the Health Clinic. 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.

## **ACTIONS REFLECTING ON SCHOOL REPUTATION**

St. John Paul II High School's goal of developing Christian character in its students is an attitude that extends well beyond the limits of the school day and the school campus. St. John Paul II High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours. St. John Paul II High School students who engage in activities which 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 St. John Paul II High School 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.

## **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*.

### Attendance Policy

Student-athletes absent from school are not permitted to participate with the team in any capacity on the day of the absence. A student-athlete is considered absent from school if he/she has 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/dental appointments may participate with proper documentation. Students may also participate when utilizing excused college visit days with proper documentation. (Seniors are permitted three excused college visit absences. Juniors are permitted two excused college visit absences.)

#### Academic Requirements for Athletes

As required by the Massachusetts Interscholastic Athletic Association (MIAA), student-athletes 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.

Additionally, St. John Paul II High School student-athletes 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.

#### Christian Athlete

St. John Paul II High School student-athletes are expected to act as Christian young adults at all times. 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.

#### 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. St. John Paul II High School students, with the permission of the Athletic Director, may use the athletic fields.

#### Equipment

Each student-athlete is personally responsible for all equipment issued to him/her. 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. A student-athlete from any St. John Paul II High School athletic team who steals, destroys, or intentionally damages property or equipment at St. John Paul II High School, 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.

#### 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 completely 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 St. John Paul II High School'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 St. John Paul II High School. 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 four years at St. John Paul II High School. 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, the student-athlete will complete the six weeks suspension commencing with the first week of regular competition in the next sport in which he/she participates. Student-athletes suspended for a second offense are also not allowed to participate in any off-season/pre-season 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 St. John Paul II High School.
  - 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 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 1 that occur on school property or at school-sponsored activities will also carry school disciplinary action as well as counseling. All student-athletes must have an updated physical form and an Athletic Participation Questionnaire on file at all times.

## **AUTOMOBILES**

St. John Paul II High 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 to St. John Paul II High School is an even more serious responsibility due to the close proximity of St. Francis Xavier Preparatory School.

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 School 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, safety and consideration for others 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 Principal's 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.

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.

## **BUS TRANSPORTATION**

Buses are considered as extensions of the school community. Disciplinary action is taken against students who do not behave themselves properly on the bus.

First offenses may be handled by means of a conference with the student and/or disciplinary action. Subsequent offenses and actions in violation of bus safety rules may warrant a suspension of riding privileges. Serious or repeated offenses may result in a permanent suspension of transportation privileges and disciplinary action being taken. St. John Paul II High School will cooperate with all civil authorities in maintaining safe and proper bus behavior.

## **CHILD ABUSE LAWS/MANDATORY REPORTING**

St. John Paul II High 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 Children and Families (DCF). The administration, faculty, and staff of St. John Paul II High School are mandated reporters.

## **CHRISTIAN SERVICE REQUIREMENT**

The following are general requirements of the program:

- Students are required to perform four years of Christian Service at St. John Paul II High School.
- Students will receive specific requirements for each year through Campus Ministry orientations and Theology classes.
- On first and second semester report cards and transcripts, students in grades 9-11 will receive a Pass/Fail grade based on the completion of the required service. Service will be required for graduation but will be recorded as a zero credit "class" on the transcript. Students who fail to fulfill their service requirement may not be allowed to matriculate through St. John Paul II High School.
- Senior service grading is accomplished through the Theology course.

All freshmen are required to participate in two service experiences led by a member of the St. John Paul II High School 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. Upcoming 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.

All sophomores are required to participate in four service experiences led by a member of the St. John Paul II High School 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. Upcoming 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.

All juniors will participate in Christian Service to the “*marginalized.*” Juniors will find and serve an agency that serves a marginalized population. For the purposes of this assignment marginalized will be defined as: *a population of people who are generally forgotten members of society, a population of people who are generally seen as not contributing members of society. 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. Eight visits to this agency are required. A service reflection paper will be required.*

Juniors must complete eight visits to no more than two service sites. Juniors are encouraged to choose their site with an eye to 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.

All 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.

- Six site visits are required for the completion of Christian Service.
- Participation in the Social Justice Fair is required. Seniors will present their projects in December.

## **CONCUSSION POLICY**

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

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.

## **COURSES NOT TAKEN AT ST. JOHN PAUL II 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 Principal. If permission is given there is still a 100% tuition obligation to St. John Paul II High School since credit will be accepted by St. John Paul II High School for graduation.

## **CURRICULUM AND COURSES**

The St. John Paul II High School Course Description Book 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.

## **COMPUTER USE POLICY**

The various St. John Paul II High 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*.

### 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 log on to the JPII blue network or access the internet unless directed to do so.
- 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, or the use of any internet accessible device, is not allowed in the hallways, restrooms, or during normal school hours. Computer use and internet access is allowed, without teacher permission, before and after normal school hours.
- Email, chat, Social Network sites are not permitted during quiet study.
- Electronically sharing forms, homework, class work, quizzes, tests, etc., unless specifically approved by your teacher, may be considered academic dishonesty.

## **DANCES/SOCIALS**

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.
- Once students leave a dance they 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.



## **DISCIPLINARY POLICIES**

St. John Paul II High School cites the following principles as a basis for our policies, rules, and regulations:

- Respect for the laws of God as taught by the Roman Catholic Church;
- Respect for the common good - whether this be the rights of a particular group (a class, team, homeroom) or the entire school community;
- Respect for the rights of the individual;
- Respect for self;
- Respect for the building, grounds, and facilities;
- Respect for the organizations and individuals outside of the school.

### Alcohol and Drugs

St. John Paul II High School 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, or sale of controlled substances
- Behavior which 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 which 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 Principal'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 Principal is notified

- The parents/guardians of the student are notified by phone
- If a student is judged to have used alcohol or drugs, he or she is to be held until the student can be released to the custody of his or her parents/guardians; if a parent or guardian cannot come, they will be released to the authorities; under no circumstances will a student be released to the custody of other students;
- On the next school day, a written statement of the circumstances will be submitted to the Principal.

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 Principal, a recommendation of 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.

“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, electronic, 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 digital content 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 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.

Any and all forms of bullying as defined above are expressly prohibited at St. John Paul II High School. Bullying and/or cyber-bullying are intolerable. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to suspension or expulsion. St. John Paul II High School will distribute, for student and parent signatures a bullying and harassment plan that will be considered part of this handbook.

Bullying is prohibited:

1) 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, or 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 district or school,

2) 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 district or 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.

### Building Restriction

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.

### Cell Phones and Smartwatches

Cell phones and smartwatches are an inherent distraction to the educational process and are not permitted during school hours. Recognizing the benefits of cell phones for communication with parents and family members before and after school, cell phones will be permitted on the premises under the following conditions:

- Cell phones must be silenced and in lockers between the hours of 8:05 a.m. and 2:51 p.m.
- Students may check messages and respond to text messages during passing time only.
- Internet use, gaming, taking pictures, making telephone calls and removing cell phones from lockers will result in the forfeiture of the device and issuance of a double detention. The device will be released to the student's parent/guardian only.
- Cell phones in classrooms, bathrooms or off limit areas and its unintentional ringing during school hours will result in a double detention. The device will be released to the student's parent/guardian only.
- 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/guardian to contact their son/daughter during school hours, a message can be left with the school receptionist at (508) 862-6336.
- Smartwatches (e.g., Apple Watch) are subject to the same restrictions as cell phones; students wearing or using a smartwatch outside of passing time will result in forfeiture of the device and a double detention. The smartwatch will be released to the student's parent/guardian only.

### Class Pranks

Class pranks are strictly prohibited. The school reserves the right to impose sanctions if, in the judgment of 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. St. John Paul II High School 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

St. John Paul II High School operates under the "closed campus" system. Once a student arrives in the morning, he/she may not leave the building until the final dismissal bell or he/she has received official authorization from the School Office. Should a student leave campus during the school day without the proper authorization, the action will be considered truancy.

### 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. The repair/replacement value of such damage must be reimbursed by the student(s) responsible in addition to any other disciplinary action that St. John Paul II High School may deem appropriate in any given case.

### Detention System

A student may be given a 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. The Assistant Principal 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, are:

- failure to bring a written excuse signed by a parent explaining the reason for an absence or tardy
- discourteous behavior
- dress code violations
- failure to cooperate with parking lot and driving regulations
- cell phone use or display in prohibited areas
- 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

Should a student be sanctioned for ten infractions, a warning letter will be sent home. This must be signed and returned by the parents to the Assistant Principal. 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 p.m. and ends at 4:00 p.m. A student who has received a detention is to serve it the next day detention is scheduled. Students must arrive to detention on time, in dress code, and with the parent-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 Principal or Assistant Principal will notify the parents by letter of this

condition. Often, this occurs when a student has received ten school detentions in the course of one school year. Students who are suspended for any reason are automatically placed on probation. A student who is placed on probation remains so for at least one full semester or until notified of his/her 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 St. John Paul II High School. A student who is placed on probation if suspended again may be immediately expelled from St. John Paul II High School. Students on disciplinary probation may be restricted from extracurricular activities at the discretion of the moderator or the administration.

#### Disciplinary Records Release to Colleges

St. John Paul II High School 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. Guidance officials 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, Guidance officials will provide confirmation of discipline information that the student has reported.

#### 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 High School are not permitted on St. John Paul II High School property or at St. John Paul II High School events at any time without prior written permission from the Principal. Failure to adhere to this policy could result in police intervention.

#### Forgery

Forgery of a parent's signature on any school communication (detentions, student reports, etc.) is a serious offense because this undermines the necessary communication between the school and the home. Forgery of any type for any reason is punishable by suspension or Saturday detention. Whenever a parent/guardian signature is required, the parent/guardian must personally sign his/her name; a student is never authorized to sign a school document for a parent/guardian.

## Harassment, Violence, and Sexual Violence Policy

St. John Paul II High School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. John Paul II High School expressly prohibits harassment, sexual harassment, and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others. Harassing 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.

For illustrative purposes, although this list is not meant to be all-inclusive, the following are examples of behavior that is prohibited by this policy: verbal sexual abuse; jokes of a sexual or obscene nature; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or written materials, or having such materials in one's possession in the school, on school grounds, or at school-sponsored activities; 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; 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 or sexual harassment (as defined above) by any person are to be reported to the Principal. 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. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

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/Principal conference
- Written warning/reprimand & 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 Principal or other school authority is required under state law to report the incident. Catholic Social Services 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.

### Sexting

Sexting is defined by the State of Massachusetts as "sending, receiving, or 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.

### Off-Limit Areas

The following areas are off limits to St. John Paul II High School students during school hours unless given special permission to be there:

- St. John Paul II High School's athletic fields, lawn areas, garage area, and parking lots
- St. Francis Xavier Preparatory School, Church, Rectory and parking lot areas
- Interior areas not in use.
- Locker rooms, fitness center, and adjoining hallway area.

After 4:00 PM, unsupervised students are not allowed in any second or third floor area. 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.

### 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 Principal's office. Removal from class will result in an automatic detention. The student may also be removed from class for the rest of the term.

### Saturday Detention

For those offenses that warrant a more serious response than a detention, but are not grave enough to warrant a suspension and probation 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 a.m. Tardiness will not be tolerated. Students must be in work clothing for this detention unless otherwise notified.

Some examples are:

- forgery, first offense
- disrespect for faculty or staff members
- second academic dishonesty offense
- lewd, vulgar, profane behavior
- truancy

### Searches

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 or a handbag currently being carried 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.

### Student Threats

A threat has occurred whenever an individual believes that his or her personal safety has been put in jeopardy or challenged. More specifically defined as menacing, menacing occurs "when an individual knowingly causes another to believe that the offender will cause physical harm to the person or property of that person or a member of his/her immediate family."

Any and all student threats to inflict harm to self or another should be taken seriously and reported immediately to the Principal 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; and
- Notification of the police.

### Suspension

A student who is suspended is responsible for all the material covered in classes, but ordinarily will not be allowed to receive credit for homework, missed 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 one of the following:

- That the student be placed on Disciplinary Probation
- That the student be expelled from St. John Paul II High 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 Principal 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. However, students must realize the importance of using technology in accordance with the values and proper functioning of St. John Paul II High School. Because of its communal nature, all communication involving technology between or among students is subject to the moral and ethical standards of St. John Paul II High School.

## 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.

## 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 Principal) 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.

## **DRESS AND GROOMING POLICY AND GUIDELINES**

Uniforms are a distinct indication of a student's connection to the school. Representing the school in a positive manner is an expectation in all areas of student life, including professional dress and grooming. The overall goal of the dress code is for St. John Paul II High School students to be attired professionally, tastefully, and comfortably. Because our main purpose is the educational process, any distracting or attention-seeking attire is not appropriate. The administration is the final authority on interpretations of 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.

Unless special permission has been given, hats may not be worn in the building.

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.

For special occasions, student groups may be given permission by the Assistant Principal/Principal 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 Principal 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. St. John Paul II High School retains the right to send home any student whose appearance is deemed unacceptable.

- 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.

Outside of regular school hours standards of modesty and neatness must be demonstrated. Students may be warned or disciplinary action may be taken for immodest or sloppy attire.

It is the responsibility of each student to be properly dressed for school. Should a student be dressed inappropriately for class, teachers have the responsibility to deny admission to class and to issue a detention. Any class time missed because of dress and grooming code violations will be considered an unexcused absence from class.

## Dress and Grooming Policy for Males

**Shirts** – *Dress code shirts must be purchased through Donnelly's School Apparel.*

Shirts must be worn completely tucked inside the pants with the belt showing at all times. Collar buttons must be buttoned. Only white t-shirts with no patterns or designs may be worn under the shirt. T-shirt sleeves may not extend beyond the shirt sleeve, i.e. no mid-length or full length sleeves with short sleeve shirts. Shirts must be neatly pressed.

**Ties** – Dress neckties are required at all times during the school day. *Acceptable ties may be purchased independently.* Dress neckties must be in good taste neatly tied and covering the top button of the shirt. Ties with insignias of gangs, rock groups, and gambling, alcohol, or drug substances may not be worn to school.

**Pants** - *Dress code pants must be purchased through Donnelly's School Apparel.* Acceptable choices are khaki pleated front pants and khaki flat front pants. Belts must be worn at all times. No suspenders are allowed. Pants must be worn at the waist, not sagging. Pants must be full length, may not be cut, torn, or frayed; should not be excessively rolled up, nor should they be tucked into the socks.

**Belts** – Belts may not have studs, rivets, or unusual ornamentation. Traditional leather or canvas belts in solid colors are permitted, as well as patterned belts that complement the school uniform.

**Sweaters** - *Dress code sweaters must be purchased through Donnelly's School Apparel.* No jackets or sweatshirts may be worn during the school day.

**Shoes** - Dress shoes and socks must be worn. Leather dress shoes with a closed toe, closed back and heel are permitted. No other shoes (including all fabric and suede shoes/slippers, canvas, work boots, athletic shoes or UGGs) are permitted and shoes must remain in good repair and tied at all times. A note must be given to the Assistant Principal if an injury requires the wearing of non-uniform shoes. Athletic shoes may be worn for a medical condition for no longer than one week with a parent note. If the shoes are required for a longer period than one week a doctor's note must be provided with specific guidelines.

**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 overly thick and unkempt. No facial hair or excessive sideburns are permitted.

**Jewelry** - Earrings may not be worn at school. (This includes posts and 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.

## Dress and Grooming Policy for Females

**Slacks** - *Dress code slacks must be purchased through Donnelly's School Apparel.* Acceptable choices are khaki plain front twill and khaki mid-rise twill. Slacks must be worn with a belt. No suspenders are allowed. Slacks must be worn at the waist, not sagging. Slacks must be full length, may not be cut, torn, or frayed and should not be excessively rolled up, nor should they be tucked into socks.

**Skirt** - *The dress code skirt and tights must be purchased through Donnelly's School Apparel.* Skirts must be worn no shorter than two inches from the top of the knee. Skirts may not be rolled, or secured by safety pins. Skirt waistbands must be visible when the sweater is not worn. Short skirts are not appropriate and not allowed. Navy or white tights must be worn. Also leggings, jeggings, and yoga pants are not allowed.

**Belts** - Belts may not have studs, rivets, or unusual ornamentation. Traditional leather or canvas belts in solid colors are permitted, as well as patterned belts that complement the outfit.

**Blouses** - *Dress code blouses must be purchased through Donnelly's School Apparel.* With the exception of the white  $\frac{3}{4}$  sleeve fitted blouse, blouses must be worn completely tucked inside the pants or skirt at all times. All buttons except the top one must be buttoned. Appropriate undergarments are to be worn and not exposed beyond blouses. Only solid colored t-shirts or turtlenecks with no patterns or designs may be worn under the blouse. Additionally, no apparel is permitted to be showing beyond the arms of the blouse.

**Sweaters** - *Dress code sweaters must be purchased through Donnelly's School Apparel.* No jackets or sweatshirts may be worn during the school day.

**Shoes** - Leather dress shoes such as flats, Sperry's, saddle shoes or other dress-style shoes must be worn during the school day. Open-toed, sling-back shoes, athletic shoes, canvas shoes, Toms, pseudo-sport shoes, boots, sandals, stiletto-style or other high heeled shoes, clogs, Uggs, slippers, moccasins, platform shoes, or backless shoes are not permitted. The backs of shoes cannot be "crushed." Shoes must be tied properly - no loose or sloppy footwear is permitted. Shoes must be worn with socks or tights.

**Hair** - No highly unusual contemporary 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. There is a limit of two small earrings per ear. 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.

**Tattoos** - Tattoos are never permitted on visible areas of the body.

## **ELEVATOR**

Handicapped and injured students only may receive permission from the School 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 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 St. Francis Xavier Preparatory School 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.

## **ENTRANCE TO THE BUILDING**

All outside doors to the school building will be locked daily from 8:05 a.m. until 2:52 p.m. During this time access to the building may only be gained through an electronically monitored door farthest to the left at the front MAIN entrance to the school. All visitors must report to the School Office.

## **EXTRACURRICULAR ACTIVITIES: PROCEDURE FOR CREATING SCHOOL ORGANIZATIONS**

The school welcomes extracurricular organizations that are consistent with the mission and philosophy of St. John Paul II High School. New organizations may be established by the school or based on petition of students. Petitions for the establishment of extracurricular activities should be addressed to the Principal or Assistant Principal and follow the procedure below:

1. Initiator(s) present the request to the Principal or Assistant Principal;
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.

## **FIELD TRIPS**

Field trips by students, accompanied by teachers, are an integral part of the educational program; worthwhile instructional trips supplement classroom activities. Students will not be charged a fee to attend required field trips. However, students will normally be charged to take part in optional field trips.

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. Each student going on the trip is to return a signed Parent Permission Form to the classroom teacher no later than the day before the field trip. Transportation will be arranged by the teacher; on occasion, parents are required to provide transportation for their son/daughter to a field trip site. Any student, at the discretion of the Principal, can be denied field trip participation.

## **GRADING**

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

The grading scale at St. John Paul II High School is as follows:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 68-69
A 93-96	B 83-86	C 73-76	D 66-67
A- 90-92	B- 80-82	C- 70-72	D- 65
			F 64 or lower

"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 60-64%. 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 Principal must approve all "I" grades. Each student receives a final grade for each semester's work on the report card. Required courses that are failed must be made up.

### **GRADUATION REQUIREMENTS**

St. John Paul II High School requires 26 credits for graduation, which exceeds the minimum standards as adopted by the Commonwealth of Massachusetts. St. John Paul II High School's program of study is intended to be for four years; 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

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



## **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 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.

269:19. Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report

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**

Students who become ill during the school day must report to the Health Clinic with a pass. The Health Clinic staff will contact parents if the situation warrants it. **Students are not permitted to contact parents directly without first reporting to the Health Clinic.** Parents 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.

The parent/guardian should inform the school of any medical conditions or limitations that need special consideration and of any medication which the 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 High School may require medications for a wide array of conditions. The goal of the Health Clinic is to collaborate with students and parents 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 prescriber permission and may only be taken in the Health Clinic or School 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. All prescription medications dispensed by the Health Clinic cannot be dispensed without a current physician order on file.
2. Parents are responsible for keeping the Health Clinic informed about medications that their child requires while at St. John Paul II High School. They are also responsible for obtaining the appropriate medication orders from the prescribing physician. Parents 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/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 student's name and dispensing instructions. Medications will be returned to parents if not received in the original bottle. The staff will inform parents/guardians when their child is running low on medications.
5. For School-sponsored trips, medication will be given to a responsible adult/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 the student may request that medical personnel at the Health Clinic oversees the administration of any medication to a student. St. John Paul II High School 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.

## **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 two to three hours each night studying and reviewing. 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 son's/daughter'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.

## **HONORS ROLL**

The honors roll is based upon each quarterly average, 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". In cases of "I" Incomplete grades, students will not be eligible for honors roll until such time as 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.

## **INTERIM REPORTS**

Parents are encouraged to regularly monitor academic progress by accessing St. John Paul II High School's Parent Plus Portal system. Interim grade reports will be posted at the halfway

point of each quarter. These reports will include an interim grade and teacher comments. Parents should call the School Office if they do not receive this information by the end of the sixth week of each quarter.

## **INTERNATIONAL STUDENTS**

### Technology Use

International students must purchase and use a translator while in school. 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 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 St. John Paul II High School, 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-.

## **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 Assistant Principal. Any form of writing or marking directly on the locker surface is prohibited. Painting 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 a.m. 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**

Students should never tell their locker combination to anyone else. 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 Principal/Assistant Principal. 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.

Lockers should be kept securely locked at all times. 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.

## **MEDIA DISCLAIMER**

Photographs and video of students may appear on the school website, 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 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 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.

## **NATIONAL HONOR SOCIETY**

Our Lady, Star of the Sea Chapter of the National Honor Society follows 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 develop character.

Membership in the National Honor Society is an honor not bestowed automatically, nor based solely on students' academic standings. 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 Principal. 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.

## **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 bases of race, color, national or ethnic origin in administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

## **PARENT COOPERATION**

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.

## **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.

## **PREGNANCY POLICY**

An unmarried girl who becomes pregnant will not automatically be expelled from school. The Principal 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**

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. To insure an atmosphere conducive to good study habits, students are not permitted to talk, sleep or waste time. Students are not permitted to eat or drink during study halls. Detentions will be issued for violation of rules established by the study hall supervisor.

## **REPORT CARDS**

Report cards are sent to all parents/guardians each quarter. Report cards of students who have unfulfilled financial obligations with the school will be withheld until these obligations have been satisfied.

## **RETREATS**

Retreats are an essential part of the spiritual development program at St. John Paul II High School. On retreat students are encouraged to explore their relationship with God and with one another. Retreats are generally organized and led by Junior and Senior Retreat Leaders. All students will be expected to attend their class retreat during each of their four years at school. A make-up retreat, held on a weekend day, will be scheduled in the spring for students who have been unable to attend their class retreat.

## **SCHEDULE CHANGES, ADDING OR DROPPING COURSES, LEVEL CHANGES**

Students are encouraged to select a course commensurate with their goals and abilities. Consultations with the Guidance Counselor, 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; St. John Paul II High School reserves the right to re-assign or alter these choices if the student is to move to a higher or lower level. 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.

Further academic information is available in the course description book issued annually. The school must make schedule changes. Changes are not automatic. They are subject to class size restrictions and the availability of classes. In addition, required courses may not be dropped, nor are students allowed to have more than one study hall.

Classes may be dropped or added only during the first two weeks of a course, unless permission is obtained from the guidance counselor and instructor.

## **SCHOOL EVENTS - 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 the directors.

At sporting events, at St. John Paul II High School 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 St. John Paul II High School students, parents, and fans. To act otherwise is to reflect unfavorably on the reputation of St. John Paul II High 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 banning from attendance at future St. John Paul II High School events.

## **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 p.m. 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 High School, in order to maintain a safe and secure environment for the school community, may employ a video surveillance system in public areas on campus. These recorded images may be reviewed by school personnel.

## **SEMESTER EXAMS**

Semester exams are given at the conclusion of each semester. They are representative and comprehensive for the semester to justify their 20% weighting. 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 Counselor 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 will receive an "I" grade on their report cards until the examinations have been completed. Incomplete grades must be made up within TWO WEEKS of the end of the grading period.

## **SIGNS**

Students and student organizations may post materials in halls and classrooms after receiving approval from the Assistant Principal 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 painting tape may be used to hang signs.

## **STRUCTURED ALTERNATIVE LEARNING**

In cases of weather-related or other school cancellation, St. John Paul II High School may institute Structured Alternative Learning (SAL) days that satisfy school day requirements and minimize learning disruption. When the school institutes 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 ACTIVITIES**

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.

The minimum academic standards for seeking elected leadership positions in student organizations are:

- The student must have received 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 Principal.

Regarding disciplinary standards for seeking elected leadership positions in student organizations, the qualifications are:

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

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 is in violation of the school's policy regarding alcohol, tobacco, and 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 St. John Paul II High School's philosophy.

#### 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, 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 four years at St. John Paul II High School. 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 St. John Paul II High School.

*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 RECORDS**

Parents and students may request to see their school records by contacting the School Office.

Parents of students withdrawing from St. John Paul II High 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.

With respect to the review and/or release of student records by both a custodial and a non-custodial parent, the official St. John Paul II High School 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.

## **SUMMER LEARNING PROGRAM**

Every student who plans to enter or return to St. John Paul II High School for a new academic year is required to take part in our school-sponsored summer learning program. Additionally, Advanced Placement (AP) courses require summer work as a condition of enrollment. Under normal circumstances, CP and Honors level courses will not require individual summer academic work.

## **TUITION AND FEES**

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.

If a student withdraws 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.

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

#### Tuition Collection - 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, Principal, and/or President 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 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.

## **TUTORIAL 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 High School teacher is committed to spending time, either before or after school, to offer extra educational assistance to St. John Paul II High School students. Students who are on academic probation are required to attend weekly tutorial sessions in the subjects in which they are experiencing difficulties.

## **VISITORS**

Visitors to the building must report directly to the School Office for a visitor's pass. The pass must be returned to the School Office before the visitor leaves. 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 designed as an activity period 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. Students are not permitted to be in any unassigned location. Detentions will be issued for violation of rules. There is no food or drink allowed in study halls.

## **AMENDMENTS TO PARENT/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.

## **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 Education Center, 423 Highland Avenue, Fall River, MA 02720.

## **Addendum A**

### **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 parent/student handbook, and 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 St. John Paul II High School prohibits 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 § 370)

**“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 § 370)

**“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 § 370)

**“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 § 370)

**“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 § 370)

*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 § 370)*

## **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 principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal 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 incidences. 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 principal or designee will investigate promptly 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 principal 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, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/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 principal 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 principal 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/parent 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 principal or his or her designee, counseling or referrals to Catholic Social Services 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.***