

## Policies

"Discipline" is a many faceted goal. This also results in treating all people with dignity and respect. It involves self-control, acting responsibly, adhering to rules and regulations, and accepting authority. Student behavior should be consistent with the purpose and objectives of the school; that is, behavior should demonstrate responsibility and Christian concern to and for the school community and community-at-large.

The primary aim of the discipline policies is to provide the best possible educational environment for everyone at Pope John. The policies are established to hold students responsible for their own behavior. We feel that a joint effort in this area will benefit all at Pope John. Any violations of the discipline code will be corrected and sanctioned appropriately. In the event a student manifests a consistent pattern of disregard for the rules and regulations, his/her parents will be requested to remove the student from Pope John.

**1. ACCEPTABLE USE POLICY: INTERNET ACCESS** is open to any Pope John student who agrees to follow the Acceptable USE Policy (AUP) available in the Library Media Center. Failure to adhere to the AUP guidelines will result in the revocation of access privileges.

**2. CAFETERIA:** All food and beverage is confined to the cafeteria where students are responsible for the cleanliness of the area, appropriate behavior, and proper disposal of rubbish. Students should clean tables before leaving. The throwing of anything in the cafeteria is forbidden. Students may bring book bags into the cafeteria but not into the serving area during lunch periods.

**3. CAMPUS:** Students may not leave campus at any time during the school day, extending from the time of morning arrival to the time of final departure. Students violating this regulation are subject to the following penalties: 1) first offense -- one day's suspension, three detentions, probation; 2) other offenses -- three days' suspension, three detentions, or possible expulsion. Where a car is involved, the penalty is doubled, and a student's use of car on school property is restricted.

**4. CORRIDOR COURTESY:**

- (a) Keep corridors open to traffic by walking to the right.
- (b) Do not block traffic by standing in groups.
- (c) Discard trash in the container provided. Keep the school clean by picking up paper from the floor.
- (d) Pass through the corridors quietly; be considerate of others in the halls and classrooms.
- (e) Leave the school building within one-half hour after dismissal unless under the supervision of a teacher

**5. DISCIPLINARY DISMISSAL FROM CLASS:** A student sent from class for disciplinary reasons is to report immediately to the Dean of Students, whether he/she is told specifically to do so or not. In the event that the Dean of Students is not in his office the student is to wait in the School Office until s/he receives further instructions. No student is to return to classes until he/she has seen an Administrator.

**6. DISCIPLINARY SANCTIONS:** The following disciplinary sanctions may be imposed:

**A. DETENTION:** Students are assigned detention after school at a time determined by the administration for:

- (a) Morning tardiness.
  - (b) Failure to comply with the dress code.
- S Students are assigned additional detention time for the following:
- (a) Repeated arrival after 8:20 a.m.
  - (b) Arrival after 9:00 a.m. without being excused by the administration.
  - (c) Failure to report to detention when assigned.

Students who are given detention by a subject teacher will serve that detention with that teacher at the

end of the day. Any student who is tardy after 8:20 a.m. must have a note and the parents must make a phone call to the school. Students will serve two detentions for this offense. Any student who does not abide by the regulations of the detention period may be suspended from school until parents accompany student to the Dean of Students by appointment. From time to time a student may be assigned Saturday detention or an afternoon supervised work detail.

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

**C. PROBATION:** A student may be placed on probation as a result of suspension or for lack of cooperation with school authorities as evidenced by repeated infractions of general school guidelines. Students are placed on probation and will be assigned the terms of their probation. The student will be required to fulfill the conditions of a contract in order to remain at the school. The contract will cover a length of time specified in each student's particular contract. Failure to comply with the terms and conditions of the contract may result in expulsion.

**D. SUSPENSION:** A suspension is imposed in cases where the administration believes that a temporary separation from school is necessary. A student may be assigned in-house or out-of-school suspension, and for a varying number of days, depending upon the infraction. Suspension is the most serious sanction Pope John can impose short of expulsion. A student who is suspended is allowed three school days to make up any work missed as a result of the suspension. Students on suspension are responsible for all work assigned before the suspension, and must turn in this work immediately on return to school. A student who is suspended is placed on disciplinary probation either for the remainder of the school year, or, depending on the nature of the violation, for the remainder of his/her career at Pope John. Any serious infraction of the rules by a student on probation may result in that student's expulsion.

**7. HARASSMENT:** Pope John is committed to providing an educational environment that is free of all forms of harassment: sexual, racial and prejudice in any form. Harassment is completely unacceptable and will not be tolerated. Any act or comment that discriminates against another member of the community is a serious violation of our philosophy and mission. As Christians, we are required to display an openness and compassion to all people, regardless of race, sex, religion, age, national origin, or of any quality that marks each of us as unique. Violations are considered major infractions. Please see Appendix B.

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

**9. MAJOR INFRACTIONS:** Major violations of the discipline code will result in immediate notification to the administration. All major violations will be kept on file and reported to the student's parents. Students guilty of major violations must bring in parent for conference with the Dean of Students. Sanctions may include in or out of school suspension, elimination of school activities, detention with the Dean of Students and, in extreme situations, expulsion. After one or more major infractions, the student may be required to fulfill the conditions of a contract in order to remain at the school. Each contract will last for the length of time specified in the student's particular contract.

Major infractions include:

- Substance abuse
- A consistent pattern of disruptive and inconsiderate behavior
- Flagrant disrespect or insubordination to anyone
- Abusive or threatening language to others in the community
- Fighting or violence to others in or around the school or at school activities
- Vandalism of school property or the property of others.
- Stealing property from the school or from others. (Cheating is a form of stealing)
- Truancy for all or part of a school day
- Smoking in school or on the premises
- Repeated tardiness after 8:30 a.m.
- Gambling, gaming cards, and/or games of chance
- Bringing people from outside the school for fights
- Bringing weapons or any object(s) used as a weapons
- Tampering with or pulling the fire alarm
- Violating civil laws outside of school or acting in a manner that reflects dishonor or disgrace to the Pope John community
- Throwing of food

**10. MINOR INFRACTIONS:** Violations of the rules in a minor way will result in direct action by the teacher in charge. That action may or may not include a warning for the first offense.

Minor infractions include:

- Littering
- Food or beverage outside the cafeteria area
- Noisy behavior
- Running in the building
- Being at lockers, phones, corridors, etc. at improper times or without proper passes
- Distracting from the learning environment, such as disruptive classroom behavior
- Activated electric devices (beepers, cell phones, headphones, tape decks, etc.) are not allowed in class. If brought to school they must be left inactivated in a locker or book bag. If found in class they will be confiscated and returned at the discretion of the administration.
- Dress code violations
- Gum chewing

A pattern of many minor infractions constitutes a major offense.

**11. SMOKING:** Smoking and chewing tobacco will not be permitted anywhere on school property. In addition, it is illegal for anyone under the age of eighteen to purchase or smoke cigarettes. As a result, Pope John property is considered a smoke free environment. A \$25 fine will be assessed for each offense committed by a student. This money will be placed in the Pope John Scholarship Fund. The student will remain on suspension until the fine is paid.

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

expulsion.

**13. TRUANCY:** Truancy is unauthorized absence from school, classes, or study periods. Those who are truant are subject to detention, suspension and parent-pupil-Dean of Students conference. Since students are under the jurisdiction of Pope John from 7:50 a.m. until dismissal, it is the responsibility of the administration to be aware of the whereabouts of every student during this time. Therefore, no student leaves the school building without the expressed permission of the office. Students who violate this rule will be disciplined and parents will be advised of the situation. Credit may be withheld for work missed due to an unauthorized absence.

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