

## Student Life

**1. ABSENCE:** Parents are required to explain the reason for their son's/daughter's tardiness, absence, and dismissals.

(a) A student who is not going to attend school because of illness or emergency at home should have a parent or guardian inform the school between 7:00 a.m. and 7:45 a.m. by calling 617-389-0240. No student is to make this call. Please give the following information: student's name, homeroom number, reason for absence and the identification of the caller.

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

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

(d) If a call is made to the home of a student because a parent does not comply with (a) above, and there is no answer, the student is considered truant. The student is the school's responsibility between 7:50 a.m. and 2:10 p.m.

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

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

**2. ADDRESS:** Students are required to notify the main office immediately of a change of address and/or telephone number.

**3. ANNOUNCEMENTS:** Students are to stop what they are doing whenever announcements are made over the public address system or over the television. Students are expected to sit silently and listen attentively to the announcements. Whether in a classroom or in the corridor on the way to class, all are to stop in place during the Morning Prayer and Pledge of Allegiance. Students are responsible for the information conveyed during announcements at the start of the school day, during the Homeroom Period, at 1:25 and at the end of the day.

**4. ASSEMBLIES:** An indication of the cultural level of a school is the conduct of the student body at assemblies. At all times a student's conduct should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, calling the name of a student, boisterousness and talking during the programs.

### **5. DANCE POLICY :**

(a) Dances will be open to all Pope John students who are in good standing.

(b) A Pope John student must accompany a non-Pope John student and will be held responsible for his/her actions as well as those of his/her friends.

(c) Upon arriving at the dance, students and guests should enter the building immediately and not loiter outside.

(d) Anyone leaving the dance while it is still in progress will not be readmitted. After leaving the dance no one should loiter on or about the school grounds.

(e) Attendance in school on the day of a dance is necessary in order to attend that function.

**6. DISMISSALS:** Medical or dental appointments, driver license appointments, trips, college interviews, etc., constitute unexcused absences and should be made outside of school time. In the unusual circumstance when a college interview must be made during school hours, prior notification and permission from a guidance counselor must be obtained. Parents assume the responsibility for this absence, realizing that teachers have no obligation to students for make-up work or missed tests. If it is necessary for a student to be dismissed, a note signed by a parent must be presented at the office by 7:50 a.m. If it is a doctor or dentist appointment, a card must be presented to verify dismissal. Parents must specify reason for dismissal. Telephone calls requesting that a student be dismissed will not be honored. The Administration determines whether an absence is excused or unexcused.

**7. DOORS:** No student should open an outside door for anyone. All visitors to the school must report to the office.

**8. DRESS CODE:** We expect that students will be attentive to their personal appearance. Students are expected to come to school dressed according to the school's regulations each day. Unkempt, outrageous hairstyles or colors are not allowed. Objectionable dress includes but is not limited to: nose rings; jewelry in

exposed piercings other than ears, platform shoes, sandals or slides; cargo pants; bell bottoms; velour material pants or sweatpants; any slacks that are jean-cut with rivets or patch pockets; corduroys; extra-wide leg pants; pants that have been cut at the bottom along the seam; tee shirts; hats. No hooded sweatshirts, including PJ athletic team gear, are permitted, and any type of outerwear including but not limited to PJ athletic jackets (e.g. hockey and football jackets, softball windbreakers and so on) is also unacceptable. Clothing should be neat and clean and shoes should be appropriate and safe. Good grooming and taste should be demonstrated not only in school but also at all Pope John functions.

The dress code for both male and female students requires that a Pope John golf shirt must be worn. It may be gray, navy or white, long or short sleeve. No student may wear any tee shirt that hangs below the golf shirt or any long sleeve shirt under a short sleeve golf shirt. They must wear navy or khaki chino pants available at most department stores, not jean or denim material. Students may wear a regulation PJ sweatshirt

or sweater, and all students should purchase a PJ sweater or sweatshirt as no other type may be worn even on chilly days. Dress or casual shoes and sneakers are allowed.

Typically a one-hour detention is assigned for a first time violation of the dress code. A student who repeatedly violates the dress code will be sent home from school, be required to attend Saturday detentions or face suspension.

**N.B. Any decision regarding the appropriateness of a student's appearance regarding the dress code will be at the sole discretion of the Dean of Students and is final.**

**9. FIELD TRIPS AND OUTINGS:** All school-sponsored trips and functions must have approval of the administration. Parents allowing a student to go on a field trip/outing must give written permission. Every student must have an official permission slip on file in order to attend. Every trip is an extension of school policy and all school rules are in effect unless otherwise noted. No student is to drive in a private car to a school-sponsored trip. If this policy is violated, the student will not be allowed to attend future trips or functions.

**10. FIRE DRILL:** A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately leave the room. The first students to reach the outside doors are to hold them open until all have left the building. Silence is required during a fire drill. Students, accompanied by a teacher, are to remain 50 feet away from the building until the signal is given to reenter. Students are requested to remain with their own class during a fire drill.

According

to the Fire Department chapters, "a person who pulls a fire alarm shall be punished by a fine of not less than one hundred dollars, or more than five hundred dollars, or by imprisonment in a jail or house of correction for not more than one year." Any student pulling a false alarm may be prosecuted to the full extent of the law.

**11. FUNERALS:** Homeroom students are allowed to attend the funeral Mass of an immediate member of a fellow homeroom classmate's family. All other students who wish to attend are to bring a note to the office the day before the funeral. Students return to school immediately after the funeral service.

**12. GUESTS:** Students who wish to bring a guest to visit classes at Pope John must apply for permission through admissions and guidance two days before the guest is coming. A note from both the parent and principal of the school must be presented to appropriate person before arrangement can be completed. The guest is to be introduced to the teacher at the beginning of class by the Pope John student. Please inform the visitor that he/she dress properly for visiting Pope John.

**13. HALL PASSES:** Students are not permitted in the halls during class periods unless they have a hall pass from a faculty member. Any student who plans to go to the guidance office, campus ministry office, or the media center must obtain a pass before school. No student absents himself/ herself from a class or a study period without advising the teacher in charge of his/her whereabouts and presenting the appropriate pass.

**14. JUNIOR/SENIOR PRIVILEGE:** This policy allows upperclassmen to arrive late or leave early when they have no scheduled first or last period class or in the case of teacher absence. All upperclassmen that are academically eligible are granted this permission unless the Dean of Students receives parental notification to the contrary.

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

**16. MBTA:** MBTA badges are assigned and numbers kept on file. Lost badges will be replaced by the student's contacting the MBTA Office. Bus pass money is collected on the 15th of each month. School conduct code should be exemplified in using MBTA. Students are responsible to Pope John for their behavior while traveling to and from school.

**17. NO SCHOOL ANNOUNCEMENTS:** In case of inclement weather Pope John abides by the decision of the Everett Public Schools. If Everett has no school due to inclement weather, Pope John has no school. If Pope John administration decides to cancel school (and Everett Public Schools do not), or if there is to be a delayed opening or any special case for Pope John, this announcement will be broadcasted on the early morning news on each of the three major television stations: 4, 5 and 7.

**18. PARKING:** Any student driving a car even occasionally to school must register it with the School Office and receive a parking decal for the driver's window. Parking for students is in the parking lot behind the school. Students must enter the parking area from the Lafayette Street side and exit from the Cameron Street side. Students may not park on the plaza in front of the school. Students park on the street at their own risk and they must observe the City of Everett parking regulations. Vehicles parked in the school lot must be parked in legal spaces and must display a parking decal. Please respect the spaces designated for the handicapped, as well as those areas reserved to allow for fire apparatus in cases of emergency. No student may park in front of the dumpster. **Once on school property, cars are to be vacated immediately, and students may not return to them during the school day without permission.** Any student who parks in an undesignated area or a no-parking zone will be assigned detention. Students should drive slowly and carefully on campus: reckless driving is a serious offense. Violation of these regulations will restrict a student's privilege of driving to school. Students must respect the rights of our neighbors and not park on private property.

**19. PHYSICAL EDUCATION POLICY:** All phys ed students who have class first period **must report to the locker rooms by 7:50AM** and the start of prayers. Attendance will be taken, and students may change into gym clothes at that time (or any time **after 7:40** should they arrive earlier-no student will be admitted to a locker room before 7:40 unless specifically approved by the phys ed staff). **Arrival in the locker rooms after 7:50 results in tardiness for school and, therefore, detention.** If this should occur your teacher will direct you to the main office for an admit slip (and the subsequent detention). **Students should not report to the gym at the beginning of class, but to the locker rooms. All students will go from the locker rooms to the gym as a group.**

**20. RESPECT OF PERSON:** At Pope John XXIII High School, Inc. we encourage students to be respectful of themselves as well as of others. In this social context, one's sensitivity, as well as one's home training, is reflected in observable behavior such as conduct in the classrooms, corridors, library, cafeteria, and at all school-related activities, on or off campus. Behavior towards other members of the community should always indicate an understanding of Pope John's commitment to create a truly Christian community. The following are considered serious violations of the rights of others: **vulgar, profane or obscene language, damage to and/or theft of property, sexism, racism, bullying and fighting.** These are examples of the many forms that violence can take, and violence of any kind will not be tolerated at Pope John.

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

**22. TARDINESS:** All students are responsible for arriving at school on time. Otherwise, a student is considered tardy and must serve a one half hour detention on that day. If a student absents himself from that detention, the time is doubled to an hour on the next school day unless previous arrangements are made with the Dean of Students to change the detention date.

**Excused tardiness** is uncommon and will be handled on a case-by-case basis. An example of an excused tardiness would be an emergency medical appointment after which the student brought in documentation on

medical letterhead, **not a note from home.**

Some examples of **unexcused tardiness** would include alarm clock malfunction, power outages,

oversleeping

and any transportation issues such as car problems of a mechanical nature, traffic, parking issues, detours, missed rides, misplaced car keys and so on. The Dean of Students reserves the right to accept or reject any excuse for tardiness, and that decision is final.

**23. TELEPHONE MESSAGES:** Except in case of emergency or absolute necessity, messages for students should not be phoned in. Students may use pay phones only during lunch. Any other time, phone use must be an emergency and the student must report to the office.

**24. TIME AFTER SCHOOL POLICY:** While everyone is encouraged to participate in an after school activity, all students must leave the campus within one hour of the close of school unless under the direct supervision of an administrator, teacher, coach or other staff member.