

STUDENT HANDBOOK
2019-2020

for the use of
STUDENTS, PARENTS, AND FACULTY

328 Vine Street, Hammonton, NJ 08037
Phone 609.561.8700 / Fax 609.561.8701

Website: www.stjoek12.org

This handbook belongs to:

Student _____

Address _____

City/Town _____

Phone _____

POLICIES AND REGULATIONS

2019-2020 ACADEMIC YEAR

TO THE PARENT

Catholic education is a creative and living process, which seeks to develop the individual wholly and fully. Saint Joseph High School is committed to the development of our students in their responsibility and accountability to self and to the community so that they might live in a democratic society in peace and respect for themselves and their fellow man. Such an important task requires close cooperation between the policies and regulations with the intention of promoting better understanding. The parents are urged to keep this handbook handy for future reference.

TO THE STUDENT

This publication of the Academic Policies and the Regulations of Saint Joseph High School is given to you to inform you of the school's requirements in both the area of academics and personal conduct. **READ IT CAREFULLY.** Share its contents with your parents since it is important that all at Saint Joseph have a common understanding of the policies, regulations, and procedures of the school. **Other than permission forms, pages may not be torn out of this handbook.**

When a student is granted admission to Saint Joseph High School, he/she is given the opportunity to participate in all the rights, privileges, programs, and activities of the school. The student likewise accepts and therefore must abide by the academic requirements and rules of conduct established by the school. Having been fully informed of these regulations and requirements, students who fail to abide by them must take the necessary corrective steps or withdraw from school. This handbook contains the rules, regulations and requirements with which the students must comply in order to remain enrolled at Saint Joseph.

In the ordinary course of the year, student photos are used in marketing advertisements and school publications, as well as recognizing student achievement on our web site. If you do not want your child's photo to be used in such a manner, please inform the Principal.

All students and their parents/guardians are asked to read the entire handbook, and then sign below indicating they are aware of the contents of the handbook. This page is to be removed from the handbook and turned in to your homeroom teacher by **Friday September 13, 2019.**

Student (Print)

Student (Signature)

Parent (Print)

Parent (Signature)

Date

PARENTAL PERMISSION FORM FOR RELIGIOUS ACTIVITIES AND RETREAT 2019-2020

Religious formation is at the heart of Saint Joseph's mission. To this end, retreats, liturgies, and penance services, as well as regular prayer, are essential components of our curriculum. They provide our students with an opportunity to examine their lives in the context of spiritual development, participate in prayer and the sacramental life of the Church, and grow into a deeper appreciation of their faith.

Liturgies and regular prayer occur as an ordinary part of the school day at Saint Joseph. All school liturgies take place either at St. Joseph Church or at the school. In addition, we offer daily liturgy before school each day in our Chapel. Prayer occurs in a variety of locations, most often in the classroom. Penance services occur twice annually during the liturgical season of Advent and Lent. The penance service will take place on the date designated on the calendar in the student handbook unless a cancellation is necessary due to inclement weather or another circumstance. Students participate in the services at St. Joseph Church and St. Anthony Church in Hammonton, NJ. As part of the service, students may receive the sacraments of reconciliation. Students walk to and from St. Joseph Church along with their entire class level and assigned teachers. The exercise normally takes a little over a class period to complete. When events take place at St. Anthony's, they are either bused or the students provide their own transportation.

Every student participates in a retreat each year. There are additional retreat options for students throughout the year that are optional. **The class level retreat is, however, mandatory.** Your son or daughter's retreat will take place on the date designated on the student handbook calendar or by the Administration, unless a cancellation is necessary due to inclement weather or another circumstance. **The school dress code is in effect for the day, as are the ordinary rules and regulations for comportment expected of our students.** The school provides bus transportation with an appropriate number of chaperones for a full day of activities. Students should pack a lunch. Students will return to Saint Joseph before the end of the school day in order to facilitate their transportation home or to additional activities.

If a student misses a retreat the school will schedule a make-up day. The make-up day may result in a \$25.00 charge per student. Failure to report to the make-up will result in an appropriate school sanction.

Please sign below to acknowledge that you as parent/guardian have read the contents of this form and request that your son/daughter be permitted to participate in the scheduled activities outlined above as part of the curriculum of Saint Joseph High School. **This form must be submitted to your Homeroom Teacher.**

Parent/Guardian Signature

Date

Print Students Name

TECHNOLOGY ACCEPTABLE USE POLICY

2019-2020

The technology available at St. Joseph High School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of the school, students and their parents must understand and accept the following **Acceptable Use Policy**. Material viewed, created, and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to ensure that the page is appropriate, has a legitimate educational purpose and is in conformance with this policy. Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will receive disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

UNACCEPTABLE USE OF THE TECHNOLOGY INCLUDES BUT IS NOT LIMITED TO:

1. Doing anything with respect to hardware, software, programming which results in damage to the technology or inconvenience to others.
2. Violating the privacy act of any student, employee or any other individual.
3. Revealing home phone numbers, addresses, or other personal information.
4. Transmitting or receiving profane, obscene, pornographic or other objectionable materials.
5. Transmitting material threatening to another person, whether or not such threatening action is delivered.
6. Using the technology to bully another individual or group.
7. Copying proprietary information, including software, in violation of applicable law.
8. Plagiarizing, which is taking someone else's words, ideas, or findings and presenting them as your own without properly giving credit to the sources.
9. Using the network for financial gain, a business activity or any illegal activity.
10. Creating, transmitting, or producing computer viruses.
11. Deliberately trying to degrade or disrupt system performance.
12. Transmitting product advertisement or political lobbying.
13. Violating any local state, or federal rule or regulation.
14. Exploring or transmitting information that conflicts with Catholic moral values.
15. Granting access to unauthorized persons, either by intentional action or unintentional action (i.e. failure to log off).

Please return this form to Homeroom Teacher no later than Friday, September 13, 2019

****The use of our school's technology, including Internet use, is a privilege, not a right.***

Parent Signature

Date

Print Students Name

**SAINT JOSEPH HIGH SCHOOLS ACCEPTABLE USE
PROCEDURES (AUP) TERMS AND CONDITIONS
FOR DEVICE USAGE
2019-2020**

My son/daughter and I have read, discussed and agree to the Saint Joseph High School Acceptable Use Procedures (AUP) and Terms and Conditions for Device Usage. I also hereby give permission for my child to have email communication privileges enabled on their school Google account. I understand that email communication will be used for educational purposes only, and that consequences according to the Technology Use Policy and Discipline procedures as stated in the Student Handbook will be issued for misuse of these privileges.

Student Name (print): _____ Student ID# _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

I give permission for my son/daughter to take home their school-issued Chrome book for instructional purposes.

Student Name (print): _____ Student ID# _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please return this form to Homeroom Teacher no later than Friday, September 13, 2018

****The use of our school's technology, including Internet use, is a privilege, not a right.***

ST. JOE'S AT A GLANCE: THE TOP TEN RULES YOU NEED TO KNOW

1. **The 9:00 AM Rule:** Any student missing **after 9:00 AM** will be ruled ineligible to participate in extra or co-curricular activities for that day. If it occurs on Friday, the student is ineligible to play all weekend. Moreover, the student will be marked absent for half-day.
2. **Listening Device Policy:** Students are NOT ALLOWED to wear earbuds/airPods in the hallways in between classes, but can only use them in cafeteria. The Cafeteria ONLY and ONLY in one EAR. Cell-phones and earphones/headphones are strictly prohibited in the corridors, and may be subject to confiscation or permanent loss of privilege.
3. **Cell Phones:** The use of the cell-phone and other mobile devices at St. Joseph High School is a **privilege and not a right**. The teacher has the right at any time to confiscate the phone and turn it in to Administration. Repeated abuse of the cell phone/mobile device policy and refusal to cooperate with the teacher/administration can lead to a *permanent* loss of privilege.
4. **Dress Code:** Gentlemen will be clean shaven, have their shirts tucked in and wear a belt ALL DAY. **Uniform pants only**. Boys are not permitted to wear earrings. Girls may only wear earrings that are no bigger than a size of a quarter. Repeated uniform violation may result in a Saturday detention.
5. **Credit Recovery/Completion for Excessive Lateness and/or Absences:** Students who miss 12 or more days or are late arriving to school 8 or more times will take part in the credit completion program. Cell-phones will also need to be turned-in EVERYDAY after the 8th lateness. Credit completion program requires additional payments.
6. **Eligibility:** Students must maintain a minimum of an overall 2.0 GPA and have no more than 2 failures to be both St. Joseph and NJSIAA eligible. Students who have more than 2 failures at the end of the year may be dis-enrolled.
7. **Detention:** Students who cut detentions and are involved in extra and co-curricular activities (including practices and scrimmages) will be deemed ineligible until the detention(s) have been served. Cutting detention will result in a Saturday detention. Those who cut two detentions will be suspended. Lunch detentions may also be given by individual teachers and must be served on the designated lunch detention days. Skipping lunch detentions will automatically result in a Saturday detention.
8. **Service Requirement:** Christian Service is mandated for Juniors and Seniors, and it will count as 20% of the student's marking period grade for his/her Religion Class. Juniors are required 20 hours per year; Seniors are required 20 hours per year.
9. **Exemptions:** Seniors reaching a 92.5 average or above in class every quarter, with at least an 89 for a midterm exam grade may be eligible to be exempt from final exams at the teacher's discretion.
10. **Zero Tolerance on Drugs and Alcohol:** Any student suspected of possessing/distributing controlled dangerous substance will be liable to search, testing, and if found guilty, expulsion. Those who refuse to be tested are liable to expulsion. Likewise, the school reserves the right to use a breathalyzer on any school sponsored event and on any student and if found guilty, may be liable to suspension, expulsion, or both.

BELL SCHEDULES

REGULAR SCHEDULE

1st Bell	7:40 AM
Homeroom	7:45 AM – 7:55 AM
Period 1	7:58 AM – 8:38 AM
Period 2	8:41 AM – 9:21 AM
Period 3	9:24 AM – 10:04 AM
Period 4	10:07 AM – 11:52 AM
	10:07 AM – 10:42 AM (Lunch A)
	10:42 AM – 11:17 AM (Lunch B)
	11:17 AM – 11:52 AM (Lunch C)
Period 5	11:55 AM – 12:35 PM
Period 6	12:38 PM – 1:18 PM
Period 7	1:21 PM – 2:00 PM

HALF DAY SCHEDULE

1st Bell	7:40 AM
Homeroom	7:45 AM -- 7:55 AM
Period 1	7:58 AM – 8:17 AM
Period 2	8:20 AM – 8:40 AM
Period 3	8:43 AM – 9:03 AM
Period 4	9:06 AM – 10:51 AM
	9:06 AM – 9:41 AM (Lunch A)
	9:41 AM – 10:16 AM (Lunch B)
	10:16 AM – 10:51 AM (Lunch C)
Period 5	10:54 AM – 11:14 AM
Period 6	11:17 AM – 11:37 AM
Period 7	11:40 AM – 12:00 PM

MORNING MEETING/MASS AT ST. JOSEPH CHURCH SCHEDULE

1st Bell	7:40 AM
Homeroom	7:45 AM-7:55 AM
Period 1	7:58 AM – 8:19 AM
Period 2	8:22 AM – 8:46 AM
Mass	8:49 AM-10:30 AM
Period 3	10:30 AM – 10:53 AM
Period 4	10:53 AM – 12:38 PM
	10:53 AM – 11:28 AM (Lunch A)
	11:28 AM – 12:03 PM (Lunch B)
	12:03 PM – 12:38 PM (Lunch C)
Period 5	12:41 PM – 1:05 PM
Period 6	1:08 PM – 1:32 PM
Period 7	1:35 PM – 2:00 PM

MORNING MEETING/MASS AT THE MEDIA CENTER SCHEDULE

1st Bell	7:40 AM
Homeroom	7:45 AM – 7:54 AM
Period 1	7:57 AM – 8:27 AM
Period 2	8:30 – 9:00 AM
Mass	9:00 AM – 10:15 AM
Period 3	10:17 AM – 10:47 AM
Period 4	10:50 AM – 12:37 PM
	10:50 AM – 11:25 PM (Lunch A)
	11:27 AM – 12:02 PM (Lunch B)
	12:02 PM – 12:37 PM (Lunch C)
Period 5	12:40 PM – 1:00 PM
Period 6	1:03 PM – 1:33 PM
Period 7	1:36 PM – 2:00 PM

TWO HOUR DELAYED OPENING SCHEDULE

1st Bell	9:40 AM
Homeroom	9:45 AM- 9:55 AM
Period 1	9:58 AM-10:18 AM
Period 3	10:21 AM-11:41 AM
Period 4	11:44 AM – 1:29 PM
	11:44 AM – 12:19 PM (Lunch A)
	12:19 PM – 12:54 PM (Lunch B)
	12:54 PM – 1:29 PM (Lunch C)
Period 5	1:32 PM – 2:00 PM

ASSEMBLY "A" SCHEDULE

1st Bell	7:40 AM
Homeroom	7:45 AM – 7:55 AM
Period 1	7:57 AM – 8:22 AM
Period 2	8:25 AM – 8:50 AM
Period 3	8:53 AM – 9:18 AM
Period 4	9:21 AM – 11:06 PM
	9:21 AM – 9:56 PM (Lunch A)
	9:56 AM – 10:31 AM (Lunch B)
	10:31 AM – 11:06 AM (Lunch C)
Period 5	11:09 AM – 11:34 AM
Period 6	11:37 AM – 12:02 PM
Period 7	12:05 PM – 12:30 PM
Assembly	12:30 PM – 2:00 PM

ASSEMBLY "B" SCHEDULE

1st Bell	7:40 AM
Homeroom	7:45 AM-7:55 AM
Period 1	7:58 AM – 8:28 AM
Period 2	8:31 AM – 9:01 AM
Period 3	9:04 AM – 9:34 AM
Period 4	9:37 AM – 11:25 AM
	9:37 AM – 10:12 AM (Lunch A)
	10:12 AM – 10:47 AM (Lunch B)
	10:50 AM – 11:25 AM (Lunch C)
Period 5	11:28 AM – 11:58 AM
Period 6	11:58 AM – 12:28 PM
Period 7	12:31 PM – 1:00 PM

FOWARD

NONDISCRIMINATION POLICY

The school admits students of any race, color, national and ethnic origin, to all of the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the bases of race, color, national, or ethnic origin in the administration of its educational policies in its admission policies, scholarship and financial aid programs, athletic and/or school-administered programs.

The Principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

IMPORTANT NOTICE

The Principal of the school has the sole and absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. **Nothing this handbook limits the Principal's authority to interpret and apply the rules. The administration reserves the right to change and update the information provided in these pages at any time, without notice.**

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal or the designated disciplinarian has the right and the authority to impose penalties for offenses that are not specifically listed in this handbook, if the Principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

GREETINGS

This handbook is provided to help you become acquainted with your school. If you have attended St. Joseph High School before, we invite you to take advantage of knowing your school a little better.

Our responsibility is to provide opportunities for spirituality, service, scholarship, leadership, citizenship, and fellowship.

Your responsibility is to help us to be a good school. This can be accomplished by showing respect for your fellow students, faculty, and staff, for school property, displaying proper courtesy at all times in the classrooms, hallways, assemblies, church, and the cafeteria. This is the foundation upon which a good school is built.

SAINT JOSEPH ALMA MATER

Honor, Love, Truth and Loyalty, although the world we may roam.

Deep in our heart we shall cherish, till God calls us home.

Of Thee St. Joseph, we're singing from the depths of each heart comes our song.

May Your praise be echoed forever, may our hearts be joined here together.

Our vice of wisdom is calling, for each one, every son, far and near.

Of Thee St. Joseph we're signing our Alma Mater do dear.

ADMINISTRATION, TEACHERS, AND SUPPORT STAFF

BOARD OF TRUSTEES

Fr. Allain B. Caparas, *President and Principal*

Fr. Tom Barcellona

Mrs. Karen Conant

Mr. Steve Hogan

Mr. Michael Mancuso

Mr. Ronald Rossi

Mr. Jeffrey Umosella, '88

Mr. Joseph Williams

ADMINISTRATION

SUPERINTENDENT OF SCHOOLS Dr. Bill Watson, Ed.D.

PRINCIPAL AND PRESIDENT Rev. Allain B. Caparas, MA, MDiv.

ASSISTANT PRINCIPAL FOR STUDENT AFFAIRS

(DEAN OF DISCIPLINE FOR GIRLS/ATHELETIC DIRECTOR) Mrs. Anne Marie Mercado, MA

PROGRAMS AND DEPARTMENTAL DIRECTORS

DIRECTOR OF GUIDANCE Ms. Louise Fourney

DIRECTOR OF ADVANCEMENT Mr. Paul Rodio

DIRECTOR OF ADMISSIONS Mrs. Donna Kramer

DIRECTOR OF CAMPUS MINISTRY Mrs. Christy Rivera

SPECIAL EDUCATION COORDINATOR Mrs. Gina McGee

ADMINISTRATIVE SUPPORT STAFF AND STUDENT PERSONNEL SERVICES

ASSISTANT DEAN OF DISCIPLINE (FOR BOYS) Mr. Alan Sullivan

ADVANCEMENT OFFICE/PROCTOR Mr. Paul Sacco

ASSISTANT DIRECTOR OF TECHNOLOGY/ATTENDANCE Mr. Michael Falciani

FINANCIAL AID COORDINATOR/GUIDANCE Mrs. Danielle Dolce

TESTING AND SCHEDULING COORDINATOR Mr. Chris Matarazzo

ASST. ATTENDANCE OFFICER/MEDIA DIRECTOR Sister Dorothy Toussaint

SCHOOL NURSE Mrs. Mary Ellen Arney, RN

OFFICE STAFF/CAMPUS MINISTRY Sister Charlyne Greene

FACULTY AND SUPPORT STAFF

TEACHERS

Fr. Allain B. Caparas

Mr. Jared Clark

Mr. Dean Coder

Mr. Sam Curcio

Mr. Michael Falciani

Mr. Phil Imbesi

Mr. Frank Martino

Mr. Christopher Matarazzo

Mr. Raymond McBride

Mr. Michael McGahey

Mrs. Gina McGee

Mrs. Jasmine Myers

Mr. Thomas Picucci

Mrs. Jennifer Ring

Mr. Paul Rodio

Mr. Alan Sullivan

SECRETARIAL STAFF

Mrs. Renee DeFinis, Administrative Secretary to the Principal/President

Mrs. Danielle Dolce, Administrative Secretary to Guidance/Tuition Management Coordinator

Mrs. Gina Gardiner, Office Administrative Secretary

MISSION STATEMENT

Guided by the Holy Spirit, Saint Joseph High School provides a comprehensive quality Catholic education that fosters excellence in scholarship, lifelong learning, enlightened citizenship, and moral integrity.

Saint Joseph High School prepares its students to serve as leaders who will use their Catholic values and education to shape a world of social justice and peace.

STATEMENT OF BELIEFS

INTRODUCTION

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. St. Joseph High School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community.

Since each person is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions, and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the faith which the Church has received from her Divine Founder.

CATHOLIC ENVIRONMENT

As a community whose primary mission is the teaching of the Faith, St. Joseph High School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment is expected, and agree to support these standards and the mission of the school.

If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

HUMAN SEXUALITY

The Catholic Church teaches, "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity." (*Catechism of the Catholic Church*, 2393).

St. Joseph High School strives to be welcoming, respectful, and sensitive to each student's unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society's currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church, or introduce confusion about its teachings.

WE BELIEVE THAT...

Catholic Education is the means by which the message of Jesus Christ is lived and passed on. At Saint Joseph High School the active presence of Jesus prevails in every aspect of our being. Grounded in Faith, our programs provide a lifetime framework for that which makes committed, faith-filled, productive global citizens.

It is the responsibility of Saint Joseph High School to deliver relevant, research-based curriculum which prepares students to meet the challenges of the twenty-first century with knowledge and confidence. Attention to the proper use of technology and media with an emphasis on higher order thinking and critical analysis are integral to our curriculum. Decisions based on Catholic teachings must guide the use of the ever-growing technological innovations.

Going beyond the confines of the school and local community is essential as global citizenry is a reality. Such action fosters respect, understanding, and an acceptance of diversity which enables students to form educated opinions in the important work of seeking peace and social justice.

The creation of a safe environment ensures the well-being of our students emotionally and physically. Saint Joseph High School strongly supports the dignity of every student. Respect for life in all forms stems from the reverence placed on each individual who is made in the image and likeness of Christ.

Empowered by the sacraments, especially the Eucharist, all members of Saint Joseph High School reach out in service. Our students enter to learn about Christ and leave to serve Him.

CATHOLIC IDENTITY

“ENTER TO LEARN ABOUT CHRIST . . . LEAVE TO SERVE HIM”

The foremost goal of Saint Joseph High School is to foster the growth and development of every student within a Catholic environment. Students are offered courses which are rooted in the fundamentals of the Catholic Faith. In addition, service to others is strongly emphasized.

Exposition of the Blessed Sacrament is held on the First Friday of every month in our Chapel. Mass is celebrated daily. The Sacrament of Reconciliation is available during the school day. A communal Penance Service is held for the entire school community during Advent and Lent.

RETREATS AND CHRISTIAN SERVICE

Every student participates in a retreat each year.

Retreats or Christian Service are scheduled annually for each grade level. All retreats and days of service are mandatory.

There are additional retreat options for students throughout the year. The class level retreat is, however, mandatory. Freshmen and Sophomores are required to participate in a Service Retreat Day with their class level. Juniors and Seniors are required to participate in an annual day of recollection and retreat with their class level. Juniors and Seniors participating in the *KAIROS Retreat* during the year may count it as their annual retreat requirement. The retreat or day of service will take place on the date designated on the Student Handbook Calendar unless a cancellation is necessary due to inclement weather or another circumstance.

Unless stated otherwise, the school dress code for dress down is in effect for the day – no shorts, as in the ordinary rules and regulations for comportment expected of our students. The school provides a bus transportation with an appropriate number of chaperones for a full day of activities. Students should pack lunch, unless stated otherwise. Students will return to St. Joseph High School before the end of the school day in order to facilitate their transportation home or to additional activities.

If a student misses a retreat, the school will schedule a make-up day for an additional charge of \$25.00. Failure to report to this make-up will result in an appropriate school sanction. Attendance at an annual retreat is a requirement for completion of every student’s course of studies for the year and is a graduation requirement.

SERVICE REQUIREMENT

As a Catholic School, the *Corporal Works of Mercy* is a great part of our spiritual life. Service hours, therefore, are required as part of the Religion curriculum. Students participate in community and global outreach activities.

Completion of the Service Hours for Juniors and Seniors are compulsory, along with other components assigned by the student’s religion teacher, will count as 20% of the student’s final Marking Period Grade for the Religion Class.

Community Service Hours Required:

Grade 9 ----- Day of Service

Grade 10 ----- Day of Service

Grade 11 ----- 20 Hours

Grade 12 ----- 20 Hours

ACCREDITATION

St. Joseph High School is accredited by the Middle States Association of Colleges and Schools and the Roman Catholic Diocese of Camden. It's accreditation was recommended for renewal in May 2018.

GRADUATE PROFILE

The St. Joseph High School graduate is a student who has completed a rigorous high school and college preparatory curriculum that will help him or her succeed in higher education and in life. The graduate will be a:

- A faithful Christian and solid citizen.
- A person who recognizes the dignity of every human person as a child of God.
- A reflective person who will make informed decisions using critical thinking and sound moral judgments.
- A person who possesses a sense of personal integrity and learn to recognize God through prayer, sacrament, service, and healthy relationships.
- A person who is engaged in his or her community, country, and the world through the service of others.
- A person who values learning and the need for life-long formation and learning.
- Be someone who continues the St. Joseph Tradition of Honor, Love, Truth, and Loyalty
- Values the education and accomplishments he or she has received as a student of St. Joseph High School.
- A person who is a man or woman for others.

ACADEMICS/ATHLETICS PROGRAM & ELIGIBILITY REQUIREMENTS

St. Joseph High School is a member of the N.J.S.I.A.A., which is the governing athletic association for the state of New Jersey. The objectives of the N.J.S.I.A.A. are as follows:

1. To foster and develop amateur athletics among the secondary schools of the state.
2. To equalize athletic opportunities by standardizing rules of eligibility for individuals, and classifying for competitive purposes the institutions which are member of the Association.
3. To supplement the physical education program of the secondary schools of New Jersey by making a practical application of the theories of physical activity.
4. To promote uniformity in the arrangement and control of contests.
5. To protect the mutual interests of the members of the Association through the cultivation of ideals of clean sports in their relation to the development of character and good citizenship.

All rules and regulations of the N.J.S.I.A.A., apply to the interscholastic athletic program at St. Joseph High School. A copy of the N.J.S.I.A.A. handbook is on file in the athletic office should parents or students have any questions.

FALL

Football

Field Hockey

Cheerleading

Boys Soccer

Girls Soccer

Girls Volleyball

WINTER

Boys Basketball

Girls Basketball

Wrestling

Cheerleading

Powerlifting/Co-Ed

Winter Track & Field

SPRING

Baseball

Softball

Golf/Co-Ed

Spring Track & Field

1. Any student who passes all courses in a given marking period is academically eligible for all extra-curricular activities. Likewise, any student who has 2 or more failures (F) in class and/or does not achieve at least a 2.0 overall GPA is not eligible to play or participate in extra or co-curricular activities. This includes practices, games, rehearsals, or trips.
2. **No St. Joseph High School student previously ineligible for athletic competition or other co-curricular activities may become eligible without approval of the administration of St. Joseph High School.**

STUDENT-ATHLETE DISCIPLINE PROCEDURE

Participation in interscholastic athletics at St. Joseph High School is a privilege, which carries with it certain responsibilities. A student is a representative of the school and the entire community. There are certain basic standards expected of the participants in athletics at St. Joseph High School.

1. Students who represent St. Joseph High School as a member of an interscholastic athletic team are expected to reflect positively upon St. Joseph High School.
2. Students must remember they are representatives of the school first, and participants second. Participation in athletics is a privilege granted to a student, not a right guaranteed to them.
3. Being a member of an interscholastic athletic team does not entitle any student to special privileges in the school. It may carry a responsibility of being a good citizen in the face of peer pressure to become involved in some action that might violate school rules. Athletes are expected to set examples of good citizenship and cooperation which will reflect upon them as individuals and upon all our athletes in general.
4. A student-athlete afforded these privileges must assume the responsibilities which accompany them at all times.
5. **All detentions must be served before a student-athlete attends practice/games.** Cutting a detention will now result in a Saturday detention and the student will be charged a fee of \$20.00.

EJECTION FROM AN ATHLETIC CONTEST

In order to combat the rising trend towards violence and disrespect for the officials working athletic contests, the NJSIAA has imposed a two-game suspension for any student-athlete or coach who is ejected from an athletic contest because of violent, physical or verbal abuse directed toward an official or opponent. In order to reinforce this penalty among St. Joseph student-athletes, school officials may impose an additional two game suspension. Students will serve an in-school suspension. A second offense may result in suspension of athletic privileges. St. Joseph officials expect athletes and coaches to be in control of themselves at all times. Any student-athlete ejected from an event must attend a conference with school administrators. Parents of St. Joseph High School athletes are expected to support the school's mission and philosophy at sporting events.

ATHLETIC PRACTICE AND EXTRACURRICULAR EVENTS ON SUNDAYS AND RELIGIOUS HOLIDAYS

Coaches, Moderators, and Athletes are not permitted to practice/rehearse on Sundays before 12:00 pm. If coaches/moderators do decide to practice/rehearse, they must bring their team or group to Sunday morning Mass. Likewise, as a general rule practice and games are not permitted for St. Joseph High School students on the following holidays and holydays: Thanksgiving, Christmas Eve, Christmas Day, Good Friday, and Easter Sunday.

Exceptions to this rule must be rare and **explicitly** approved by the Principal.

SCHOOL POLICY/FIELD TRIPS

Occasionally a class may take a field trip to a place or event of general interest to its school work. All students who wish to go on such trip sponsored by the school must submit a permission note signed by the parents. The notes are given to the faculty moderator responsible for the group. **A phone call will never be accepted in lieu of the permission form.** Uniforms must be worn unless otherwise stated. When casual attire is permitted, it must comply with the school's casual day regulations. **INDEPENDENT TRIPS OR ACTIVITIES WHICH PARALLEL THE SCHOOL SPONSORED FUNCTION ARE PROHIBITED.**

The Permission Form for the **required** retreats/service days, as well as permission to leave the school building to attend Mass at St. Joseph Church was signed by the parents at the beginning of the school year, and will not be requested from parents.

All activities or trips sponsored by the school that occur during a Sunday or a holyday must include the opportunity to attend Mass. A visit to the church or a prayer service does not replace the obligation to attend Mass. All students attending these school sponsored trips are required to attend Mass as they would if they were attending liturgy at school. **Chaperones and coaches organizing these trips must ensure that Mass is organized and scheduled in the agenda of events.** Likewise, chaperones and coaches must accompany their teams or groups to religious services.

Any parent/guardian or adult participating in any school sponsored overnight trips (not day trips) must be properly fingerprinted and attend an approved safe environment session. This means that adult/parent is staying at the same accommodations as the other students. Moderators and coaches who knowingly violate this rule will be subject to disciplinary actions including and up to termination of employment.

NATIONAL HONOR SOCIETY

The National Honor Society was founded in 1921 “to recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy” (NHS Handbook). The purpose of the St. Joseph High School, Fr. Mychal Judge, OFM, Chapter of the National Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Our chapter has as its model Fr. Mychal Judge, O.F.M., a Franciscan Friar Minor, who was chaplain to the New York City Fire Department, Engine Company 1. Fr. Mychal was victim 00001, the first fatality of the World Trade Center attack.

SELECTION OF MEMBERS

To be eligible for membership a student must be a member of those classes designated as eligible in the chapter by-laws. At St. Joseph High School that includes all juniors and seniors. Candidates must have been in attendance at school an equivalent one semester.

Eligible candidates must have a cumulative average of **3.9 weighted GPA** when they apply. Candidates must also achieve a **3.0 average** at the end of the first quarter. Students will be evaluated on the basis of service, leadership, character, and academics.

Selection for membership is by a faculty council. The faculty council consists of faculty members appointed annually by the principal for a term of one year. Members may be appointed to consecutive terms. The chapter adviser is an ex-officio member of the faculty council. Selection of members to the chapter will be taken by majority vote of the faculty council **AND THEIR DECISION IS FINAL. NO APPEAL WILL BE ACCEPTED BY THE PRINCIPAL.**

Membership shall never be considered on the basis of grades alone. Students who are academically eligible will be notified by the chapter and informed that for further consideration for selection to the NHS they must complete an application. This form must be returned to the adviser within **two (2) weeks**. Failure on the candidate to return this form within the allotted time will automatically eliminate the candidate for further consideration.

If a student is absent every effort must be made to get the form in on time. A parental phone call directly to the chapter adviser must be made if the candidate cannot make any possible arrangements to get the form on time. **In this case only one day extension will be granted.**

Students and parents must understand that an invitation to apply for membership does not guarantee selection. The application will be reviewed by the Faculty Council who will require verification of information on the form. Candidates receiving a majority vote of the Faculty Council will be offered induction to the chapter.

Parents/Guardians and candidates will be notified of the selection by the chapter's moderator prior to the installation ceremony.

Parents are asked not to call the school seeking information regarding the selection prior to the installation. Inquiries after the installation will be no more specific than the information presented here.

NON-SELECTION OF CANDIDATES

Not all students who are academically eligible will be chosen for membership. Schools are not obliged to share with parents and students information concerning non selection for specific students. According to the NHS legal counsel, no constitutional due process requirements apply in non-selection cases.

Commonly, however, complaints question the judgment of the faculty council. It is important for students and parents to realize that a decision of this type has some subjective aspects. The principal has chosen five persons to be on the faculty council and must place a high degree of trust in this council.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS, and that the faculty council is entrusted with making the selection decisions. The National Council of NHS will not review the judgment of the faculty council regarding the selection of individual members of local chapters.

GENERAL COMMENTS ON NHS

Selection to the NHS is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

In evaluating potential membership for leadership, service, and character the faculty council has developed a working definition of these qualities. However, the definitions are meant to be a source of guidance. They are not meant to affect the independent discretion or judgment of the faculty committee, whose decision remains binding.

CRITERION

Leadership

- Serves in a position/capacity of leadership on team, club, department, committee etc.
- Takes initiative to go “above and beyond” what is expected or what is asked to do
- Inspires positive behaviors in others.
- Delegates responsibilities and encourages active, meaningful contribution from all group/team members.
- Is a leader in the classroom, at work, or in other school or community activities.
- Promotes a positive spirit/culture in all social relations, and upholds the ideals of St. Joseph High School.

Service

- Participated in some activity outside of school in the community, church, and volunteer services.
- Volunteers altruistically for the intrinsic value of the service not in expectation of compensation.
- Enthusiastically assists in the day-to-day operations of the school.
- Mentors in the community or students at other schools.
- Works well with others and willingly on difficult or inconspicuous responsibilities.
- Complete assigned tasks with mature and eager disposition.

Character

- Consistently exemplifies positive and desirable qualities of behavior.
- Cooperates by complying with all school policies and regulations and codes outlined in the Student Handbook.
- Take criticism willingly and accepts recommendations graciously.
- Develops the highest standards of honesty, academic integrity, and reliability.
- Regularly exhibits courtesy, concern, and respect for others.
- Complies with instructions and rules, and displays personal responsibility.

Article IX. Section 4 of the Constitution of the National Honor Society states in part: "A description of the selection procedure shall be published in an official school publication which is widely available to all students and parents in the school." Accordingly, the selection procedure for St. Joseph High School is incorporated in the Student/Parent Handbook. Please read information carefully so you will be familiar with the selection process.

A student who fails to maintain the scholastic average of **3.5 weighted GPA** for one quarter will receive a warning. If the student fails to maintain **3.5 for two consecutive quarters**, he/she will be dropped from the National Honor Society and will only be reinstated when the student achieves two consecutive quarters of scholastic average of 3.5.

STUDENT GOVERNMENT

The purpose of the Student Government Association is to represent the needs of the student body as individuals and as a group and to act as a liaison between students and faculty/Administration. To be qualified for any Student Government Association office, a student must have a scholastic average of 2.5 or above, must show active participation in the school's co-curricular activities, and possess strong qualities of leadership, having the best interests of the entire school at heart.

CHANGE OF SCHEDULE POLICY

A student who wishes to withdraw from a particular class or to change to another section must first discuss such a decision with his or her parents and then contact/meet with the Director of Guidance. Ordinarily, care is taken to honor individual preferences during the course selection process and later requests for change should be an exception. At any rate, it is understood that such special consideration will be limited to **prior to the week of orientation (week before Labor Day)** of the new school year. In addition, a request of this nature will necessarily involve subject-teacher consultation by the Guidance department.

Complete withdrawal from the subject, without the substitution of another course selection, or withdrawal/transfer beyond the first two weeks of the school year will be rare. **In those cases, it is only usually done for emergency and medical situations.** Proof of medical reasons and emergency may be required.

GRADUATION REQUIREMENTS

The following are the graduation requirements for St. Joseph High School:

Religion	4 Years
English	4 Years
Foreign Language	2 Years
Mathematics	3 Years
Science	3 Years
World History	1 Year
United States History	2 Years
Physical Education/Health	1 Year
SAT Preparation	½ Year
Drivers' Education	½ Year

Students will also take various electives during sophomore through senior years.

Seniors must have completed **all of the above coursework** in order to be eligible for participation in graduation and graduation activities.

PARTICIPATION IN GRADUATION ACTIVITIES

Participation in graduation is a privilege that is earned through good behavior and academic success. Only those students who have completed all the requirements for a diploma may participate in graduation and graduation activities. Students may be excluded from these exercises for:

1. A failure for the year in one or more required courses.
2. A disciplinary failure or a major breach of the disciplinary code of the school.
3. Failure to fulfill financial requirements.
4. Failure to meet attendance requirements.

***No diploma will be issued until the above requirements (academic, financial, and behavior related) are met.**

GRADUATION, REHEARSAL AND AWARDS CEREMONIES

Towards the conclusion of the year, an Academics Banquet is held for graduating senior students for their academic achievements and participation in activities. Additionally, special awards are given to seniors and other students during the Senior Farewell.

Commencement and Senior Address – Administration reserves the right to select student speakers for graduation. The traditional selection of salutatorian and valedictories as speakers may be withdrawn at the discretion of Administration. All speeches are to be approved and reviewed by the Principal.

Baccalaureate Mass and Commencement – **Participation in the Baccalaureate Mass / Commencement Ceremony is a privilege, not a right.** Attendance at the designated rehearsal times is required. Any student who fails to attend the rehearsal forfeits his or her right to participate in ceremonies.

Administration reserves the right to prohibit a student from attending graduation events due to a disciplinary issue or failure to attend rehearsal.

ACADEMIC POLICY

GRADE SCALE

A+	97-100	Exceptional
A	93-96	Excellent
B+	89-92	Outstanding
B	85-88	Very Good
C+	81-84	Above Average
C	77-80	Average
D+	74-76	Below Average
D	70-73	Passing
F	0-69	Failing

FAILURES

Except for unusual circumstances, a student may not repeat a course he or she has taken at St. Joseph High School.

In the event a subject is failed for the year, a student must normally attend an approved summer school program in order to make-up the delinquency of course credit requirements (either as a requirement to progress to another grade level or as a graduation requirement).

If a student makes up a failure (or failures) in an approved summer program, the mark will be recorded on his or her permanent record and credit will be given. The Guidance Office must approve any private tutor used to fulfill the summer school requirement. The highest grade given will be a C+. Two failures per year may be made up in summer school.

A STUDENT WHO FAILS MORE THAN TWO FULL-YEAR COURSES WILL BE DISENROLLED.

MID-MARKING PERIOD GRADES

All students and their parents are encouraged to access regularly PowerSchool to monitor student progress.

Parents are reminded that early reports of grades, and even mid-marking period grades are often not fully reflective of a student's final performance. It's important for students and parents to consider that up-to-date information as indicators of current student performance, rather than a diagnosis of a student's final mark.

At the middle point of each marking period, a Connect Ed. will be sent to remind students and parents/guardians to check grades on PowerSchool that have been certified as updated and accurate by teachers as of that time.

Printed copies of the Progress Report will be sent to parents upon request, otherwise a digital copy will be available for parents. A deficiency report will be sent to those students who are in danger of failing for the marking period. Likewise, at the end of the first semester midway through the fourth quarter, interims/notices will be sent to those students in danger of failing for the year. By the end of the third quarter an additional form/letter will be sent to the parents of seniors who are in danger of failing for the year.

Parents and students are encouraged to contact the teacher with any questions or to resolve shortcomings in the student's grades. It is important to note that the grade at the interim point is only an indicator of a possible outcome. Subsequent missing assignments and test failures can dramatically affect a student's grade *after* the interim point

The advantage of this process are these:

1. Parents will be given sufficient warning to possibly aid the student in passing for the year.
2. Parents will be able to make appropriate summer and vacation plans to accommodate summer school programs.
3. Some graduation-requirement problems might be avoided.
4. Guidance will have time to meet with these students and advise them with regard to their pending failures and summer school registration.

If parents have a question about their student's progress at any point during the school year, they are encouraged to contact the individual subject teacher first, and then the Guidance Office if necessary. **Academic concerns and questions should always be directed to the teacher first, as the teacher has all the pertinent information regarding the student.** The Guidance office or Administration can assist should there be communication issues. Otherwise, your issues will always be directed back to the teacher.

PARENT-TEACHER INVOLVEMENT IN ACADEMICS AND ATHLETICS

At any time during the year, parents may contact the teacher through Email or Voicemail to arrange a teacher conference. Parents and students should frequently access daily grades/averages through **Power School**. Likewise, rare if ever, would be the situation where a student would fail for a marking period without some timely notification to parents of this possibility. Of course, if there is any parental concern whatsoever, parents may initiate an interview with anyone from the Faculty by scheduling an appointment, and if all else fails through the Administration. Generally, parent-teacher conference are conducted after the report cards have been issued. Dates are listed in this handbook and parents are encouraged to be present at these conferences.

The models which appears below is a recommended plan of action for parents who have legitimate concerns regarding the growth and development of a son/daughter in the areas of academics or athletic/extracurricular activities. **It is important that parents speak with a teacher (or coach – in case of athletic concerns) first before moving forward to another level.**

Parents and students are also recommended to observe the “**24-48 Rule.**” **This rule recommends that whenever a party is upset or angry, it is advisable to allow at least 24 to 48 hours before sending a complaint, drafting an email, or making a phone call about the incident.** Often times, sound judgments are clouded by high emotions and reactions. It is always more productive to address a sensitive or difficult issue when one is more recollected and composed. We are also able to speak to one another more calmly and respectfully, facilitating a more productive discussion that can lead to mutual resolutions.

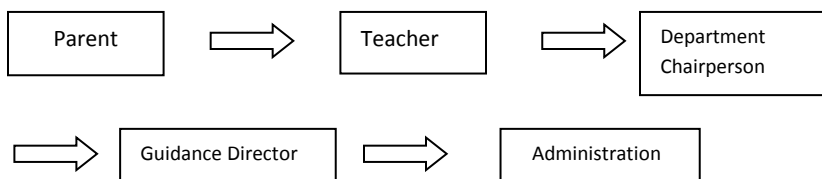
Academic Concerns should never be addressed at the end of the marking period or the year as it does not give the teacher or administration adequate time to address the concerns. If you address concerns at the end of the year, we cannot guarantee an immediate resolution.

NB: Accusing a teacher of academic malpractice is very serious and requires documented proof that must be presented to administration. False accusations without evidence can have legal consequences for the parents.

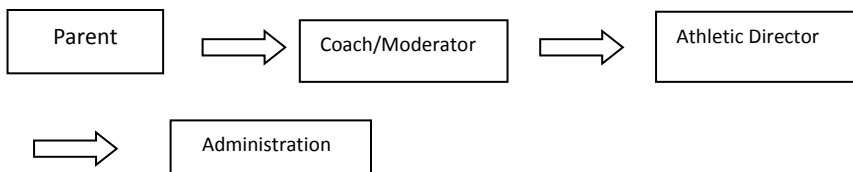
In certain circumstances, a member of the administration or the department chair might sit in on a meeting.

If a parent/guardian wishes to speak with the Principal concerning an academic or athletic matter, it is important to note that one is likely to attain a desired outcome by first directly speaking to the teacher or coach. However, in circumstances where the parent wishes to speak with the Principal regarding these matters, a reason for the conference must be stated. **A meeting or conversation with the Principal or another administrator, regarding legitimate issues or concerns cannot be kept confidential from a teacher or staff in question (unless within the Sacrament of Confession), and such will be addressed appropriately and professionally.**

ACADEMIC CONCERNS



ATHLETIC/EXTRA-CURRICULAR CONCERNS



TUTORING

Students who are failing below class requirements may request help from their subject teacher. They may be also tutored privately by members of the National Honor Society or by students who are recommended by their subject teachers.

ASSIGNMENT/HOMEWORK POLICY

Students should expect to be assigned homework every night of the week. Since homework is a part of the grading process, it is expected that assignments be handed in on time and are done with seriousness and attention. Both students and parents may check homework assignments posted on the **Teacher Homework Sites**. (The link to **Teacher Homework Sites** can be found on the school's web page under the **Parents** tab.)

Accusing a teacher of misplacing an assignment, test, or quiz, without proof is a serious accusation that could ruin a teacher's reputation and could have legal consequences. It is the responsibility of the student that the assignment is turned in correctly following proper classroom procedures.

GRADE POINT AVERAGE/CLASS RANK

Class rank will be determined by students' 3rd Marking grade point average in junior and senior year. This average is weighted according to the academic challenge level of each course. Below is a chart designating the **Quality Points** (Q.P.) earned for grades in each level:

<u>AP/COLLEGE LVL.</u>		<u>HONORS</u>	<u>COLLEGE PREP</u>
A+	5.0	4.7	4.4
A	4.5	4.2	4.0
B+	4.0	3.6	3.4
B	3.5	3.1	3.0
C+	3.0	2.6	2.4
C	2.5	2.1	2.0
D+	2.0	1.6	1.4
D	1.5	1.1	1.0

Class rank is calculated using our PowerSchool administrative software. A defined algorithm multiplies the quality points accumulated from grades earned. **Unless it is proven that there was an error in the PowerSchool calculation or system, the PowerSchool calculations serve as the official record.** Remedial courses/grades completed with tutors are subject to review by the Guidance or Administration. The highest grade given will be a C+.

Quality points are not assessed to athletics, access, co-curricular involvements, or courses taken in area colleges outside of the Pathway to College partnerships. In this way they do not affect class rank.

If two or more seniors earn an identical class rank at the conclusion of four years, the highest composite SAT score at any one sitting will be considered a tie-breaker to determine the order of speakers at commencement exercises.

Class rank for awards and graduation is determined using the final marks as of the end of the 3rd Marking Period.

ACADEMIC HONORS

In order to achieve PRINCIPAL'S LIST, students must earn an "A" in all classes. In order to achieve HONOR ROLL, students must receive all "As" and "Bs".

A student who so distinguishes himself or herself of being part of the honor roll receives recognition at the Honor Roll Assemblies held throughout the school year.

ADVANCED PLACEMENT CLASSES

Students are required to sign a contract stating that they must take the AP Examination. Students who do not take the AP Examination will receive Honors credit and may be required to pay for tests not taken.

PATHWAY TO COLLEGE

In accordance with the Diocese of Camden's vision for nurturing long-term Catholic education for our students, St. Joseph High School has developed -- and continues to develop -- partnerships with colleges and universities in order to offer both "guaranteed admission" and college credits for the students of the high school. These options should be pursued through the Guidance Office. These agreements are the basis of a process designed to assist students of

St. Joseph in their transition into college. The "Pathway to College" initiative gives students both a clear route to college education and the opportunity for a "head-start" on actual college credit work. It also places students in an advantageous position in qualifying for college financial aid, and college scholarships offered only to St. Joseph High School students.

We currently have partnerships with the following higher educational institutions. Listed are also the individual benefits they offer. A detailed set of requirements are available through the Guidance Office.

TRANSFER GRADE POLICY

When a student transfers into St. Joseph High School from another high school – their grades, GPA, and class rank will be converted into St. Joseph’s grading scale. The grading scale used by St. Joseph High School is standard in all the schools of the Diocese of Camden.

COLLEGE VISITS

Three (3) college visits or three (3) days for seniors and two (2) college visit for juniors are permitted. A NOTE FROM THE PARENT OR GUARDIAN MUST BE SUBMITTED TO GUIDANCE FOR APPROVAL AT LEAST 24 HOURS BEFORE THE SCHEDULED VISIT. OTHERWISE, IT IS NOT AN EXCUSED ABSENCE. A signed form verifying attendance at a college or open house scheduled on a school day is required.

LETTER OF RECOMMENDATION POLICY

All letters of recommendations must be processed through the Guidance departments, typically using Naviance. Teachers are not permitted to give a letter of recommendation directly to students without that teacher’s permission. All letters of recommendation must be sealed and are confidential. Students must sign a waiver to receive letters of recommendations directly for college or scholarship purposes.

SEMESTER EXAMINATIONS

Midterms and final examinations will be given each semester. These exams will count as 20% of the final grade for each course in each semester.

Final Grade, Quarter 1:	40%
Final Grade, Quarter 2:	40%
Exam Grade, Semester 1:	<u>20%</u>
	100%
Final Grade, Quarter 3:	40%
Final Grade, Quarter 4:	40%
Exam Grade, Semester 2:	<u>20%</u>
	100%

The exam schedule will be posted at least two weeks prior to the exam. Two exams are scheduled each day, beginning with Homeroom first at 7:45 AM. Dismissal is typically around 11:30 AM. A make-up day is designated at the end of the exam week ,for those students who need to make-up an exam.

EXAM POLICY FOR ABSENTEES

Comprehensive examinations are given in January at the end of the second marking period and in June at the end of the fourth marking period. Special schedules are prepared for all the exams to be given during the designated exam week and are available to the teachers well in advanced. Final exams for the Seniors will be given prior to graduation.

A make-up day is scheduled for those unable to make exams at the regular time.

All absences during exams must be verified with notes from parents and doctor upon student’s return. **A doctor’s note will not be accepted after three school days. If a student is granted an absence on the scheduled exam day, he or she is expected to make up the exam(s) on the Make-Up Day.** If the absence is determined to be unexcused by Administration, the student will not be permitted to make-up the exam(s) and the grade(s) will be calculated as an F (=0).

Family vacations do not constitute a legitimate excuse to be absent from examinations as scheduled on the school calendar. Parents should ensure that vacations or travel plans do not coincide during the examination period.

The tentative examination period for the 2019-2020 School Years is as follows (note that this is subject to change by administration):

January 21-24 (Midterm Examinations)

May 26-29 (Senior Final Examinations)

June 11-16 (Final Examinations)

Again, administration reserves the right to adjust the examination schedule as a result of emergency or snow days.

Every effort will be made to ensure that ample time is given to parents notifying them of the adjustments to these dates due to snow days and emergencies. However, it is the responsibility of parents that vacations, summer camps, and flights are booked at least a three days AFTER the last day of school for the summer to ensure that their child does not miss the designated exam days.

As a general rule, no exams will be administered earlier than the scheduled date.

Exams, which have not been made-up on the Make-Up day, will be held in the Guidance Office until the student arranges for a make-up. **All exams must be completed by the last business day in June. Students who do not take exams by this date will receive an "F" for the final course grade.**

For prolonged or chronic illness or other extenuating circumstances (i.e. death in the family), arrangements can be made by contacting the Guidance Office.

Students are urged not to take off for an exam unless it is an illness or an emergency. Students taking the exam outside of the designated Make-Up day may be assessed a \$25.00 fee to have the teacher or proctor administer and correct a test.

No exams will be administered earlier than the scheduled date of the exam.

No student will be permitted to take the exams if his or her financial situation is not current or the account is delinquent. An account must be cleared bursar/tuition coordinator before one is allowed to take the exams.

MAKE-UP TEST POLICY FOR ABSENTEES

If a student is absent on the day a test or a major assessment is administered **due to an illness, death in the family, or an emergency** (a verification must be submitted), the test must be made-up within three school days after the student has returned. If there is an extenuating circumstance that requires more time beyond that, it should be communicated to the teacher.

If a student knows in advance that he/she will be absent on a test day, the student should contact the teacher, and if possible, take the test in advanced.

Students who are absent from a class due to extra-curricular events occurring during class time, vacations, and other commitments known beforehand, **may be expected to make-up the test the day that student returns to class.**

Students participating in Kairos, are given approximately one week to make-up any assignments or tests missed during the week of the retreat.

Failure to make-up a test within the above time-frame, may result in a "zero" for that test.

MAKE-UP ASSIGNMENTS GENERAL POLICY

Students who are absent for any reason are required to make up the assignments missed in each class, immediately upon their return to class. In case of a prolonged illness, the teacher and student will set a definite timetable (usually one week), or determined by the length of the absence and the workload. Students who do not accept their responsibility to make up the assignments within the time limit may be issued a failure. All make-up assignments must be completed by the end of the marking period or in compliance with the teacher's classroom policy.

SENIORS EXEMPTION POLICY

Only Seniors students are permitted the privilege of exam exemptions, **and this privilege is only given**

at the discretion of the teacher. In other words, it's solely up to the teacher if exemptions will be granted in his/her class. Appealing the teacher's discretion to administration is not an option. Certain classes, because of the nature of those classes, do not allow for a final exam exemption (i.e. certification classes, dual credit, and AP courses).

Should the teacher decide that Seniors in the class can be exempt, students must meet the following qualifications. *These qualifications and standards cannot be altered by the teacher.* All four qualifications must be met.

1. Seniors must have a minimum overall average of 92.5 for any given class by the end of the 3rd quarter.
2. Seniors must at least finish the 4th quarter with an 89 average.
3. Seniors must attain at least an 89 for midterm examination for that particular class.
4. Seniors must not have excessive lateness or absences and major disciplinary issues during the year. This will be at the decision of administration or the disciplinarians.

Underclassmen are not permitted to be exempt from exams.

ACADEMIC INTEGRITY AND DISHONESTY

An integral part of any institution of learning is the manner by which students and teachers endeavor to maintain the standards of truth in academic behavior. We believe that as a Christian community, we are dedicated to upholding the ethical standards of truth and justice.

DEFINITION OF ACADEMIC DISHONESTY

Plagiarism is the unacknowledged use of ideas, words, research, or assistance of another in preparing an assignment. Some common forms of plagiarism are using another person's words as if they are your own, putting another person's work in your own words without documentation, or even presenting someone else's thinking in developing a thesis or a thought.

The following shall constitute academic dishonesty:

1. Copying another student's answer on in-class examinations, take-home examinations, laboratory work, or class assignments.
2. Discussing answers during in-class examinations or take-home examinations, when not permitted by the teacher.
3. Inappropriate use of technology for the transmission of information of others for use in papers or tests.
4. The use of crib notes, prepared tests, or other types of unauthorized material.
5. Attempting to secure a future examination or information regarding the contents of a future examination, unless authorized by the faculty member concerned.
6. Being in possession of a teacher copy of a test or testing materials of any kind.
7. Re-submission of old work, even though the student's own, for a new course without permission of the new instructor, or submission of the same paper in two courses without specific authorization from both faculty members concerned.
8. Impeding the academic progress of other students including, for example, unauthorized removal or misplacement of media materials, theft or damage to equipment, and stealing or defacing another student's work.

PENALTIES FOR ACADEMIC DISHONESTY

In the event that any of the above rules are violated the following steps may be taken. The Administration will meet to evaluate the situation.

1. The student may be placed on ***disciplinary probation.***
2. The student may also be given further disciplinary actions or receive a zero for the assignment.
3. The student may be suspended from St. Joseph High School. Repeat offenders are liable for

expulsion.

4. Membership to the National Honor Society may be withheld or rescinded.
5. Parental notification.

APPEALS

A student who believes he or she has been unfairly treated under the Academic Dishonesty Policy should first discuss the matter with the teacher who gave the assignment. This discussion should take place in private and outside of class time. If, after an objective discussion with the teacher, the student still feels falsely accused, the matter may be appealed to the Director of Guidance who will then present the case to the Principal who will make the final decision.

ACADEMIC FAILURES

If a student is issued a failing average in a subject, he/she is expected to attend summer school (on line or in seat) or to receive tutoring from a qualified and approved instructor in order to make up the deficiency. In the latter case, the tutor must confer with the Director of Guidance and the teacher for the work to be covered. In addition to the examination administered by the summer school or by the tutor, the school may choose to evaluate the student's progress by administering its own examination. In certain cases, these summer school or tutoring programs may require fees. These fees must be made separately and prior to the program.

Students who fail more than two subjects may not be permitted to return to Saint Joseph High School for the following school year. A grade of "C+" will be recorded on the permanent record card of a student who remedies a final failure by either of these methods. Failure to remedy academic failures can result in withdrawal from St. Joseph High School.

ACADEMIC ELIGIBILITY

In order to be eligible to participate in co-curricular activities (sports, plays, offices, clubs etc.) a student must attain at least a 2.0 grade point average each marking period.

The grade point average will be computed by the Guidance Department at the end of each marking period and the Principal or the Guidance Office will officially notify all students who are declared ineligible for the marking period.

A student who fails two or more courses during a marking period is not eligible for the entire next marking period. Students with incomplete grades are not eligible to participate until grades are completed.

Completion dates will be determined by the Guidance Department and will be strictly enforced.

The eligibility of freshmen and transfer students will be evaluated after their second consecutive marking period. The Principal will make the final decision in all cases and reserves the right to waive the requirement in extraordinary situations. Some freshman may be admitted on a probationary basis and may not be eligible for participation in fall sports.

ACADEMIC PROBATION

A student may be placed on Academic Probation by the Principal if the student's academic record indicates a grade point average below the accepted minimum. Grade point averages (non-cumulative) will be calculated according to the grade point system as explained under the section "Academic Eligibility" and will be based on the grades for each year.

A student who does not achieve the minimum requirements may be placed on probation for the next semester. A conference will be held with the student and parents.

GUIDELINES FOR INTERNET & MOBILE DEVICES, CELL PHONES AND OTHER ELECTRONIC COMMUNICATIONS

The Internet has become a global and ubiquitous reality. It offers access to a wealth of knowledge which can be extremely beneficial to students. The Internet can also be dangerous. Because the Internet offers the opportunity for anonymity, there is the possibility for cyber bullying and other harmful acts and for sexual predators to have access to minors.

It is important for students to maintain appropriate boundaries with respect to other students and the adults in the school. This is for the protection of both students and adults. The Internet and other electronic communications pose unique challenges in this regard.

Computer use, including use of non-school equipment and use outside of school can have harmful effects on students and the school community. Any person, who makes inappropriate use of the **Internet, cell phones, or other means of electronic communications** that is harmful to the good order and discipline of the school, its religious mission or its educational objectives, is subject to disciplinary action.

This document establishes guidelines for the appropriate use of the Internet, electronic mail, and telephone for students.

ACCEPTABLE PROTOCOL INCLUDES THE FOLLOWING:

1. If a student must correspond with school personnel by e-mail, only school matters or matters appropriate to be discussed in school should be communicated.
2. Students should remember to write as if others are certain to read what is written. Email communication can easily be shared with others for whom the communication was not intended.

UNACCEPTABLE PROTOCOL INCLUDES THE FOLLOWING:

1. Bullying or harassing another student, parent, teacher, administrator, school employee or other member of the school community.
2. Posting statements, pictures or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful or threatening to another student, parent, teacher, administrator, school employee or other member of the school community.
3. Using the school seal (logo) or motto without written permission of the Principal.
4. Creating a website, web page, account, blog, or the like designed to look like it was created by or belongs to another student, a teacher, administrator, school employee or other member of the school community without the express written consent of that individual
5. Creating a website or webpage designed to look like an official school posting.
6. Using the name St. Joseph High School, Saint Joseph, St. Joe or any form of our school name on
7. A website without the written permission of the Principal.

POLICY FOR THE USE OF CELL-PHONES AND OTHER MOBILE DEVICES:

1. The use of the cell-phone and other mobile devices at St. Joseph High School is a **privilege and not a right**.
2. Students must first obtain the permission of the teacher to use the mobile device and should only be given for educational purposes.
3. The teacher has the right at any time to confiscate the phone and turn it in to Administration.
4. Repeated abuse of the cell phone/mobile device policy can lead to a *permanent* loss of privilege.
5. Cell-phone and mobile devices cannot be used at any time without the explicit approval of an administrator or teacher.

ACCEPTABLE USE PROCEDURES FOR CHROME BOOKS

NB: Please refer to the **1:1 Chrome Book Initiative Technology Handbook** for detailed information of this policy. The procedures below highlights some of the major points covered in the handbook.

Saint Joseph High School students and families must understand that:

1. All users of the Saint Joseph High School network and equipment must comply at all times with the St. Joseph High School Acceptable Use Policy, which is available on the student handbook

- and school website, in addition to the procedures specified in the Chrome Book Initiative Handbook.
2. Although each Chromebook device is the individual property of the parents/students who purchased them, Chrome Books purchased from the school are maintained, and use of them is monitored by the school in order to ensure that they are being utilized for the purposes of educational instruction and enrichment. Parents agree to this arrangement when purchasing Chrome Books through the school.
 3. Only school-purchased Chrome Books are permitted to be used in school for all in-coming students, beginning with the Freshmen class.
 4. Older siblings are not permitted to “pass-on” their Chromebooks to a younger sibling or another student.
 5. All users are accountable to all pertinent school, diocese, local, state, and federal laws.
 6. All use of devices and network must support education.
 7. Students and families must follow all guidelines set forth in Chrome Book Initiative document and by Saint Joseph High School policies as indicated in the Student Handbook. Moreover, the instructions and policies of the individual teachers are expected to be followed by the individual students.
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8. It is the responsibility of the student to ensure that his or her Chromebook is properly charged in advanced, prior to coming to class.
 9. All rules and guidelines are in effect before, during, and after school hours, for all Saint Joseph High School devices whether on or off the school premises.
 10. All files stored on Saint Joseph High School equipment or the network are property of the school and may be subject to review and monitoring.
 11. The term “equipment” or “technology” refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
 12. Students are expected to keep the devices in good condition. Failure to do so may result in charges for repair or replacement.
 13. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
 14. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
 15. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
 16. All users are expected to follow existing copyright laws and educational fair use policies.
 17. Students may only log in under their assigned username. Students may not share their password with other students.
 18. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.
 19. Any failure to comply may result in disciplinary action. Saint Joseph High School may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
 20. Saint Joseph High School reserves the right to confiscate the property at any time. Saint Joseph High School makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. There are several responsibilities assumed by the parent/guardian and the student. These are outlined below:
 - All Parents/Guardians and Students are required to sign the Technology Acceptable Use

Policy, along with the Acceptable Use Procedure document in order for students to utilize school-maintained and school-owned technological devices.

- Chrome Books do not go home unless the Parent/Guardian and Student has signed the Technology Acceptable Use Policy and Acceptable Use Procedure document.
- Student devices will not be assigned for take home use until all device debts are paid.
- Devices will be collected at the end of each school year for updates and maintenance.
- Students will be assigned the same device each year while enrolled at St. Joseph High School.

STUDENT SERVICES

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills and counseling. The guidance program includes personal interviews with the Guidance Counselor, informational conferences with faculty, and parent-teacher-student conferences. In junior and senior year, greater emphasis is placed on college and career planning.

Testing is an important part of the guidance program. The school administers the P.S.A.T. and AP Testing through the guidance department. An SAT preparation class is provided as part of the curriculum.

LEGAL DOCUMENTS

Any documents pertinent to court orders and/or child custody must be presented to the school and be kept on file in the Guidance Office.

SERVICE PLANS

Reasonable accommodations are provided for students with Service Plans. A conference with the Coordinator of Special Education should be scheduled as early in the academic year as possible.

St. Joseph High School follows an Individual Service Plan (ISP) as opposed to an Individual Education Plan (IEP). The difference between the two is that an ISP is based on the resources available and what St. Joseph High School agrees to offer. It is an agreement between the school and the student/parent as opposed to a legal-binding contract that is characteristic of an IEP. It's important that parents and guardians are aware of these distinctions as St. Joseph High School does not have the resources offered by public schools, and therefore, not legally required to offer services that are beyond our staffing ability. The parent, in addition to their child's teachers, will be given a confidential copy of the student's Service Plan at the beginning of the year.

HOMEBOUND

If a student is absent 10 or more **consecutive** days, he/she may be eligible for Homebound Instruction through Camden County Education Commission.

The following condition must be met:

- A doctor's note stating the nature of illness and estimated return date to school.

St. Joseph High School will work with tutors assigned by the Commission to determine the homebound curriculum.

Please report to the Director of Guidance any problems concerning assignments or tutors.

HEALTH SERVICES

Students who wish to go to the medical area during class may obtain a pass from the teacher. If the nurse finds that the student is too ill to remain in school, the nurse will inform the parents of the condition. Students will be kept in the care of the nurse until a parent or parent designee arrives to take them home.

If a student must take medication during school hours the following procedures must be observed:

1. Parent or guardian must provide a written request for the Administration of the prescribed medication, including the time it is to be given, and the reason it is being given.
2. All medication must be brought to school in the original pharmacy container with the pharmacy label clearly marked with name, date, medication, directions, and physician's name.
3. Medication is to be left with the nurse. Students may not carry medication on their person, or in their lockers.
4. Students carrying inhalers must have signed forms in the nurse's office.

SUICIDE IDEATION AND CRISIS POLICY

St. Joseph High School recognizes that mental health is an issue that affects many young people – regardless of age, sexual orientation, or background. While it is not un-common for teenagers to go through the typical social, behavioral, and personal issues associated with adolescent years, nonetheless there are times when a student need immediate mental-medical attention, that is often beyond the competence of what parents and school personnel are able to afford. Therefore, students expressing suicidal thoughts, desires, or plans to inflict harm on oneself or others will immediately be referred to meet with the Director of Guidance, even in those cases that may appear to be “false alarms.”

Suicidal ideations that are deemed to pose an immediate or consistent threat to a student's welfare or to the safety of others will be immediately investigated and appropriate actions taken. Depending on the immediacy of the situation, proper medical personnel and law enforcement officials may be contacted. A peer, teacher, coach, or other school personnel reporting possible suicidal risks (because of direct or indirect expression or display of warning signs), will immediately be addressed by the Director of Guidance. Should the Director of Guidance judge the circumstance to be a credible mental concern, parents will be contacted immediately to pick up their son/daughter in order for that student to be properly evaluated by a mental health professional or receive proper medical care or both. In the absence of the Director of Guidance, a member of the administration will contact the parents. The Guidance personnel will work with parents to ensure that any academic work missed during the evaluation and medical care are made up within an appropriate and agreeable time-frame.

Before a student can return to school, a documentation will be required from a mental health professional and must be presented to the Director of Guidance. There is no exception to this policy. Depending on the circumstance, the student may also be required to meet with the Director of Guidance for follow-up counseling, as well as require regular communication with the parents and/or physician. This policy is implemented as part of prevention education and intervention, as well as to ensure that the student and others are prevented from any personal harm or injuries.

St. Joseph High School is committed to the welfare and safety of all our students. We treat all cases compassionately and confidentially, as the law allows. Any actions taken is always considered in light of what is best for the health and safety of the individual student involved, as well as the safety of the entire school community. This includes the need for proper medical, spiritual, and mental care.

NB: St. Joseph High School is not responsible for any medical expenses incurred as a result of the need for mental or medical care and evaluations arising from crisis or suicidal issues. Students are covered by a secondary accident insurance policy (see below), not mental health crisis.

MEDICAL INSURANCE

Each student is covered by an accident insurance policy through the Diocese of Camden. This is secondary coverage. The parents' accident insurance policy is the primary carrier.

ATTENDANCE

ATTENDANCE POLICY

St. Joseph High School cannot successfully fulfill its responsibility of education to the student unless the student is present for all regularly scheduled classroom activities. Therefore, it is essential that every parent and student accept responsibility for the student's attendance at classes as scheduled.

Students may not receive credit in courses if they have more than 12 total excused and/or unexcused absences or late 8 or more times for a full-year course. **The attendance of seniors is carefully monitored. Absence during the final quarter of the year will only be excused with a doctor's verification of illness.**

Grades of INCOMPLETE, "I", may be given to students who exceed the maximum number of absences allowed. Final grades and credits may be withheld until the student finishes a Student Credit Completion Program:

- Student absences exceeding 12 days whether excused or unexcused or late 8 or more times may require attendance in the Credit Completion Program.
- Beginning with the thirteenth absence, students **may** be required to remain after school for a total of 280 minutes (4 class periods following the absence). During this time, students will make up class work missed. Guidance will supervise the Credit Completion Program hours.

CREDIT COMPLETION

Students may not receive credit for the academic year if they are absent for more than 12 days or late 8 or more times. The amount of time required in the Credit Completion Program for those who have reached non-credit status will be based on accumulated absences or lateness at the beginning of the second semester. For each absence beyond the twelve (12) days, the student will be required to attend **Credit Completion Sessions**. Any time a senior may owe must be served during senior exam. Students who owe time must make it up in the summer Credit Completion, which will begin the week of their exams and continue into the following weeks, if necessary. **STUDENTS WILL NOT BE EXCUSED FROM CREDIT COMPLETION.**

In keeping with dictates of fairness and procedural due process, an Attendance Committee will hear all unusual and hardship cases **brought in writing from parents/guardians of affected students** concerning non-credit status. The Attendance Committee will determine an appropriate response, which might include a Saturday Credit Completion or asked to withdraw from St. Joseph High School.

Absences for the following verified reasons **shall not** be included in the maximum of twelve (12) allowable absences:

1. A single chronic illness that must be verified by a physician, and must be updated annually.
2. Illness, hospitalization, disability which requires homebound instruction or an extended absence.
3. Death in the immediate family, which includes a parent, sibling, grandparent, or any relative who resides with the student.
4. Legitimate school approved activity.
5. Three-approved college visits.

Vacation days taken during the school year are never excused absences.

A student skipping school must also make up each day of truancy.

The following fees apply to students in Credit Completion during and after exam week:

\$30.00	1-3 days
\$60.00	4-6 days
\$90.00	7-10 days
\$100.00	over 10 days

These fees **MUST** be paid to the Bursar. **NO PERSONAL CHECKS WILL BE ACCEPTED.** Please pay in cash, money order, or certified check.

SENIORS ONLY: No fourth (4th) quarter absences are permitted. Any absences in the fourth quarter must be made up in Saturday Credit Completion. Legitimate absences can be appealed to the Principal for reconsideration.

ATTENDANCE PROCEDURES

When a student is absent from school for any reason, parents must notify the school by telephone on the day of the absence **before** 9:00 AM.

The day the student returns to school he/she must present a note signed by a parent, stating the student's name, dates of absence, and reason. This note is to be presented to the attendance officer.

After an absence of three consecutive days, or if it is the final quarter of the year for a senior student, the student must present a doctor's certificate stating his permission for the student to return to school in addition to the parental note.

***IF A STUDENT IS ABSENT FROM SCHOOL OR UNABLE TO ATTEND CLASSES, THE STUDENT MAY NOT PARTICIPATE IN ANY SCHOOL ACTIVITIES THAT DAY WITHOUT ADMINISTRATIVE APPROVAL. STUDENTS MUST ARRIVE BY HOMEROOM IN ORDER TO PARTICIPATE IN SCHOOL ACTIVITIES.**

A student returning to school without the presenting a parental note/doctor's note will face the following disciplinary consequences:

- No note by the 3rd day of return – 1 detention for each day for no absence note.
- No note by the 4th day of return – 1 Saturday detention with payment of \$20.00
- No note by the 5th day of return – private detention with an administrator – no extracurricular or athletic activities will be permitted on the day of detention.

Students must be fever free, without the use of fever reducing medication, and vomit free for 24 hours before returning to school.

In cases of prolonged illness (10 consecutive days or more), the parent or guardian is to call the Director of Guidance to make arrangements for home instruction through the Camden County Educational Service Commission.

If a student is absent from school or arrives after 9:00 AM due to an unexcused lateness, he or she may not participate in any organized school activities that day or night. This includes practices, scrimmages, and scheduled games. If the absence occurs on Friday, the student may be excluded from participation in school functions on the following Saturday as well.

SENIOR FOURTH QUARTER ATTENDANCE POLICY

Due to the limited number of days in the fourth quarter, any absence in the fourth quarter must be verified by doctor's note, legal documents, or official college/service documentation. All unverified absences, including suspension days, must be made up prior to Commencement. In addition, seniors who arrive to school after 8:15 AM during the fourth quarter are required to make up missed time and may be subject to disciplinary actions.

EARLY DISMISSALS

Early dismissals are discouraged since academic success is paralleled with regular school attendance. However, when a situation necessitates an early dismissal, the following procedure must be followed:

- A note, stating the reason for the dismissal and signed by a parent must be submitted to the Main Office prior to Homeroom. The time of the dismissal should be included in the note as well.
- An administrator or disciplinarian will determine whether the request will be granted and may phone a parent/guardian to verify the request.

- Phone call requests for early dismissals will not be accepted once the school day begins.
- A student will be recorded an absent for a full day if he/she misses more than 3 class periods. A student will be recorded as absent for ½ day if he or she misses 3 or less class periods.
- **All early dismissal requests are to be requested in writing and must be verified with a phone call from the parent.**
- Parents and students may not request more than 5 early dismissals per year.

AFTER DISMISSAL

Students may not remain on school property after school hours unless attending an official school function. Only students who have a supervised activity or permission from a school official may remain in the school building after dismissal. **Students who are waiting for transportation home after dismissal must wait in the Main Office or a designated supervised area.** Students who are waiting must be supervised by a teacher, staff, or a coach until they are picked up by a parent.

The Media Center and gymnasium are typically locked by 3:00 PM.

Students remaining on campus or waiting for a ride may use the Media Center as long as there is a proctor present.

VACATION POLICY

Vacations during the school year are strongly discouraged, especially during January and the first three weeks of June. If, however, the parents request the vacation, the student must see the Principal with a letter from the parents and complete a Vacation Request Form from the Guidance Office

A student leaving for vacation must obtain assignments from his/her teachers for the time he/she will be missing. All assigned work is due the day the student returns to school. Failure to complete assignments and make-up tests will result in a grade of zero. Neither the school nor the individual teacher will assume the responsibility for work missed or for a drop in grades. This is the sole responsibility of the student.

In keeping with the attendance policy, vacation days count as absences which are included in the number of days considered towards the loss of course credit.

BUCKLEY AMMENDMENT

It is the responsibility of the parent/legal guardian to present to the school a notarized copy of the court order determining custody agreements. The copy will be kept in a confidential file.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

DISCIPLINE POLICY

St. Joseph High School is a Catholic school and as such subscribes to its belief in the redeemed value of each person. Teachers, as well as administrators, should have faith in the student's ability to want to do the right thing. Such a positive approach, while it can create student trust and faith, can build self-confidence, and can improve morale, does not mean that students are provided license or unrestricted freedom to do as they please. Freedom is invariably linked with responsibility. Restrictions therefore should be viewed as keeping with the responsibility needed to grant an individual more freedom and self-mastery.

St. Joseph High School imposes various disciplinary actions, including detentions (personal and school), suspension (in-school and out-of-school), probation (disciplinary and academic), resolution, and expulsion for behavior that is not consistent with the mission of our school.

Students are responsible for their own actions. Infractions of school rules may result in a disciplinary action, which could include parental conference and expulsion from St. Joseph High School. Private detentions may be issued by individual teachers to address classroom issues. A minimum of 24 hour notice will be given for all detentions.

SERIOUS DISCIPLINE VIOLATIONS

DETENTIONS

PERSONAL DETENTION

Individual teachers are the first disciplinarians of the school and are encouraged to administer personal and immediate discipline in their classroom environment. THE TEACHER WILL HANDLE ALL INDIVIDUAL OFFENSES AND CASUAL DISREGARD FOR PERSONAL CONDUCT. A personal detention, therefore, is one administered by a teacher, usually for an infraction of classroom procedure. The teacher makes arrangements for these detentions with the student. Students will be given twenty-four (24) notice before serving a personal after/before school detention. These detentions will be a minimum of one half hour in duration. FAILURE TO REPORT TO PERSONAL DETENTION WILL RESULT IN FURTHER DISCIPLINARY ACTION BY ADMINISTRATION.

The teacher also has the option to give a student a **LUNCH DETENTION** for minor infractions such as being late to class or not doing one's work, and other minor disciplinary issues.

THE FOLLOWING INFRACTIONS WARRANT A TEACHER DETENTION:

- Inappropriate language
- Consistent lack of classroom preparation
- Minor class disruption
- Failure to follow individual teacher's classroom procedures
- First three (3) lateness's to class in a semester. If it is during the 4th quarter, the student must be written up to administration.

LUNCH DETENTION

Lunch detentions can be given to a student by any teacher, staff, or administrator for a minor infraction in the classroom or disregard of school policy and expectations. A student who has received a lunch detention is required to report to lunch detention at the designated day during their lunch time. Lunch Detention schedules are usually announced or posted in the Main Office. Students who receive a lunch detention should first report to their proctor and submit their Lunch Detention Form for signature. If the student needs to purchase lunch, the proctor can grant permission. Students in lunch detention:

- Are to eat their lunch at the detention room in silence.
- Are not permitted to use their cellphones or airpods/earbuds to listen to music.
- Are not permitted to talk to anybody during the lunch detention.
- Are not permitted to take a nap or put their heads down.
- May use the bathroom only in an emergency situation
- Students may be allowed to study or read or use their Chromebooks (for class purposes only) **at the discretion of the proctor.**
- Are expected to follow any other rules or procedures laid down by the proctor.

It is the student's responsibility to submit his or her signed detention forms to their issuing teacher, **not the proctor.** Students are responsible to clean up after they have eaten their lunch. Lunch detention is over once the bell rings. Failure to abide by these rules and regulations will automatically result in the student being sent to the Dean Discipline for a Saturday detention.

SCHOOL DETENTION

While teachers are urged to administer their own personal discipline, certain situations will necessitate that the matter be referred to the Dean of Discipline or Administration, who could issue a school detention. It is the teacher's responsibility to inform the Dean of Discipline of infractions by filling out the appropriate form and submitting it to the Dean of Discipline as soon as possible. In making referrals,

teachers allow the Dean of Discipline the discretion to judge the situation and they likewise relinquish their own decision as to possible sanctions. A school detention normally meets on Tuesdays and Thursdays at a designated area from 2:10 to 3:10 PM. **Students will serve detention on the detention day noted on the form given to them during homeroom. Students will not be excused during school detention, except for the most serious of reasons and then only with the expressed permission of the Dean of Discipline.** A parent must make this request no later than 2nd period on the day of the detention.

While serving a school detention (including Saturday detentions), students are to observe total silence and may not put their heads down on the desk. No reading or writing may take place unless the Dean of Discipline has assigned it. Students may leave the detention room to assist school personnel, but only after they personally obtain a permission form from the Dean of Discipline.

Any student who is scheduled for school detention on a day and at a time that is in conflict with his/her desire to participate in an extra-curricular activity (sports included) may be granted permission to reschedule that detention if the following procedures are followed:

1. The student makes a request in person to the Dean of Discipline at least 24 hours in advanced of the detention.
2. The student has not made a similar request to reschedule a school detention more than twice during the school year.

Permission will be granted, unless the original detention was given for either a serious infraction or for cutting a previous school detention. Any student who violates this procedure and participates without permission will be suspended and serve additional detentions.

A student who cuts one detention will be required to make up two detentions. **Those who cut two detentions will be automatically required to attend a Saturday Detention, and those who cut a Saturday detention will be automatically suspended from school and may not participate in extra-curricular activities until a meeting is held between the parents and administration.**

At the Administration's discretion, a student may be denied the privilege of participating in extra-curricular activities or loose senior privileges while detentions are being served.

SATURDAY DETENTIONS

Saturday detentions will require a payment of \$20 per student as compensation for staff/teachers proctoring detentions. Saturday detentions will be held for a minimum of four hours, typically from 8:00 AM to 12:00 PM. Saturday detentions will be scheduled by the Dean of Discipline as necessary. The following offenses warrant a Saturday detention:

- Cutting detention a second time, after another detention or two detentions have been scheduled
- After a 3rd dress code violation
- Cutting class or truancy
- Repeated classroom misconduct.
- Repeated food/drink corridor or classroom violation.
- After fourth lateness to class in a semester
- Disrespect during the Liturgy
- After 2nd cell-phone violation
- After the 8th lateness
- Other repeated violations or other violations that may be deemed by administration as warranting a Saturday detention

Cutting a Saturday detention without a legitimate or documented excuse may lead to suspension from school, suspension from activities, until a meeting is held between the parents and administration.

DISCIPLINARY REFERRALS

Although it is impossible to include all punishable offenses in a comprehensive listing, below are some of the more common offenses that should be referred to the Dean of Discipline:

- Violation of dress code – including hair/grooming.
- Cutting class or truancy
- Repeated classroom misconduct
- Disrespect toward school personnel or fellow students
- Fighting
- Smoking
- Vaping/Concealed e-cigarettes
- Fourth lateness to class in a semester
- Drug/Alcohol use – during school or any school related activity
- Public display of affection (Teachers may deal with a first offense, at their discretion).
- Gum chewing during liturgies
- Leaving school grounds without permission, once they've arrived in school.
- Destruction or abuse of school property
- Stealing
- Cutting personal detentions
- Unauthorized contact with outsiders of any age during the school day
- Behavior outside of the school (including the use of the internet, computer, or electronic devices) that draws unfavorable public attention to St. Joseph High School.
- Gambling
- Use of cellular phone, camera, or other audio visual device during the school day without permission
- Listening to any type of audio device during the school day, other than in permitted areas
- Grossly offensive language and gestures
- Violation of the computer acceptable use policy

Dependent upon the circumstances and the severity, any of the above infractions could result in detention, suspension, probation, or expulsion.

SUSPENSION (IN SCHOOL OR OUT OF SCHOOL)

- When a student is suspended he/she will be withdrawn from class immediately. The parents will be notified.

Suspension will take effect as soon as the student and parents are notified by the Dean of Discipline.

- Length of time of the suspension is determined by the Dean of Discipline.
- A suspended student may not participate in or attend any extra-curricular activities. A student suspended on Friday may not participate in any weekend extra-curricular activities.
- A parental conference with the Dean of Discipline and/or an Administrator is mandatory in the case of a student's suspension.

IN-SCHOOL SUSPENSION

- The parent or guardian of the student will receive verbal and written notification of the suspension.
- The student is not permitted to attend classes and will be responsible for class work, test, quizzes on the day(s) of suspension and the work must be completed within three (3) school days.
- The student must report to the Dean of Discipline at the start of the school day on each day of the suspension.

- The student is responsible for all work previously assigned that may be due during the suspension.
- The student is responsible for all the work that may be required on the day of return to class.
- The student may not attend or participate in any school related activity for the duration of the suspension, beginning on the day that he/she is notified of the suspension.
- If a student is absent on the day of the scheduled suspension, a doctor's note must be presented to the Dean of Discipline.

OUT-OF-SCHOOL SUSPENSION

- The parent or guardian of the student will receive verbal and written notification of the suspension.
- Before the student can be readmitted to school, a parental conference must be held with the Principal and/or the Dean Discipline, depending upon circumstances.
- The student is not permitted to attend classes, be on in the building or on school grounds at any time during the suspension and will be responsible for making up tests and quizzes during the suspension within three (3) days of returning to school.
- The student is responsible for all work previously assigned that may be due during the suspension period (e.g. term papers, book reports, projects).
- The student is responsible for all the work that may be required on the day of the return to class (e.g. homeroom, test, quiz).
- The student is not allowed to attend or participate in any school related activity on the day(s) of the suspension.

The following infractions warrant an Out-of-School Suspension:

- Serious disrespect
- Fighting
- Assault
- Serious insubordination
- Harassment
- Stealing
- Serious violation of the internet policy
- Verbal or written statement of intent to harm

DISCIPLINARY PROBATION AND CONTRACT

A student may be placed on disciplinary probation at the discretion of the Administration for displaying unacceptable behavior. Implicit in this designation is a three (3) out of school suspension.

Depending on the infraction and at the discretion of the administration, a student may be placed on a 90 day probation or longer. If student is on probation, a student is not generally allowed to participate in extra-curricular activities whether in school or out of school for the first 30 days, in addition to the other conditions spelled out in the probationary document. There will be an automatic review after 30 days to evaluate whether the student may be permitted to participate in extra-curricular activities. Those who violate probation may be placed on a disciplinary contract. If the behavior of the student does not improve during the probationary period or violate a disciplinary contract, the student will be asked to withdraw from the school.

A parental conference will be held. Written terms of probation will be provided to parents and student.

EXPULSION

The Secondary School Policy Manual of the Diocese of Camden has these guidelines on expulsion: "The expulsion of the pupil from Catholic school is an extremely serious matter and may be the cause of perma-

ment bitterness within a student if there is the slightest trace of injustice evident. Since it is such a severe punishment, it should not be used except as a last resort and after most serious deliberation. Expulsion of a student may occur for extremely grave infractions of school regulations; for continued undesirable conduct detrimental to the moral or physical safety of others or disrespect for duly authorized authority.”

Therefore, when all other disciplinary measures have been applied and parents have been adequately informed, a student may be asked to withdraw from St. Joseph High School. The following infractions, among others, make a student liable for expulsion:

1. Attendance at school or other school function whether on or off school property under the influence of alcoholic beverages or illegal depressive, stimulative, or hallucinogenic drugs including marijuana (including 18 year old students).
2. The transportation, sale, or storage of contraband, including weapon, on school property (the school protects its right to periodically search lockers) or at school functions off school property.
3. The taking or carrying of drugs or related paraphernalia on or off school property. This includes the use of illegal drugs using e-cigarette devices.
4. Gross disrespect or any threat to an administrator, faculty, staff member or student.
5. Moral turpitude (serious immoral behavior).
6. Scandalous or infamous behavior.
7. Theft of personal or school property.
8. False fire alarm/bomb threat.
9. Bullying, cyber bullying or harassment.
10. Fighting
11. Actions that can potentially harm lives
12. Behaviors contrary to St. Joseph's Catholic identity or publicly scandalous.

The procedures outlined above indicate the values upon which St. Joseph high School is based. Discipline in a Catholic school, is one of the main reasons why parents sacrifice to send their sons or daughter in a Catholic, and as such can be a personally enhancing experience.

The Principal and the Dean of Discipline, and in many ways our teachers, truly act *in loco parentis* and value their roles and responsibilities in a Catholic school. Therefore, parents are asked to always communicate and consult with teachers and administrators when hearing complaints about discipline received. We at St. Joseph are proud to be partners with our parents, and we are only as effective in pursuing what is best for our students, when parents give their wholehearted support to school officials and teachers. Spreading rumors, even if they are valid objections, is a disservice to the school, an injustice to students, and a disservice to educators.

EXPELLED STUDENTS

Students who are dismissed from St. Joseph High School are not permitted to attend or participate in school activities. Furthermore, expelled students are prohibited from school property. Those who do not comply will be escorted out of the premises.

OTHER GRAVE DISCIPLINARY VIOLATIONS

SMOKING/VAPING

The Surgeon General has stated that smoking is hazardous to the health of both the smoker and those exposed to the smoke. Federal law prohibits the sale of cigarettes to anyone under twenty-one (21) and New Jersey law further states that smoking violations by juveniles now fall under the jurisdiction of Municipal Court. Also, a law passed by the New Jersey Legislature in July, 1989 makes it illegal for anyone to smoke anywhere in a school building.

In an effort to make our students' environment as safe as that in every public school in the state of New Jersey, SMOKING, THE USE OF ELECTRIC CIGARETTES (VAPING), OR CHEWING

SMOKELESS TOBACCO WILL NOT BE PERMITTED ON SCHOOL PROPERTY AT ANY TIME. Additionally, may not smoke within a one block radius of the school between the hours of 7:00 AM and 4:00 PM or at any time within that one block radius when wearing a uniform.

Students smoking or chewing smokeless tobacco, or in possession thereof, on school and around school property as stated above will have them confiscated and be subject to the following:

- **First Offense:** 3 school detentions and parent notification.
- **Second Offense:** mandatory meeting with the school counselor, 3 school detentions, 1 day suspension, and a parental conference.
- **Third Offense:** indefinite suspension, a parental conference with administration to determine whether the student will remain at St. Joseph High School.

ALCOHOL/DRUGS DRUG TESTING

Any student suspected of possessing a controlled dangerous substance or alcohol shall undergo a search of his/her personal belongings to include but not limited to school locker, athletic locker, school bags, gym bags, vehicle, and items of clothing. The search will be conducted in the presence of at least two school personnel. Parents will be notified of the suspicion and results of the search.

In the event that drugs or alcohol are discovered, the student will be subject to immediate suspension and local authorities will be notified.

If a student (including 18 year olds) display evidence of being under the influence of an illegal depressant, stimulant, hallucinogenic drug, including marijuana (in the judgment of the principal or the highest administrator present) at any time during the school day or at any extra-curricular activity (on or off school property) parents will be notified and the student will be required to undergo drug testing at the parent's expense within 12 hours of leaving the school premises or premises of the place where the school sponsored activity or event takes place.

After the parents have arrived in school, the Principal, or his/her designee, along with another designated school staff, to the AtlanticCare Facility in Hammonton, NJ, for examination. A urine sample will be obtained. Parent/guardian is responsible for a \$70.00 fee payable to AtlanticCare.

If a parent/guardian cannot come to school, he/she is to meet the student and designated school member at the AtlanticCare Facility.

The student shall not resume attendance at the school or participation in, or attendance at, a school-sponsored event or activity, including athletic events, until a parental conference is held with the Principal or his/her designee and a written report has been submitted to the Principal by the medical professional who has examined and tested the student.

In the event that no report has been received by the Principal within five (5) days from the date of the medical examination and medical testing, the student shall at the discretion of the Principal, be subject to expulsion.

****IN THE EVENT THAT THE STUDENT REFUSES TO APPEAR AT THE PROFESSIONAL MEDICAL FACILITY, REFUSES TO UNDERGO A MEDICAL EXAMINATION, OR REFUSES TO UNDERGO MEDICAL TESTING, THE STUDENT SHALL AT THE DISCRETION OF THE PRINCIPAL, BE SUBJECT TO EXPULSION.***

Any student who is discovered to be under the influence of alcohol or drugs and/or has alcohol or drugs in his or her possession, or who partakes of alcohol or drugs in school or at any school sponsored event on or off school property is liable for expulsion.

Any student caught in the act of selling or distributing drugs or alcohol in school or at any school sponsored event on or off school property will be expelled from St. Joseph High School.

Other sanctions may be warranted under the agreement between the Diocese of Camden and the County Prosecutor's office.

DRUG TESTING AND BREATHALYZER

Any student may be required to submit to a drug test for athletic participation purposes or from general student population if requested by the school administration (see above policy on ALCOHOL/DRUGS). This program is being initiated to protect your son/daughter from unnecessary exposure to drugs and other illicit substances and is intended to be a deterrent, not punitive.

The school is in possession of a breathalyzer and reserves the right to use this device at any time during a regular school day or during school sponsored event or activity, either on school premises or away from school premises, on any student suspected of being under the influence of alcohol. In case of positive reading, the parents will be contacted and normal school sanctions will be imposed.

STEALING

Stealing is a serious offense and constitutes a significant breach of trust. Any student who steals from the school or from any member of the school community will be issued 3 detentions, will serve a one day in school suspension with parent notification, and will be required to make restitution. Further disciplinary actions may be imposed by the administration for repeated offenses, and may lead to expulsion from St. Joseph High School.

MONEY AND VALUABLES

Each student is assigned a locker for the storage of books and equipment. It is the responsibility of the student to see that the locker is kept locked and in order at all times.

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. They are school property. Tampering with or entering a locker not assigned a student will be subjected to severe disciplinary measures and possibly expulsion.

To ensure overall school security, all lockers MUST be locked at all times. The school assumes no responsibility for lost or stolen property due to negligence (e.g. unlocked lockers, unattended belongings, etc.)

****THE SCHOOL ADMINISTRATORS MAY INSPECT LOCKERS OR OTHER STORAGE FACILITIES PROVIDED FOR USE BY STUDENTS.***

TRUANCY/SKIPPING CLASSES

A student who absents himself/herself from school without permission for any school day or any part of a school day is designated truant and is issued an in-school suspension with parent notification. Further disciplinary actions may be imposed by the administration for repeated offenses, and may lead to expulsion from St. Joseph High School.

BULLYING/HARASSMENT/THREATENING BY STUDENTS

Bullying, cyber bullying, Social Media, i.e. Twitter, Instagram, Snap Chat, etc., harassment, and threatening will not be tolerated. Any student who bullies or harasses a student, faculty, administration, or staff member at St. Joseph High School, if proven factual, is subject to immediate expulsion. All demeaning behavior; such as, name calling or threatening in written form, verbally, or electronically is considered bullying. Bullying is not only a violation of Christian Morals, it could be subject to legal action. Any unauthorized use of the school logo and/or school name, may be subject to disciplinary and or/ legal action.

BULLYING/HARRASMENT/THREATNING BEHAVIOR BY ADULTS

School personnel, parents, and guardians are also held to the same behavioral standards as our students, if not even higher, as adults serve as role models for the children under their care. All forms of demeaning and disrespectful behavior from adults such as, name-calling, screaming, yelling, threats (written, verbally, and electronically), any forms of physical or verbal assault, harassment, and malicious speech or conduct, are not only unacceptable, but depending on the seriousness of the act, may require that it be reported to local law enforcements. Social conventions and professional expectations require courtesy and respect. Above all, Christian values demand the respect for every human

person we encounter. This is who we are as St. Joseph High School and as a Catholic school.

Any adult engaging in any demeaning conduct as stated above, on school grounds, events, over the telephone, or electronically, may be asked to leave school premises/events, result in cessation of conference, or may be banned from contacting school personnel or entering school property indefinitely.

Likewise, all school personnel who violate their professional expectations may be subject to disciplinary actions.

No human being, whatsoever, have the right to abuse another human being.

Note that certain incidents may require school officials to contact local law enforcements or seek legal counsel.

VIOLENCE

Physical, verbal and confrontational actions entered into by students will not be tolerated at St. Joseph High School and will result in a minimum of 3 detentions and a 5 day out of school suspension. A student involved in any type of violence at St. Joseph High School is liable for expulsion.

CONDUCT INVOLVING LAW ENFORCEMENT OFFICIALS/POLICE

Any student reported by the police to have been arrested or charged with a crime will be placed automatically on a minimum of three (3) day out-of-school suspension or until investigation has been completed. A meeting will be set up with the parents and/or student to determine the enrollment status of the student at St. Joseph High School. A student charged or arrested for a crime may be asked to withdraw or be expelled from St. Joseph High School.

STUDENT BEHAVIOR IN SPECIAL SITUATIONS

STUDENTS MUST ADHERE TO THE RULES AND REGULATIONS OF ST. JOSEPH HIGH SCHOOL WHEN PARTICIPATING IN ANY SCHOOL-SPONSORED ACTIVITY INCLUDING TRIPS, DANCES, AND ORGANIZATIONAL AND SPORTING EVENTS.

FIELD TRIPS/SCHOOL SPONSORED TRIPS

All financial obligations must be current before any student can participate in school sponsored trips. School trips provide educational and cultural experiences for students. It is the responsibility of each student to have the required parental permission form completed and returned to the moderator on the date specified. **Unless specified, the dress code for field trips is proper school uniform.** When casual attire is granted, the rules for casual days apply as identified in the Casual Day Rules.

Students who miss school days during school sponsored trips must make up any tests or assignments missed in accordance with the school make-up policies for assignments and tests, and the teacher's classroom policy.

Students who are on academic probation may be denied the opportunity to participate in school sponsored trip.

All students participating in school-sponsored activities are reminded that the rules and regulations of the Student Handbook are in full-force. Failure to comply with school rules and the expectations laid out by the chaperone may result in the student being sent back home at the parent's expense and forfeiture of the trip, without refund.

Seniors attending their Senior Trip to Florida must attend school on the days prior and on day of the departure (if applicable). Failure to attend school, apart from medical or legitimate emergencies, may result in disciplinary actions and may lead to forfeiture of the trip, without refund.

DANCES AND PROMS

Students are required to present their Student I.D. cards with the price of admission at all dances. Some dances (e.g. Semi-Formal, Proms) are open to non-St. Joseph High School students. At these

dances a student is permitted to bring one guest provided that he/she has obtained a guest pass in advance.

Students and their guests must arrive at school-sponsored dances within the first hour of the scheduled starting time, or they will not be admitted.

Once admitted, students and guests must remain until the end of the event.

Students' guests are expected to comply with all school rules. St. Joseph High School students will be held responsible for the conduct behavior of their invited guests.

Students and their guests attending the event/dance **must comply with the required dress code or attire**. Failure to observe proper dress code will result in the non-admittance of the student and/or the guest from the event. Parents are particularly asked to be mindful of this rule as the school and the administration reserves the right to deny student admission for inappropriate or unacceptable attire.

Likewise, students and guests engaging in inappropriate and improper behavior, disrespect, or if a student is suspected and found to be under the influence of alcohol or illegal drugs (including 18 year olds), will be asked to leave and picked-up by the parents, and will be disciplined accordingly with the proper school sanctions. Students violating the law will be reported to the proper authorities with parental notification, which could lead to an arrest

If and when a student/guest is denied admission or asked to leave, no refund will be granted.

Students attending the Homecoming Dance, Semi-Formal, or the Prom **must** be in school on the day of the dance. Students who are absent will not be permitted to attend the dance or events associated with it. **Exceptions can only be granted by the Principal and must be requested in writing by a parent at least one week in advanced.** If a student is sick or if it is an emergency, a document, such as a doctor's note, must be presented to the Principal or his/her designee prior to being admitted to the event.

SPORTING AND SCHOOL SPONSORED EVENTS

Students are required to present their Student I.D. cards with the price of admission to all sporting events. All rules regarding student behavior are in effect during and following sporting events, whether home or away. Students and guests alike are expected to behave in a respectful and Christian manner when attending athletic or any other extra-curricular events. Good sportsmanship and healthy competition can encourage school spirit and promote fun. However, inappropriate behavior and language has no place in a Catholic school.

Many of our home-athletic events are closely monitored by security guards or if necessary by the police. Students and other guests (including parents) who demonstrated unsafe, belligerent, and hostile behaviors either towards another player, guests, students, coaches etc. and behave contrary to the values of St. Joseph High School as a Catholic school may be asked to leave, or if necessary escorted out of the event by security guards. Furthermore, the school reserves the right to prohibit **anyone** from attending school athletic or extra-curricular events at St. Joseph High School if it believes that the presence of certain individuals could potentially be harmful to the safety of the school and its students.

FIRE DRILLS/S/LOCKDOWN DRILLS/SHELTER IN PLACE DRILLS

Fire and safety drills are held in accordance with N.J. State Law. All students must be familiar with the drill instructions in every area of the building.

During drills, silence is observed, since further instructions may have to be given over the public address system or in the corridors by faculty or administration. At the first sound of the fire alarm students should:

1. Move quickly, quietly and orderly from the classroom following the directions posted in the room.
2. In total silence move to the assigned location away from the school building following any command given by those in authority.
3. The last student/faculty is to close all doors to eliminate the dangers of drafts.

4. The teacher is to make a rapid final check of the room, take their class attendance folder, and follow the students to their assigned place where the roll may be taken. Students are not to carry any books or book bags, but are to remain silent and attentive at all times.

The above rules must be strictly enforced as they are necessary for the safety of our students and school community. In conjunction with the Hammonton Office of Emergency Management, drills will be conducted regularly for other types of emergency situations.

During lockdowns, students must proceed to their designated spots in the room. Any student in the hallway or lavatory must go to the nearest classroom. After checking if any student or staff is in the hallway, teachers are to ensure that the lights are turned off and classroom doors locked. Students must not be visible through the outside window.

During other forms of evacuations, students are expected to follow the instructions of those in authority and to proceed to the designated evacuation area.

Failure to comply with the above procedures may result in a disciplinary action. Consistent violations of lockdown procedures may subject a student to parental conference, suspension, and expulsion.

STUDENT SAFETY

Recent school violence has prompted the school administration to work even more closely with the local police to develop an Emergency Management Plan. These plans are discussed and shared appropriately with our staff and faculty. Specific details of the Emergency Management Plan is kept confidential between the school administration and the police, in order to ensure the safety of the students and safeguard critical information that might jeopardize the safety of the students and school personnel. General information and some specific details are shared with the students at the beginning of the school year, in addition to reviewing the details of the various drills, to enable them to follow proper procedures and safety protocols.

Students are to never, under any circumstances, let an outside person into the school building. All visitors must be buzzed-in and report to the Main Office to sign-in and be given a visitor's pass. **Guests without a visitors pass should be reported to the nearest school personnel immediately.**

Students are to enter the school buildings using their school key-access ID's. It is important that lost ID's are reported to the Main Office immediately so that they can be deactivated, and the student can be re-issued an ID for a small fee.

Students engaging or speaking using threatening, harmful, or suggestively-dangerous language will be dealt with swiftly and the case may be reported to law enforcement officials and legal counsel.

For everyone's safety, all students must wear their ID and lanyard at all times. Failure to wear or present an ID will automatically result in a Lunch Detention. If the student needs a new ID, a new ID will be issued and small fee charged.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not acceptable on school property and at certain school functions. **No hugging, kissing, embracing, or any manner of romantic affection is permitted on school grounds and functions.** Repeated offense will result in disciplinary action.

GENERAL SCHOOL INFORMATION

DRESS AND GROOMING CODE

General appearance of students should be neat, clean and appropriate for school attendance and all school activities. Evidence is now available which shows that young people are apt to succeed more when their self-esteem is uplifted by a fitting personal appearance.

There are also other practical considerations: students act better, are spared unnecessary peer competition in dress, and are saved from having to decide what to wear each day.

Full uniform code **must** be observed at all times while on campus. **Any student who comes to school without proper attire may be sent home.**

All kilts, skirts, trousers, shirts, blouses, sweaters, and polos must be purchased from our uniform provider, FlynnO'Hara Uniforms, 2240 W. Marlton Pike, Cherry Hill, NJ 08002 (Tel. 856-931-8838), www.flynnohara.com.

Uniform shoes can be purchased from any store where the specified shoe is sold.

SENIOR UNIFORM PRIVILEGE ONLY:

- All seniors have the option of purchasing and wearing the Red or White Varsity Senior sweater in place of the regular uniform sweaters.
- Senior boys have the privilege of wearing non-uniform neckties. Neckties that have an inappropriate or morally offensive design, colors, or logo are not permitted. Administration reserves the right to interpret at any time what is deemed offensive or inappropriate for a Catholic school.
- All senior uniform privileges (including additions not in this handbook) can be revoked at any time at the discretion of the Administration.

GIRLS DRESS CODE:

Summer Uniform Dress Code – September 3 to October 18 and March 30 to the end of the year

- Regulation uniform skirt with visible logo – (Skirts may not be shortened)
- St. Joseph cardinal red or white uniform polo shirt with school logo
- Stockings (maroon, gray, black, or blue) – both are to be plain, with no design or pattern

Winter Uniform Dress Code – October 22 through March 27

- Regulation uniform skirt with visible logo – (Skirts may not be shortened)
- St. Joseph cardinal red uniform sweater with school logo or uniform zipped-up hoodie with school logo **ONLY. No other hoodies permitted.**
- Uniform blouse (blue or white oxford).
- Stockings (maroon, gray, black, or blue) – both are to be plain, with no design or pattern

Additional Dress Regulations for Girls

- Uniform shoes with tied brown laces and back of shoe in place – **BROWN EASTLAND PLAINVIEW OXFORD OR SPERRY AND BROWN TOP-SIDER SHOES. Stockings must be worn at all times.**
- Make up and jewelry must be moderate and appropriate. Dangle or large earrings are not permitted. **Two sets of earrings are permitted – one set per ear. Earrings cannot be bigger than a size of quarter.**
- Body piercing is never permitted – including tongue rings/balls and nose piercing.
- No visible tattoos
- Extreme hairstyles (i.e. shaved or cut in look) or unnatural hair color(s) are not permitted
- Blouses must be **tucked** in at all times
- Outside coats, jackets, or sweatshirts of any type are to be removed once students arrive at their destination inside the building
- Hats/caps may not be worn in the building
- St. Joseph headbands or plain and small sized headbands may be worn.
- Oversized and baggy clothes are not permitted
- **ONLY** uniform cardinal red or white t-shirts may be worn under uniform shirts.

BOYS DRESS CODE:

Summer Uniform Dress Code – September 3 to October 18 and March 30 to the end of the year

- Uniform pants with logo on back pocket – khaki
- St. Joseph cardinal red or white uniform polo short with school logo

Winter Uniform Dress Code – October 22 through March 27

- Uniform pants with logo on back pocket – khaki
- White or blue oxford button down collar shirt with school logo on the collar
- Uniform tie
- St. Joseph cardinal red uniform sweater with school logo or uniform zipped-up hoodie with school logo ONLY. No other hoodies permitted.

Additional Dress Regulations for Boys

- Uniform shoes with tied brown laces and back of shoe in place – **BROWN EASTLAND PLAINVIEW OXFORD OR SPERRY AND BROWN TOP-SIDER SHOES. Socks must be worn at all times.**
- A belt must be worn at all times
- Boys **may not** wear earrings, nose-rings, etc. or excessive jewelry. This includes on casual days. **Band aids may not be used to cover piercings.**
- Body piercing is never permitted – including tongue rings/balls and nose piercing
- No visible tattoos
- Boys must be clean shaven
- Hair may not extend below the shirt collar. Headbuns, extreme hairstyles (shaved or cut look) or unnatural color(s) are not permitted. Sideburns may not extend below the bottom of the ear.
- Shirts are to be tucked in at all times.
- Outside coats, jackets, or sweatshirts of any type are to be removed once students arrive at their destination inside the building
- Hats/caps may not be worn in the building
- Oversized and baggy clothes are not permitted
- **ONLY** uniform cardinal red or white t-shirts may be worn under uniform shirts.

CASUAL DAYS RULES

A casual day is an occasional privilege and as with all privileges, it can be forfeited because of the irresponsibility of the few. Casual dress codes can also be grated during field trips and other school sponsored activities.

The following are **EXPLICITLY PROHIBITED FOR A CASUAL DAY ATTIRE:**

- Shorts of any kind (exceptions can be granted by the **explicit** approval of the Principal for legitimate trips – i.e. amusement park, warm weather).
- T-shirts with offensive or vulgar words or images
- Torn or patched clothes (including ripped jeans)
- See-through or transparent apparel
- Tank top
- Bare shoulders
- Bare mid-drift
- Mini skirts

- Short-shorts
- Pajama pants, or shirts, or slippers/any kind of flip-flop; including *Uggs*.
- Sandals or backless shoes
- Visible tattoos
- Earrings for boys/large looped earrings for girls
- Body piercing and nose rings

Additionally, girls must wear shirts/tops that are long enough to be tucked into their pants/skirt and **no skin may be visible**.

Violators will be sent home to change, lose a future casual day privilege and serve a minimum of one school detention.

In an emergency (i.e. surgery, medical reasons), a flexibility in dress code will be tolerated. However, a note from a parent or a doctor must be submitted to the Dean of Discipline who will write a student a pass for the relaxed dress code. When a relaxed dress code is granted due to an emergency, the above guidelines must be observed.

WEARING CLUB OUTFITS OR TEAM JERSEYS

Athletes and members of various clubs may be granted by the Administration privileges to wear a modified uniform (i.e. athletes wearing jerseys over their uniform before a weekend game, SGA sweater etc.), however students given this privilege must comply with the regulations given by the Administration. Proper school uniform shirts must be worn under the jersey or club sweater. The jersey or club sweater can take the place of the uniform sweater. Wearing only a t-shirt under the jersey is unacceptable. In certain occasions, approved by the administration, athletes may be permitted to wear their warm-ups.

Failure to observe these regulations may lead to the indefinite revocation of the privilege by Administration for the entire season.

SCHOOL CAMPUS

Students are not permitted to leave campus after morning arrival without permission. Supervision of students is not provided after 3 p.m. unless students are involved in activities with a coach, moderator, or teacher.

Students are never permitted to gather in the gym, cafeteria, media center, classrooms, or anywhere in the campus without a proctor or the supervision and knowledge of a faculty member or administration.

CORRIDORS AND STAIRWELLS

Loitering in corridors or stairwells is to be avoided during school hours. While classes are in session silence must be observed. At the change of classes students may engage in quiet conversations; unnecessary loud talking or other noise will result in disciplinary action.

Students are not permitted in their scheduled classes without an appropriate pass using the E-Hall Pass from a teacher or an administrator. When using corridors KEEP TO THE RIGHT.

Students should avoid congregating in the middle of the hallways. **The use of head-phones/aiPods/earbuds and cellphones are strictly prohibited during the change of classes. A teacher or administrator has a right to confiscate these items from you and turn them in to the Main Office.** Persistent violation of this rule will result in a parental conference and/or revocation of cell phone privileges, which may be in addition to other disciplinary actions.

MEDIA CENTER

The Media Center is used for study, monitored-classroom activities, or organizational meetings. Students using the Media Center must clean up after themselves. Food is prohibited in the Media Center, unless under the supervision of an approved event or activity.

CAFETERIA

Students are expected to be in the Cafeteria at the beginning of their assigned lunch and may leave the Cafeteria only with the permission of a lunch monitor. Each student is responsible for discarding trash and cleaning the table area.

Outside coats, non-uniformed hoodies, and jackets may be worn ONLY in the cafeteria. Students may use their phones to listen to music BUT earbuds or aipods must be utilized. Phones must always remain on mute. FAILURE TO OBSERVE THIS RULE WILL RESULT IN THE INDEFINITE LOSS OF CELL PHONE PRIVILIGES.

FOOD AND DRINKS OUTSIDE OF THE CAFETERIA

At no time are food and drinks (including water) are ever permitted outside of the cafeteria. Students who have a special permission from the nurse are permitted to have a clear water bottle with them. However, this must be requested through the nurse with a letter from your physician.

Teachers may request to have a "party" in class and have food from the Principal.

Otherwise, food and drink are not allowed in the classroom and permission cannot be extended by the teacher without the permission of the Principal.

Food and drink are also not allowed in the hallways. And students possessing them will be asked to dispose of them. Repeated violations of the food and drink policy will result in a Saturday detention.

LAVATORIES

During class time, students may use the lavatory with a pass from a faculty or staff member. **Teachers may have the option of collecting a student cell-phone before heading to the lavatory. Students must fill out a E-Hall Pass in order to leave the classroom.**

STUDENT DRIVING

- Safe driving techniques must be used at all times. Cars must be properly parked and locked in the designated student parking area.
- Students are expected to proceed immediately to the school building. Students will not be permitted to return to cars during the school day except for an emergency with permission of the Dean of Discipline. **Students who go to their cars (including with other students) without permission will incur disciplinary action and may result in the forfeiture of driving privileges.**
- **Any student who drives to school and is consistently late for school may be liable to forfeiture of driving privileges.**
- Cars should not be used as lockers.
- As operators of a motor vehicle, students must abide by all traffic rules and regulations. Students who operate their car in a reckless or unsafe manner will have their driving privilege revoked and incur other disciplinary actions.
- St. Joseph High School assumes no responsibility for the student-driver, passenger, vehicle, or contents of the vehicle. All vehicles should be locked and no valuables should be placed in the vehicles.
- **Students must register their vehicle and obtain a student parking permit. ALL STUDENTS PARKING ON THE SCHOOL LOT MUST HAVE A VALID PARKING PERMIT.** Failure to have a permit will result in a citation that must be paid to the school. Any unpaid citation will be added to the tuition bill.
- **School administration reserves the right to inspect a student vehicle parked on school property if there is a suspicion of inappropriate or illegal activity. Any illegal activities will be reported to the proper law enforcement authorities with parental notification. Furthermore, students who are caught with drugs, alcohol, or weapons will be dealt with severely and accordingly according to the disciplinary codes outlined in the handbook.**

HOMEROOM

Homeroom always begins at 7:45 AM (unless the school has a delayed opening). If there is a two hour delay, homeroom will be at 9:45 AM. Prayers and announcements will take place at this time and homeroom teachers will take attendance, and check for uniform violations.

The members of each homeroom should take pride in their particular room. This should ensure that the room is kept neat and attractive looking. Homeroom teachers are encouraged to assign one or two students per week to keep the classroom clean during homeroom period.

To a large extent school spirit and loyalty is bred by homeroom spirit and loyalty; in helping contribute to a homeroom in which you take pride – you help create a school you can take pride.

PRAYERS AND ANNOUNCEMENTS

Prayers and announcements are conducted each day for the entire school. It is essential that strict silence and courtesy be observed when anyone is speaking over the public address system. Moreover, students are to do nothing while announcements are taking place. **Students, staff, faculty, and visitors should stay in their place until prayers and pledge are concluded.**

These regulations are dictated by common sense. **Honor of God and honor of Country are two important ideals of St. Joseph High School. It is also important that students pay attention to announcements as important information are given at this time.**

Announcements may be submitted to the Main Office ONLY THROUGH A TEACHER, MODERATOR, OR COACH. Announcements must be clearly written using the proper forms signed by the requesting staff and administrator. All forms without the proper signatures and approval will be discarded.

RESTRICTED AREAS

The following areas are normally prohibited to all students: Faculty Dining Room, Faculty Lavatories, Faculty Lounges, Main Office areas.

SENIOR PRIVILEGES

Seniors are extended special privileges at Saint Joseph High School. These privileges are not automatic, but must be earned. They can also be revoked at any time without notice. Below are some common Senior Privileges accorded by the Administration:

1. Early Dismissal

All seniors, unless otherwise stated due to an assembly or liturgy, are granted the privilege to be dismissed at the conclusion of Period 6. Seniors do not need to sign out on these occasions. Whenever an assembly or liturgy is scheduled at the conclusion of the day, Period 7 is to be held and early dismissal privilege is suspended.

Once you leave the Campus during Period 7, you may not return until the end of the school day.

Students must sign-in or sign-out themselves and cannot designate another person to do so for them. Students who fail to follow these sign-in and sign out procedures will have their privileges revoked and will incur other disciplinary actions.

3. Exam Privileges

The above procedures for late sign-ONLY can be extended by the Administration during the Mid-term and Final Examinations for Seniors. Seniors must report to their examination room before the beginning of their exam. Seniors who have a second exam **must** stay in the examination room until the school is dismissed at 11:30 AM. Seniors who do not have any exams scheduled during a given examination day may be extended a "study-day" and do not have to report to school.

Other privileges may be accorded by the Principal as petitioned by the Student Government leaders.

TEXTBOOKS

State textbooks (hard bound or electronically) are the property of the Hammonton Board of Education. They are lent to non-public schools on a year by year basis. An accounting must be kept of these books every year. These books will be distributed to the students each September and every student will be responsible at the end of each school year to return that book or else be charged by the school district for the cost of a new book. Tampering with identification number on a state book is strictly forbidden. **State textbooks must be kept in good condition.**

The students will purchase other books on an individual basis.

ASSEMBLIES

Those assemblies in which students participate are either organized by the administration or student organizations with their faculty moderator. The assembly schedule includes rallies to spark school spirit; informational programs; and special honors and awards assemblies to encourage scholarship, well-rounded personal development, and good sportsmanship. Since assemblies are presented for everyone's enrichment, courtesy is expected at all assembly programs. Students must be in proper dress code and are expected to follow school rules. Conduct leaves an impression on any guests that may be present.

Students are particularly asked to be respectful and quiet when attending the liturgy. Inappropriate behaviors and disrespect during the liturgy will not be tolerated. Students who misbehave during a school liturgy will automatically receive a minimum of one-day in-school suspension.

SCHOOL CLOSINGS

School closing information for inclement weather will be sent to parents via **Connect Ed** and will be posted on the school website and social media whenever possible. This information will also be broadcasted on Channel 6 news and posted on www.wpvi.com. In case of a snow day, **the letter day scheduled on the day you return to school, will be the letter day for that day.** Consult the school calendar for the proper school day schedule.

TELEPHONE CALLS / TEXTING

Students will not be called to the telephone except in cases of extreme emergency and ONLY with the permission of an administrator. Students may request use of the office phone.

For safety reasons, students are not to make or receive phone calls or text messages from SJHS students, family members or friends during school hours. Parents or family members who need to contact their child because of an emergency should contact the main office. **Students who use their mobile phones without authorization from administration or faculty may receive disciplinary action or lose their cell phone privileges.**

WORK PERMITS

Working papers are required of persons under eighteen (18) years of age going to work for the first time either full-time, during the vacation period, or part-time during the school year. The proper application forms may be obtained from the main office.

BUS REGULATIONS

The bus driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a student from the bus but, if unable to manage any student, shall report the unmanageable student to the Dean of Discipline. A student may be excluded from the bus for disciplinary reasons by the administration and his/her parents shall provide transportation to and from school during the period of such exclusion.

The following are regulations for St. Joseph students riding school buses:

1. All students will be assigned seats.
2. No food is permitted on buses.
3. No smoking is permitted.
4. No profane or abusive language is permitted.
5. No litter on buses.
6. No part of the body is to extend beyond the bus.
7. No screaming or loud talking is permitted.
8. Each student is to occupy one seat and be responsible for his/her belongings.
9. There is to be no physical abuse or destruction of property.

If a student misbehaves on the bus, it is the responsibility of the bus driver to complete the UNSATISFACTORY BUS CONDUCT REPORT and submit this report to the Dean of Discipline.

Students riding school buses are under the jurisdiction of all school rules from the time school is dismissed until students have departed their bus and the bus has left the stop.

No student may ride a bus other than the one he or she has been assigned by the district because of legal concerns. No St. Joseph school official can give permission for a student to ride another bus.

LASTLY – students may not be dropped-off at another location other than the stop agreed upon between the school and the parents. Students wishing to be dropped off at another location or to change a drop-off location must present a parental note to the bus coordinator or the Main Office.

TUITION AND FINANCIAL AID INFORMATION

Tuition: The Diocese of Camden offers the opportunity for Catholic High School education for students in all six counties of the diocese. The cost of providing quality education with a Christian environment for these students must be met in major part through tuition and fees.

The tuition rates for the 2019-2020 school year are as follows:

- 1 Child \$9950.00
- Each Additional Child \$9650.00
- Graduation Fee (12th Grade Only) \$400.00 (non-refundable)

St. Joseph High School contracts with FACTS TUITION for the collection of the tuition. Tuition payments through FACTS TUITION are made automatically from either, your checking, savings account, or credit card. Since payments are automatic, you don't have to remember to write and mail the checks every month and your payments are never missed. As a result, your school receives its tuition income on a regular, predictable schedule, helping us to better manage and control our expenses. There is a non-refundable enrollment fee of \$44.00 that is withdrawn 10 days after your account is activated by the school. Parents may choose to pay in full, monthly, or semi-annually.

FEES:

- Registration Fee -- \$200.00 Due: Day of Registration
- Activities and Tech Fee: \$875.00 (non-refundable)

Chrome Book (incoming Freshmen only): \$400.00

Transportation Fee: \$1050.00 (SJHS bus ONLY)

Due: Payable through FACTS (It will spread out over your selected payment plan)

TRANSPORTATION FEE (SJHS BUS) – EFFECTIVE, SEPTEMBER 2019

Grades 9-12

If Saint Joseph High School will be providing your transportation for the upcoming school year, the total cost for the bus transportation is \$1050.00. In order to use an SJHS bus, the payment of \$525.00 is due at the beginning of the year. The remaining payment may be paid in full or spread out as part of your tuition payments in FACTS, or we can also send you a bill in February of the following year. Questions regarding transportation can be directed to Mr. Ron Pagano at 609-561-8700 ext. 112 or rpagano@stjoek12.org.

NON-ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Students whose accounts are not current are liable to suspension or may be asked to withdraw from St. Joseph High School. **No student will graduate from St. Joseph High School with outstanding indebtedness. Furthermore, a student will not be permitted to participate in the Baccalaureate Mass and Ceremony.**

Any student whose account is delinquent will be subject to the following sanctions until the account is current:

- Ineligible for participation in ANY extra-curricular activities, including athletics, practices, and scrimmages. Athletes will be allowed to join their teams, but cannot play.
- Ineligible to participate in class-trips, Homecoming Dance, and the Prom. Seniors delinquent will be prohibited from participating in the Senior Trip to Florida.

The Principal reserves the right to modify or grant exceptions to the Non-Eligibility policy in extenuating and valid circumstances. These exceptions though are rare.

SCHOLARSHIPS AND FINANCIAL AID:

Private scholarships are available and possible due to the generosity of our donors and alumni. Most scholarships are determined by meeting certain guidelines or criteria specified by the donor. An application process might be required to be considered, as well as a review of the family's financial situation and need.

Financial aid is available on a limited basis and is usually granted to families demonstrating a financial need. A review of the parent's financial information and status is required through application in the FACTS Tuition Management System. All financial aid and scholarships are subject to the final approval of the President.

Families seeking Financial Aid and those seeking to apply for scholarships should contact the Financial Aid Office at ext. 117.

NB: Families seeking Financial Aid must apply every academic year to be considered. It is not an automatic consideration. Moreover, most Financial Awards are given by the conclusion of the previous academic year. The availability of Financial Awards is limited and once all monies have been allocated, financial assistance is no longer available.

Scholarships that are awarded for all four years will automatically be applied