

SAINT JOSEPH HIGH SCHOOL

2019-2020

145 Plainfield Avenue · Metuchen, NJ 08840 · (732) 549-7600
www.stjoes.org

Under the Auspices of
THE BROTHERS OF THE SACRED HEART
Educating in Metuchen since 1901

Approved by State Constitution of New Jersey
Accredited by Middle States Association of Colleges and Schools

Member of
National Catholic Education Association
New Jersey Association of Independent Schools
Association for Supervision and Curriculum Development
National Association of Secondary School Principals
New Jersey State Interscholastic Athletic Association



MISSION STATEMENT

The mission of Saint Joseph High School is to form young men, preparing them for life through holistic education in the Catholic traditions of the Brothers of the Sacred Heart.

SAINT JOSEPH HIGH SCHOOL STUDENT HANDBOOK

Saint Joseph High School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religious affiliation, national, and ethnic origin in administration of its education policies, admissions policies, scholarship and need-based financial assistance program, athletics or other school-administered programs.

In developing the rules and policies for Saint Joseph High School, we have tried to be as explicit as possible, but we are aware that during the school year new and unusual situations will arise. The Principal will have the authority to use his discretion in unforeseen circumstances.

Please Note Carefully: *Parental cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or other children. If, in the opinion of the School Leadership, parent/guardian behavior interferes with the teaching/learning process, then the School Leadership may require parents/guardians to withdraw their children and sever the relationship with the school. Harassment of School Leadership, Partners in Mission (Faculty and Staff members), or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if a student is dismissed.*

HISTORY

BROTHERS OF THE SACRED HEART

Father André Coindre, founder of the Brothers of the Sacred Heart, was born in Lyons, France in 1787. Devoting his life to the restoration of the Church following the Reign of Terror at the end of the French Revolution, his chief mission became the moral, intellectual and religious development of young orphan boys left in distress by the disintegration of family life following the Revolution.

In 1821, he formed the Brothers of the Sacred Heart to further his efforts, resolving to establish a community of Brothers trained to work for the poor through the establishment of schools. Following the death of Father Coindre in 1826, the efforts of Brother Polycarp, the first Brother Superior General of the Institute, led to tremendous growth. By the time of his death in 1859, the Institute had grown to more than 400 Brothers and 70 schools.

In January of 1847, five missionary Brothers of the Sacred Heart arrived in Mobile, Alabama at the request of Bishop Portier to do charitable and educational work. With their arrival in America the congregation began its transformation into a worldwide institute composed of many nationalities.

SAINT JOSEPH HIGH SCHOOL

Saint Joseph High School was founded on the principle that in an extraordinary age, students must have teaching of extraordinary caliber. It was designed to meet this challenge with modern facilities, new programs, and an innovative concept of high school organization and scheduling.

Saint Joseph High School is currently engaged in a long-range plan for buildings and programs to support capital improvements and endowment needs.

The Brothers of the Sacred Heart and their Partners in Mission have touched the hearts and shaped the lives of more than 10,000 young men in their more than 118 years in Metuchen. These alumni are a testimony to the love of service and dedication to excellence modeled by the Partners in Mission that continue at Saint Joseph High School.

PHILOSOPHY

BROTHERS OF THE SACRED HEART

The educational tradition of the Brothers of the Sacred Heart is grounded in a holistic approach to education. We believe that young persons learn from their total experience of the school setting. We attempt to address the religious, academic, social, psychological, physical, and cultural development of the young person through the school programs, courses, and policies.

Because we believe that students learn through their experience of the total school environment, we devote ourselves to build within the school a community spirit that is characterized by a pervading influence of Christian values, a strong insistence on an orderly and disciplined atmosphere, a personal approach to education, and a firm commitment to academic excellence.

The most important aspect of any Catholic education is the development of Christian values and the transmission of the Catholic heritage. We accept this task as the call of the Church and as the primary goal of our school apostolate. Our efforts to have religion permeate the school environment include: pastorally oriented religion and campus ministry programs, modeling of Christian values in dealings with others, the presence of religious activities in the school calendar and religious symbols in school facilities, classroom instruction in all disciplines which reflects the Church's teaching and Christian values, and a commitment to service to others. In general, we aim to help students experience religion as the love of a personal and loving God who cares for them and who is their ultimate source of true happiness and freedom.

We also believe that an orderly and disciplined environment is essential to teach love of God, love of neighbor, and love of learning. Our emphasis is on friendly discipline which corrects but at the same time teaches and encourages. While we expect and demand respect for authority and adherence to rules and regulations, we advocate discipline which is respectful of the dignity of the individual, is consistent and fair, and is based on a relationship of mutual trust and cooperation.

To promote an environment characterized by Christian concern and friendly discipline, we attempt to know our students personally and individually. We look for opportunities to work with students outside of class time and in less formal settings. Realizing our partnership with parents in the education process, we extend a warm and friendly welcome to parents. We give our personal attention to developing a spirit of openness and cordial relations with students and parents.

We view academic excellence as the development of our students to the maximum of their potential. We commit ourselves to this goal as a means of helping students become the whole and complete persons that God created them to be. To accomplish this end we pursue our own ongoing professional development, establish a demanding curriculum which emphasizes command of the basics, work at presenting well-prepared and

interesting classes, and continually adapt our curriculum and methodologies to meet changing needs.

SAINT JOSEPH HIGH SCHOOL

Saint Joseph High School is founded on the conviction that each person is created free and unique by God and is to be treated with dignity because of being loved and redeemed by Christ. Because of this conviction, Saint Joseph High School is conducted with the belief that, although an individual might do evil, each person has a basic tendency towards good and, therefore, a right to hope and strive for personal happiness.

Our aim is to provide the experience and the environment that will best enable members of the Saint Joseph High School community to be secure in themselves and that will encourage them to reinforce what is good in society and correct what is wrong and, in this way, participate generously in the building of a more Christian nation and world.

We believe a holistic approach to education is the best means to pursue these goals. Each person learns from the total experience of the school environment and, therefore, we attempt to address the religious, academic, social, psychological, physical, and cultural development of each person through the school's programs, courses, and policies.

Because of our belief in this holistic approach, we devote ourselves to build within Saint Joseph High School a family spirit that is characterized by a pervading influence of Christian values, a strong insistence on an orderly and disciplined atmosphere, a caring approach to education, and a firm commitment to academic excellence.

SAINT JOSEPH HIGH SCHOOL SYMBOLS

The Falcon represents higher vision or higher knowledge in solving current dilemmas in our lives. The Falcon is an emblem for success, victory, and rising above a situation. At its core, the Falcon represents visionary power, wisdom, and guardianship. This powerful bird awakens visionary power, and leads one to his life purpose. The Falcon carries with it a message of transition and change. The Falcon represents calculation and strategy. Falcons are all about focus—strong, one-pointed focus. The Falcon represents passion, and the Falcon takes action on this passion.

On the school ring, the emerald is thought to preserve love. It is a stone that is well used for intuitive awareness, meditation, and spirituality. As a stone which can increase spiritual awareness, it can help realize Divine love. Emerald is also used to remove barriers to spiritual growth and thus raise consciousness. Emerald can increase psychic and intuitive awareness, particularly in the area of clairvoyance. It is said to "grant all knowledge of past, present, and future." Emerald is a stone of inspiration. It is said to help increase expression and communication. Emerald also brings and enhances faith and harmony, promoting truthfulness and honesty. In these ways, it is used to increase cooperation in groups.

Brothers of the Sacred Heart Escutcheon bears *Ametur Cor Jesu*, "Loved be the heart of Jesus," and the bleeding heart over the world.

ADMISSIONS POLICY

An individual's worth is determined not solely by his intelligence or any particular talent but flows rather from God's love and Christ's redemptive act for each person. Thus every applicant to Saint Joseph High School is deserving of serious consideration as a potential recipient of our best efforts towards Christian education.

However, the design of the college preparatory curriculum and guidance opportunities along with the physical facilities impose the duty upon admissions personnel to accept, out of a sense of justice, students who have the potential to achieve while pursuing an education at Saint Joseph High School.

Saint Joseph High School admits students of any race, color, religious affiliation, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religious affiliation, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship, and need-based financial assistance programs, athletics, and other school-administered programs.

The following considerations are used in admitting prospective students to Saint Joseph High School: the student's priority of choice in selecting Saint Joseph High School, the results of the Saint Joseph Entrance Exam, the overall elementary school record, the recommendation of elementary school principals and/or teachers, and an interview with each applicant and his parents.

Upon formal notification of offers of admission to Saint Joseph High School, students must agree and adhere to the general conduct and behavior expectations as outlined in the Behavior Policy section of this handbook.

Withdrawal Procedure:

Official withdrawal is handled by the Guidance Office. Prior to withdrawal, the following requirements must be met:

1. All tuition and fees must be paid in full.
2. Student must return:
 - a. student ID card
 - b. all textbooks, with the assessed fines for damages if necessary, except for those books that he has purchased
 - c. any uniforms or equipment which are the property of Saint Joseph High School

FINANCES

TUITION AND FEES

The Board of Directors sets registration, tuition, and fees on an annual basis. Total charges for the school year include, among other things, the use of state-provided textbooks, student insurance, specific school activities and athletic events. Students presently enrolled re-register for the upcoming school year in February. New students pay registration at the time of acceptance.

Special course fees are due by orientation. Certain courses require the use of privately purchased hard copy or electronic texts and/or laboratory fees. Students are responsible for all texts and materials provided for use and must pay for them if they are lost or damaged.

Tuition for the 2019-2020 school year is \$15,350. All Saint Joseph High School Families must be enrolled with FACTS Management, and all tuition payments must be made

through FACTS Management. Tuition and fees must be paid employing one of the following options:

- Option 1: Payment in full by July
- Option 2: Two equal payments deducted in July and in January
- Option 3: Four equal payments
- Option 4: Ten-month payment plan
- Option 5: Twelve-month payment plan

Note: \$1,000 for the 2020-2021 school year will be withdrawn from the FACTS account in February 2020.

All financial obligations must be satisfied in order for a student to begin a new school year, participate in school-sponsored trips, attend Junior or Senior Prom, attend Baccalaureate Mass and Graduation, and receive Saint Joseph High School transcripts.

Registration: Unless granted an exception, students with an outstanding tuition balance may not register for the following school year. If a student has an outstanding tuition balance, the school will apply any payment received during the registration period to that balance.

Payment Plan Change: After May 1, a change to your payment plan may result in a fee charged by FACTS.

Schedule Changes: A student's tuition account will be charged a **\$250** fee for a schedule change initiated by the student or parent after May 15.

NSF Charge: A student's tuition account will be charged a **\$35 NSF** fee for any check returned or EFT denied by the bank.

The school reserves the right to suspend students from school for nonpayment of tuition. All indebtedness to the school must be paid in order for students to take examinations, to participate in graduation, or to release a transcript.

Tuition Refund Policy: Tuition deposits for upperclassmen are non-refundable. When a student registers at Saint Joseph High School, a place is held for that student, and resources are committed to optimize the student's educational experience. Should a student withdraw from Saint Joseph High School, a tuition refund may be prorated.

SCHOLARSHIPS

Academic Scholarships at Saint Joseph High School are administered by the Academic Scholarship Committee under the direction of the President. They are based on academic merit.

Academic scholarships will be awarded each school year. These scholarships are renewable annually contingent upon maintenance of the required GPA. In determining scholarship recipients, the committee uses the following considerations:

- elementary school grades
- standardized test scores
- record of conduct
- composite score earned on the placement test administered at Saint Joseph High School

Scholarship award winners are notified in writing.

NEED-BASED FINANCIAL ASSISTANCE

Emergency Grants may be provided to a student should the death of a parent or guardian jeopardize his continued attendance at Saint Joseph High School. In such a case, the surviving parent or guardian should contact the Business Office.

Need-Based Financial Assistance is awarded to a limited number of students who qualify for financial need. These reductions are awarded independently of academic scholarships.

FUNDRAISING

All fundraising activity proposals must be first submitted to the Saint Joseph High School Director of Advancement, which will then be presented to the President for final approval. If the fundraising activity is being proposed by a club, organization, or team, then the moderator or coach is responsible for obtaining approval by completing and submitting a detailed proposal to the Saint Joseph High School Director of Advancement. All fundraising activity proposals must be submitted to the Saint Joseph High School Director of Advancement at least 30 days prior to the proposed date of the fundraising activity.

Any fundraising activity that does not gain written approval for the proposed activity risks the activity being cancelled, denied, or sanctioned without regard to consequences.

ACADEMIC POLICY

INTRODUCTION

The integration of Christian truths and values within the framework of academic learning characterizes the educational approach of Saint Joseph High School. The curriculum, providing broad and varied elective offerings, is college preparatory. It is constantly evaluated and revised so that students may have the opportunity to develop those Christian insights that will enable them to best contribute to the political, social, economic, moral, and intellectual life of American society.

In every aspect of the curriculum, Saint Joseph High School strives to provide educational opportunities that will enhance the continued growth and development of its students. In order to encourage students to work to their fullest potential, to use their talents most effectively, and to give themselves the broadest possible education, Saint Joseph High School encourages each student to plan his own academic course selections with the assistance of Partners in Mission, including his teachers, his guidance counselor, and his parents. The student is thereby guided to foresee his future plans and to assume responsibility for meeting those goals.

Offerings are designed to permit the student to elect courses that are within his range of ability and interest. In the areas of English, mathematics, science, social studies, and world languages, courses are available to meet the needs of the honors-level and the academic-level student. A fine and performing arts program encourages the student to develop his musical and artistic abilities. Computer science and applied technology, physical education, and religion programs promote the formation of the well-rounded, well-informed Catholic individual.

A fully equipped Zenga Library and Media Center and Formation Center provide areas for quiet study and preparation during each student's unstructured time during the school day.

The unstructured time is designed to provide students the opportunity to do independent study, including reference work, and to use the Zenga Library and Media Center and Formation Center. Also, the student is provided time to arrange conferences with Partners

in Mission, including guidance counselors. The intent of the unstructured time is to develop in the student a sense of self-responsibility, self-discipline, efficient use of his time, and serious study habits.

Through its philosophy, admission policies, curriculum, and facilities, Saint Joseph High School strives to create an atmosphere for learning and self-growth. Each student is afforded the opportunity to realize his potential and to develop healthy attitudes and responsible behavior that will permit him to pursue continued studies and to assume his place in society as a concerned Christian gentleman.

Saint Joseph High School conducts a four-year high school program. Students must complete four years of high school studies before they are graduated.

REQUIREMENTS FOR GRADUATION

Arts or Computer Science	1 1/2 years	7.5 credits
English	4 years	20 credits
Health & Physical Education (Includes Drivers Ed.)	1 1/2 years	7.5 credits
Mathematics	3 years, 4 strongly recommended	15 credits
Science	3 years	15 credits
Social Studies	3 years	15 credits
Theology	4 years or years enrolled at SJHS	20 credits
World Languages	2 years, 3 strongly recommended	10 credits
Electives		<u>25 credits</u>
Total		135 credits

All full year courses earn 5 credits.

All semester courses earn 2.5 credits.

All 9th, 10th, and 11th grade students must enroll in 35 credits per semester.

All 12th grade students must enroll in at least 30 credits, regardless of credits previously earned.

COURSES

Saint Joseph High School provides courses in the academic, honors, and advanced placement level. The tier of classes enables students to proceed at a level commensurate with their ability and interest in a given academic area. The selection of courses at Saint Joseph High School is an individualized process. Placement for incoming students is based on current grades, standardized test scores, the high school entrance exam, the Saint Joseph High School Placement exam, and in consultation with the academic department chairs and the Dean of Studies. Placement for current students is based on current grades, standardized test scores, and in consultation with student and Partners in Mission, including Dean of Studies, academic department chairs, guidance counselor, and parent.

Academic Courses

Saint Joseph High School provides academic courses that meet the requirements for graduation and prepare students for college. Courses are designed to develop skills that provide students with a solid foundation and the key fundamentals for future success.

Honors Courses

In order to encourage students to work to their fullest potential, to use their talents more effectively, and to give themselves a broader education, Saint Joseph High School provides honors courses. For qualified students, honors courses are available in the English, mathematics, science, social studies, and world languages. Students who have earned "A's" in academic courses, have strong standardized test scores, and whose attitude, work habits, and study habits indicate that the student is capable of handling the depth of the work at a pace designed for an honors curriculum will be considered for honors courses. Students currently in honors courses will be allowed to continue in honors if they maintain an "A" or a "B" average and continue to exhibit maturity in their work ethic. Placement for students with grades of "C" in an honors course will be determined in consultation with student and Partners in Mission, including teacher, department chair, guidance counselor, and parent. The Dean of Studies makes the final decision concerning placement of all students. Honors courses receive greater weighting in students' grade point averages.

Advanced Placement Courses (AP)

Advanced Placement Courses (AP) are also available at every grade level. These academically challenging courses prepare students for the Advanced Placement Exams, which may earn them college credit. Students enrolled in the AP course are required to take the AP Exam at the conclusion of the course. Placement into an AP course is determined in the consultation with the student and Partners in Mission, including teacher, department chair, guidance counselor, and parent. In all cases, the Dean of Studies makes the final decision concerning enrollment in AP courses. Every AP exam requires a testing fee, paid by the student upon enrollment. Advanced Placement courses receive greater weighting in students' grade point averages.

The *Saint Joseph High School Curriculum Guide* provides a complete list of course offerings. The *Curriculum Guide* can be found on the Saint Joseph High School website.

HONORS PROGRAM

The Saint Joseph High School Honors Program is designed to recognize students who attended Saint Joseph High School for four years and who have successfully completed the most rigorous Honors and AP curriculum offered. Students who achieve academic excellence in the Honors Program, have no incidents of dishonesty or any major disciplinary incident, and meet the established considerations of the Honors Program earn a Saint Joseph High School Honors diploma at graduation.

GRADING

PowerSchool

PowerSchool is used to inform students and parents of their son's performance in all courses. Students' grades are regularly posted on *PowerSchool* for students and parents to view.

GRADE REPORTS

Grade Reports are available to parents in *PowerSchool* at the conclusion of each marking period.

SCHOOL-WIDE GRADING SCALE

A+ (100 - 96)	A (95 - 91)	B+ (90 - 86)
B (85 - 81)	C+ (80 - 77)	C (76 - 72)
D+ (71 - 69)	D (68-65)	F (64 or less)

QUARTER GRADES

Quarter grades are determined by a combination of daily work and assessments.

SEMESTER GRADES

A first semester grade is designated after the 1st and 2nd quarters. The first semester grade will be calculated by the teacher using the 1st and 2nd quarter numerical averages and a first semester examination. A second semester grade is designated after the 3rd and 4th quarters. The second semester grade will be calculated by the teacher using the 3rd and 4th quarter numerical averages and a second semester examination. The quarterly grades are weighted as 40%, and the semester examinations are weighted as 20%. The quarterly and semester numerical averages will be converted to letter grades.

FINAL GRADES

The final grade is designated after the completion of the year. The final grade will be calculated by the teacher using the first semester and second semester numerical averages. The final grade will be converted to a letter grade on the high school transcript.

FAILING GRADES

For full year courses, students who have earned a grade of F in the second semester earn a grade of F for the final grade regardless of quarterly numerical averages. For half year courses, students who earned a grade of F in the second quarter earn a grade of F for the semester and for the final grade regardless of quarterly numerical averages.

Students who have earned a grade of F as a final grade must continue that/those course(s) in credit recovery at Saint Joseph High School as determined by the Principal. No more than two credits may be made up in credit recovery. A student who successfully completes credit recovery may achieve the highest grade of D, which will replace the grade of F on the high school transcript. Any student who does not earn the required number of credits will not be allowed to continue at Saint Joseph High School. Any student below a 2.0 GPA at the end of each semester will have his enrollment status subject to academic review, will be placed on academic probation, and is subject to dismissal. A senior who fails a required course will not receive his diploma until he passes the failed course(s) in credit recovery, as determined by the Principal. Failure to successfully complete all requirements of Saint Joseph High School credit recovery and requirements for a Saint Joseph High School diploma will result in the senior forfeiting his diploma and all honors and privileges thereunto appertaining.

TRANSCRIPTS

The Saint Joseph High School transcript serves as the official student record. All high school level courses and final grades are recorded on the high school transcript. The Dean of Studies makes all decisions regarding student transcripts.

GRADE POINT AVERAGES

In determining grade point averages, quality points are awarded for letter grades as follows:

Academic Courses

A+	4.5	B+	3.5	C+	2.5	D+	1.5		
A	4.0	B	3.0	C	2.0	D	1.0	F	0.0

Honors Courses (no extra weighting for grades of C or lower)

A+	5.0	B+	4.0	C+	3.0	D+	1.5		
A	4.5	B	3.5	C	2.0	D	1.0	F	0.0

CUMULATIVE GRADE POINT AVERAGE

A student's cumulative grade point average is reported on a student's high school transcript. To calculate a student's GPA at the end of the school year, take the value of the final grade and multiply it by the number of credits that the course is worth (2.5 or 5.0). This number is known as the quality point for the course. Calculate the quality points for each course. Add them together and divide the total by the number of credits taken, which will give the student's GPA for the end of year and for accumulation.

Note: Colleges, universities, and other scholarship institutions reserve the right to recalculate a student's cumulative grade point average according to their requirements and regulations.

ACADEMIC HONORS

HONOR ROLL

1. President's Honor Roll – A student with a GPA of 4.4 or greater for a particular quarter is placed on the President's Honor Roll.
2. Principal's Honor Roll – A student with a GPA of 4.0 to 4.3999 for a particular quarter is placed on the Principal's Honor Roll.
3. Honor Roll – A student with a GPA of 3.8 to 3.9999 for a particular quarter is placed on the Honor Roll.

In order to make the honor roll at any level, a student must not have any "D"s or "F"s for the relevant marking period.

Note: Any grade changes made after the end of the 3rd quarter may not be reflected in school publications or programs due to time constraints.

Academic Honors and Student Recognition

Saint Joseph High School students are recognized for their academic achievement by being designated to the honor rolls. Students must earn honor roll status for the first three quarters in order to receive recognition.

Students who consistently earn high grades are invited to join Honor Societies.

Students must demonstrate academic achievement as well as meet the societies' additional requirements. Saint Joseph High School recognizes students by inviting them to join our chapters of the Art Honor Society, National Honor Society, Science Honor Society, Social Studies Honor Society, Technology Honor Society, Thespian Honor Society, and World Languages Honor Societies.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian is the graduate who has attended Saint Joseph High School for four years, has the highest cumulative grade point average, and has successfully completed the most rigorous curriculum offered at Saint Joseph High School.

The salutatorian is the graduate who has attended Saint Joseph High School for four years, has the second highest cumulative grade point average, and has successfully completed the most rigorous curriculum offered at Saint Joseph High School.

In the case of multiple valedictorians or salutatorians, the privilege of addressing the audience will be determined by the Principal.

EXAMINATIONS

SCHEDULE

Examinations are administered each semester. The time period for examinations is one hour and thirty minutes. The last week of each semester is devoted to this task, with two examinations administered each morning.

EXEMPTIONS FOR SENIORS FROM FINAL EXAMINATIONS

Exemptions from final examinations are permitted in full-credit courses. To be eligible for exemption from a final examination, a senior must have earned:

- A minimum grade point average of 3.0 for the first quarter, the first semester and the third quarter.
- An **A** in the course for the first quarter.
- An **A** in the course for the second quarter.
- An **A** in the course for the first semester.
- An **A** in the course for the third quarter.
- An **A** in the course in the fourth quarter.

It is the teacher's discretion whether he/she wants to offer exemptions; if exemptions are offered, then any senior who meets the academic criteria is exempt. A teacher is not required to exempt seniors from an examination. A senior who is exempt from a final examination receives a grade of **A** for that examination.

COURSES AT OTHER SCHOOLS

Saint Joseph High School students may enroll in courses at other schools only with advance permission from the Dean of Studies. Any such courses must not conflict with the Saint Joseph High School schedule, and the courses must be in addition to the academic requirements of Saint Joseph High School. Saint Joseph High School does not accept courses taken in other programs, including summer programs, in place of credits required and courses that must be taken during the school year.

The Dean of Studies, in consultation with the Principal, makes the final decisions regarding all academic matters.

GUIDANCE DEPARTMENT

The Guidance Department consists of a team of counselors whose goal is to provide students with individual direction as they transition from middle school, navigate through high school, and prepare for college. The Guidance Department provides individual services, group activities, and educational forums. Counselors assist students with the

adjustment to high school, decision-making strategies, time management, and improving study habits. They provide a testing program that indicates students' strengths and weaknesses, assess interest to guide students toward possible career opportunities, and provide practice/preparation for college standardized testing. Counselors also assist in the course selection process to ensure a comprehensive evaluation of needs and wants as students work toward developing their potential and goals for the future. The Guidance Department's college planning process includes defining interests and goals, a realistic assessment of college choices, serving as a liaison between the student and the college admissions office, and providing individualized student and parent assistance during the college admission process. The Guidance Office houses a library of print and online resources for accessing information on colleges, college admissions, financial aid, scholarships, college athletics, and careers. Additionally, for students who are in need of specialized assistance, referral services are available through their counselor. Each counselor is assigned a particular group of students. The guidance counselors are available to students, parents, and other Partners in Mission in order to best assist in the total development of the young men at Saint Joseph High School.

Special Needs Considerations

Limited special needs accommodations may be provided for students who have recently undergone educational and/or psychological evaluation through a licensed psychologist approved by the Guidance Department. Those students may be eligible for accommodations based on the diagnosed condition(s). The guidance counselors review all pertinent educational information and determine if the student is eligible for additional classroom accommodations that may assist him in achieving his academic potential. However, the school may not meet all recommendations of the evaluation and offers no guarantee in that regard.

Special needs accommodations do not include special education curricula or remedial courses. Students with special needs accommodations will be required to meet all academic expectations for graduation.

ZENGA LIBRARY AND MEDIA CENTER

Saint Joseph High School's Zenga Library and Media Center has an extensive collection of print and virtual resources available in our ADA-compliant facility. The library provides numerous services and programs to support the Saint Joseph High School curriculum and the academic requirements of our students and Partners in Mission. Instruction is available at every grade level in all subject areas so that each student develops information literacy skills and an appreciation of authentic research. In addition to research resources, the collection reflects the personal reading interests of our patrons.

Rapidly changing instructional technologies, and our "Bring Your Own Device" policy, are supported by a school-wide wireless network. Students are provided with clouded storage space and they have access to all programs and applications needed to complete assignments. Saint Joseph High School allows students to submit their work electronically, collaborate with fellow students and Partners in Mission online, and remotely review grades.

The Saint Joseph High School Library Resources web page links students to multiple research resources, including our Online Public Access Catalog, sources that access criticism found in literary journals, biographical information, multimedia encyclopedias and full text articles in periodicals, newspapers and scientific serials, and other research portals. These electronic resources may be accessed both on campus and off-site. Many reference sources are now available to students in e-book format as well as in print. Students are encouraged to make use of the extensive fiction and periodical collections to develop reading comprehension and increase their exposure to leisure reading. The library provides tremendous educational resources for all of our students in an environment that nurtures exploration as well as enjoyment.

All computer use, including Internet access, is reserved for academic research and is governed by the Acceptable Use Policy signed by all students and their parents/guardians. This policy is published under the Behavior Policy in the Student Handbook.

UNSTRUCTURED TIME

The unstructured time is designed to provide the student opportunities to do independent study, including reference work, and to use the Zenga Library and Media Center and Formation Center. Also, the student can arrange conferences with Partners in Mission, including teachers, guidance counselors, and/or campus ministers. While always under adult supervision, the student can develop a sense of self-responsibility, self-discipline, efficient use of his unstructured time, and serious study habits. All students have unstructured time every day.

THE FORMATION CENTER

The Formation Center is designated for tutoring and assistance to students who need academic help before school, during their unstructured time, and/or after school. Students visit the center voluntarily or as required by Partners in Mission. Partners in Mission and honor students are available to provide any necessary assistance.

CAMPUS MINISTRY

Working closely with the School Leadership and the Theology Department, Campus Ministry has as its goal the following statement taken from the Brothers' *Educational Mission and Ministry* document: to complement the family in its primary role in religious education, to support the Church parish as a center of Catholic life, and to extend the religion lessons of the classroom to lived faith experiences. We strive to recognize the many gifts of the Spirit within our students and Partners in Mission and call forth those gifts for service and ministry to the school community and to the Catholic Church.

CAMPUS MINISTRY TEAM

The Campus Ministry Team is composed of Partners in Mission and is led by the Campus Minister. The Campus Ministry Team sponsors events and activities to foster spiritual growth in the development of our students. These events include liturgies, faith sharing, the Service Program, retreats, and days of reflection for Partners in Mission and students.

STUDENT MINISTERS

Student Ministers assist the Campus Ministry Team in the fulfillment of its goals. Student Ministers are selected after consultation with the Partners in Mission and an acceptance

process. Student Ministers work alongside adults in planning and staffing retreats for underclassmen; preparing liturgical celebrations; facilitating support, goal-setting, and faith sharing groups; and participating in programs to benefit the wider faith community.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Extraordinary Ministers of Holy Communion are confirmed Catholics who feel called to this ministry. After consultation with the Campus Minister, interested students are invited and trained to participate in school liturgies, Eucharistic Adoration on First Fridays, and at other times during the school year.

SERVICE PROGRAM

The service program is designed to complement the Theology curriculum as it attends to the faith development of students. As part of the Saint Joseph High School faith community, students are required to complete assigned service projects.

RETREAT PROGRAM

Each year, all freshmen, sophomores, and juniors are required to participate in a class retreat. Seniors are required to participate in an off-campus overnight retreat.

BEHAVIOR POLICY

INTRODUCTION

The behavior policy of Saint Joseph High School fosters the total formation of each student through the nourishment of Catholic values, self-discipline, personal growth, and academic excellence. This goal is best realized through the cooperative effort of students, parents, and school.

There are times and places in which the behavior of students affects Saint Joseph High School. In all such cases, student behavior is considered to be within the province of Saint Joseph High School. Enrollment of a student in Saint Joseph High School implies a partnership between the school and the parents/guardians. Parents are invited and expected to support Saint Joseph High School in the rigorous enforcement of this behavior policy since discipline is necessary to provide for the orderly growth and development of the individual and to assure the health and safety of each student.

CONDUCT

While on campus, at school-related events, and traveling to and from school, students must conduct themselves as Christian gentlemen and in a manner that supports the good name of Saint Joseph High School. Behavior, therefore, must at all times be respectful, cooperative, and conducive to meeting the academic and other needs of individual students and all others in the school community. Should a student become aware of wrongdoing, he is expected to pass that information on to a responsible adult in an effort to prevent the wrongdoing from taking place or to help protect others.

If a student is present when wrongdoing is evident (such as fighting, smoking, vandalism, use of alcohol or other drugs, and so forth), then that student has the obligation to remove himself immediately from that situation; otherwise, he shares in the consequences related to such misbehavior. These consequences may include disciplinary consequences, suspension, or dismissal.

At all times, a student must conduct himself in a manner consistent with his status as a member of the Saint Joseph High School community. Behavior that is contrary to the moral or religious principles of the Roman Catholic Church or the philosophy or policies

of Saint Joseph High School as indicated in the *Student Handbook* makes a student subject to disciplinary action including suspension or dismissal.

- Behavior prohibited by this regulation includes, but is not limited to, the following:
 - Attending, sponsoring, or participating in activities where alcoholic beverages are illegally used or legal or illegal substances, drugs, or narcotics are sold, purchased, possessed, or consumed.
 - Committing or attempting to commit acts that adversely affect a person's life, health, property, or peace of mind.
 - Committing or attempting to commit theft, vandalism or other crimes.
 - Knowingly participating in the possession or sale of stolen property.

Care and Use of the Facilities: Students must use the building, its furnishings, and equipment only for the purposes intended. This policy includes the fire and security alarm systems in the building, the AED units (Automated External Defibrillators which are important life-support equipment in the event of a medical emergency), the school's intercom systems, computers and all electronic equipment, and the school's desks and other furnishings. Students are expected to take reasonable care in their use of all school property, furnishings, and equipment to prevent unnecessary or excessive damage or wear to the school's facilities. Students may not enter classrooms, the Zenga Library and Media Center, computer labs, the auditorium, the Maglio Gymnasium or locker rooms before school, during unstructured time, or after school unless a Partner in Mission is present.

Quiet Areas and Silent Areas: The Zenga Library and Media Center is a place of silence except during group instruction. Hallways adjacent to classrooms are also silent areas. Hallways, stairwells, and entrances to classrooms are not places for loitering and conversation. Students are to move as quickly and as orderly as possible through the hallways and stairwells, keeping to the right at all times.

Dining Halls: Orderly conduct is to be observed at all times in all dining halls, including, but not limited to, the Catanzaro Dining Hall, Coindre Dining Hall, and Community Dining Hall. Proper use of the furniture and the food area is expected. In addition to the dining halls, students may eat in areas designated by the Dean of Students. Eating in restricted areas is not permitted. This policy includes bottled drinks such as sodas and water. Therefore, students may not have any visible sign of food or drink in the school building except in the dining hall areas or outside. Students choosing to eat outside must dispose of trash in an appropriate manner. Gum and sunflower seeds are prohibited anywhere on campus.

Outside: During unstructured time, students may be outside immediately behind the main classroom portion of the building. However, rough games such as tackle football or the like and games involving objects being thrown against the building are not allowed.

Restricted Areas: Students are not to loiter around or in parked cars upon arriving at school but must report to school immediately. Students may not go to parking areas during the school day without permission of the Dean of Students and without a Partner in Mission escort nor may they loiter at any time near parked cars, trucks, buses, bikes, outside of classrooms, back fields, construction areas, in the parking lots, around the Maglio Gymnasium lobby entrance, or in front of school. Students are not permitted in Partners in Mission (Faculty and Staff) Rooms at any time. Students are never allowed in any area of the school, including the weight room and athletic locker rooms, without the

presence and supervision of a Saint Joseph High School Partner in Mission. Students are not permitted on the Great Lawn in front of the Brothers' Residence. Gathering or loitering in or around all commercial establishments within a three-block radius of the school is strictly forbidden. Visiting or loitering in the vicinity of other schools during their academic day is strictly forbidden.

Distribution of Printed Material: The distribution of printed material on the school grounds without administrative permission is prohibited.

Electronic Equipment, Technology and Information Sources: Students are required to bring to school and to use charged personal laptop computers for legitimate educational purposes. However, such use must fully comply with the school's Acceptable Use Policy. Laptops and/or electronic devices must be registered with the Technology Coordinator.

The production of images, communication, recordings, etc. can be a source of potential abuse, a sign of disrespect, and a serious infringement upon the rights of others. Therefore, students are prohibited at all times from using or even having in their possession unauthorized electronic entertainment devices during their academic day. Should such unauthorized electronic equipment be found on the person of a student during the school day, or should a student be found to be using such electronic equipment for inappropriate purposes, the school reserves the right to take possession of that equipment and retain possession of it for whatever length of time deemed appropriate by the Dean of Students. Further, while in possession of such equipment, the school reserves the right to examine all data stored on the device. Any use of technologies for inappropriate purposes, such as but not limited to:

- copying of information for the purposes of academic dishonesty
- using images or recordings, statements, text messages, or Internet postings in a manner that can reasonably be interpreted as a lack of respect for another person
- communicating at any time and in any manner (including texting or messaging during the school day) that is deemed by the school to be inappropriate

is strictly forbidden. Anyone violating these expectations will be subject to serious disciplinary consequences including the possibility of suspension or dismissal. In addition, students are not permitted to use or have on their persons digital or film cameras, video cameras, tape recorders or other electronic or communication equipment of any type without the explicit permission of the Dean of Students. All school electronic audiovisual equipment may be used only for school purposes. Student access to school computers and to the Internet is governed by an Acceptable Use Policy published in the Student Handbook. Anyone violating these policies is subject to disciplinary action including suspension or dismissal.

Partners in Mission may make discretionary decisions that may impact all electronic devices, written documents, calculators, personal notes, and cellular and electronic data in the interest of a viable learning environment or for legitimate pedagogical purposes.

Cellular and Electronic Device Policy: There are academic and instructional reasons for students to use cellular and electronic devices during the academic day. However, students may access educational data resources provided by Saint Joseph High School from their electronic devices only with permission from and under the direct supervision of Partners in Mission. Otherwise, at no time should a cellular device be visible or audible or even manipulated by the student. Unless otherwise instructed by a Partner in Mission,

cellular devices must be turned “off” from the moment the student enters the school building to the time the student exits the school building. Students are not allowed to play games on their cellular or electronic devices before or during the academic day. Students not adhering to this policy are subject to cellular or electronic device confiscation, disciplinary consequences, suspension, and, if chronic, probation and dismissal. Saint Joseph High School reserves the right to search a student’s cellular or electronic device for all forms of communication, including, but not limited to, text messages, emails, voicemails, pictures, videos, and interactions on social media, at the discretion of the Dean of Students.

Lockers: All lockers provided for student use by the school are school property; however, use of lockers is gratuitously provided for the convenience of the students. The school will not be liable for any losses that the student may incur. Students may use their assigned lockers before the school day, during unstructured time, and after school. They will avoid going to lockers during class periods. The SJHS combination locks sold in the Deans Office are required for use on the locker(s) assigned to each student, including P.E. and athletic lockers. Students are not to share their combinations with other people. Each student is responsible for the contents, orderliness, and care of this assigned locker. The school reserves the right to enter by any means and to inspect any or all lockers at any time.

Book Bags: Only Saint Joseph High School book bags or plain book bags of appropriate quality, size, and appearance may be brought to school. Other than a student’s name embroidered or written neatly, no other writing of any sort or any other defacing is allowed on a student’s book bag. Students are encouraged to carry only one book bag throughout the school day. Additional book bags and other student property must be locked in a student’s assigned locker. The school is not liable for any losses that the student may incur. The Dean of Students makes the final decision in all matters concerning book bags.

Responsibility: The student must demonstrate individual responsibility by bringing all necessary items to school on a timely basis. Parents or anyone else should not attempt to deliver such items as lunch, lunch money, books, homework, uniforms, etc. during the academic day, with the exception of medicine. Students or school personnel are not permitted to accept delivery of such items on campus.

Search and Seizure Policy: The school reserves the right during the school day, at all school-sponsored activities (such as, but not limited to, extracurricular activities, athletic events, dances, field trips, and overnight trips) and/or while the student or his possessions are on campus, to conduct a search of a student’s person, vehicle, or other student possessions on campus and other school property and to seize any item that is in violation of school policy. Any prohibited item found on a student’s person, in any bag in his possession, in his assigned locker, or in a vehicle that a student has driven to and/or parked on campus, will be considered to be the property of that student.

Bus Services: While traveling to and from school using bus services, students will observe the guidelines set forth by the bus operators as well as the general rules of student behavior outlined in this behavior policy. Because misbehavior on the buses jeopardizes the safety of others, it will not be tolerated. Misbehavior on the bus may result in suspension from or removal from the bus or other disciplinary action including suspension and/or dismissal from school.

Automobiles: Students who drive vehicles to school must operate those vehicles in a careful, responsible, courteous, and respectful manner. Loud music and inappropriate noise from the vehicle within a three-block radius of the school is strictly forbidden. Failure to do so could result in the student not being allowed to drive a vehicle to school.

Drop Off and Pick Up: For safety, students are not allowed to be dropped off or picked up either in front of the main building or on the sides of the main building between 7:00 a.m. and 7:50 a.m. and for 30 minutes after the dismissal of school. Students are to be dropped off and picked up in the back of the main building near the Catanzaro Dining Hall.

Parking: Students parking in the area of the school will respect all persons and property in the neighborhood. The school will make reasonable efforts to protect the vehicles and property of students but will not be responsible for any loss or damage to cars or their contents from fire, theft, or any other cause.

Parking Areas: Parking lots are provided for student use. Students may not park in spaces designated for Partners in Mission. Violation of parking guidelines will result in disciplinary action.

Vehicle Registration: All vehicles brought to school must be registered. Registration will take place at orientation and throughout the year in the Deans Office. Parking in the student parking areas on campus is strictly limited to registered student vehicles. Saint Joseph High School parking tags must be clearly visible and must hang on the rearview mirror or must be displayed on the dashboard.

ATTENDANCE AND PUNCTUALITY

Attendance: A student who is absent must have a parent or guardian contact the school before 7:50 a.m. on the day of the absence. Upon returning to school, the student must also bring a note, describing the reason for his absence, signed by a parent or guardian, and must deliver that note to the Deans Office before he will be admitted to his first class of the day. (No faxes or emails will be accepted.) On the day of his absence, a student may neither attend nor participate in an athletic event, practice, or extracurricular school activity without the specific permission of the Dean of Students.

Saint Joseph High School follows the guidelines set forth by the New Jersey State Department of Education requiring all students attend school on all scheduled school days.

Absences will be considered as **excused** or **unexcused**. An excused absence is one in which the student is absent for a legitimate reason as determined by the Dean of Students. During an excused absence, students are allowed to make up any work missed within three days of their return to school. However, students and parents are expected to keep these absences to a minimum. It is the student's responsibility to contact his teachers about missed work within three days of his return to school. Lack of cooperation on the part of the student in making up work or tests in a timely manner will result in a grade of **F** for the missing work. A student who is absent for a single day prior to or on the day of a planned and announced quiz, test, or assignment must make up that work on the day he returns to school.

An unexcused absence is one in which the student is absent without approval. Students must make up the time and assignments missed during an unexcused absence, and they may not receive academic credit for that work. When a student has an unexcused absence from school, further disciplinary action may be taken. **Absences of**

convenience, such as for trips, days before or after holidays, etc., are considered to be unexcused absences unless permission is granted in advance by the Dean of Students. The Dean of Students may require students to make up time missed due to absences or tardiness regardless of the classification of the absence as excused or unexcused.

Note: Students are required to attend the days of reflection, retreats, field trips, and other required educational experiences conducted for their grade level. Should a student be absent from any of these requirements, the Dean of Students may require the student to participate in a comparable experience, as determined by the Dean, in addition to making up the school time missed.

College Visits: In order to prevent absences from school, students and their parents should begin making college plans and the associated campus visitations early. Students should plan college visits for times when Saint Joseph High School is not in session. Absences for college visits will be excused only when requested in advance. The Dean of Students in consultation with the guidance counselors makes the final decision regarding excused absences for college visits.

Extended Absences: A student who is absent for five consecutive school days must present an original doctor's certificate to the Deans Office before he will be readmitted to class. (No faxes or emails will be accepted.) The student and parent(s) will meet with the Dean of Students to discuss these extended absences.

Excessive Absences: Excessive absenteeism is a serious matter. A student who in the judgment of the Dean of Students has excessive absences, excused or unexcused, or who in his opinion is frequently tardy, may be placed on probation. Students may be required to make up time.

Checking Out During the School Day: Students checking out during the school day should be kept to an absolute minimum. Whenever possible, students and parents must schedule doctor visits and orthodontist, dental, physicals, and vision appointments outside of school hours. When it is necessary for a student to leave school during the day, parents should send the student to the Deans Office before the beginning of the school day with a note requesting permission for the student to check out. (No faxes or emails will be accepted.) This note should also include specific information about the time the student needs to check out, the reason for his checking out, his destination, and his anticipated time of return to Saint Joseph High School. No student may check out of school without the permission of the Dean of Students. Students must report directly to school to check in following approved appointments; they are not to make additional stops before arriving at school. A student who becomes ill during the school day should report to the Dean of Students and/or Health Office so that a parent or guardian may be contacted for permission for the student to check out of school. Students who check out frequently may have to be accompanied by at least one parent or guardian before being readmitted to class.

Punctuality: Students must arrive at school in sufficient time to be present for first period. Any student tardy for school must report to the Deans Office before going to class. Students must report directly to school to check in when tardy; they are not to make additional stops before arriving at school. Students who are excessively tardy to school may be required to make up time before, during, or after school. A student tardy for class

in periods 2 through 8 will be disciplined as deemed necessary by the teacher. The Dean of Students makes the final decision in all matters concerning absences and tardiness.

After-Hours Supervision: Saint Joseph High School offers supervision to its students from approximately 6:30 a.m. to 6:00 p.m. on regular schedule school days. On shortened schedule school days, supervision is offered to students from approximately 6:30 a.m. to approximately two hours after the last period of the school day. Parents are expected to pick up their sons by 6:00 p.m. on regular schedule school days and approximately two hours after the last period on shortened schedule school days. Additionally, parents are expected to pick up their sons immediately after other school-related functions that take place outside of the school day, including, but not limited to, school dances. Parents understand that students cannot reasonably be supervised indefinitely, and it is the parents' obligation and responsibility to pick up their sons within the aforementioned time frame.

GROOMING AND UNIFORM

Students must comply with grooming regulations during the school day and at all school functions. A student's hair must be of moderate, appropriate, and consistent length and thickness in the front, back, top, and sides. Maximum length, including sideburns, is to the middle of the ear on the sides (clearly above the Tragus), clearly above the collar in the back, and when combed forward, clearly above the eyebrows in the front. Hair must be clean and neat and must be cut by a professional no shorter than a #2 guard. There must be a sufficient amount of hair such that the scalp is not visible. Sideburns must not come lower than the middle of the ears. Layered hair, braids, cornrows, Mohawk, Faux Hawk, wedge or fade haircuts, shaven heads, shaving or carving into the natural hairline or eyebrows, dyed, bleached or tinted hair and the like are not acceptable. Students whose haircuts are deemed inappropriate by the Dean of Students will not be allowed to attend class until the infraction is corrected. Each student is to be clean-shaven each day. Parents are encouraged to be alert to potential needs pertaining to this matter.

The school uniform consists of a blue, white, or yellow oxford, long or short sleeve dress shirt purchased from *FlynnO'Hara* with the Saint Joseph High School logo embroidered over the pocket; *FlynnO'Hara* and approved *Old Navy* brand non-pleated, uncuffed khaki pants; a brown or black leather belt that is void of studs, wording, or patterns, with a buckle that conforms to traditional business attire standards; appropriate crew length dress socks; and dark brown or black leather shoes with dark soles that conform to traditional business attire standards.

****Note**** *Seniors may wear the approved green Saint Joseph High School polo shirts, except on Liturgy days and other designated days, including, but not limited to, Guest Speaker days. All Saint Joseph High School polo shirts must be in pristine condition.*

In the Winter Dress Code Period, Freshmen, Sophomores, and Juniors must wear a dress shirt and tie. On Liturgy Days and on other designated days, including, but not limited to, Guest Speaker days, all students must wear an oxford shirt and neck tie. Students may wear bow ties. The tie must be knotted in the proper place, covering the top button of the shirt, which must be buttoned. The appearance of the tie must conform to the traditional business attire standards.

The school uniform must be worn as follows: the school shirt must be tucked in at all times with all of the appropriate buttons buttoned except for the one located at the top, if

not wearing a tie. School shirts with long sleeves cannot be rolled up above the elbows. Only a plain white, short sleeve undershirt may be worn under the uniform shirt. A school issued name tag is worn over the left pocket. Pants must reasonably fit the student's accurate waist and inseam size, must be appropriately hemmed, and must be worn on the waist with the belt securely fastened. No items, including, but not limited to, keychains and/or lanyards, may be visible with the school uniform. Shoes must be worn appropriately including being laced and tied, polished, and worn completely on the back of the foot. When wearing the school uniform, students are required to wear the complete school uniform. In addition, a student deciding to remain in the school uniform outside of school hours must maintain the aforementioned standard. Students are responsible for maintaining their complete school uniform in a clean and neat condition at all times. Students whose uniforms are not in appropriate condition will not be allowed to attend class.

Earrings, necklaces, other facial jewelry or piercings, or body jewelry may not be worn and may not be visible with the school uniform or at any school-related function. Religious jewelry such as crosses or medals may be worn but must be tucked inside the uniform shirt. Visible tattoos or visible piercing holes are a violation of the grooming and uniform rules and are strictly prohibited. Any tattoos or piercing holes that are visible when the student is wearing the regular school uniform, the PE uniform, a team uniform, or other clothing at school or at a school-related function could result in dismissal. All uniform clothing, including PE uniforms and outerwear, must be an appropriate size for the student and should neither be too small nor too large.

Outerwear: Only non-hooded outerwear purchased in the Saint Joseph High School Campus Store, varsity jackets, and approved school team or organization jackets may be worn with the school uniform. (Sleeves cannot be rolled up above the elbows.) No other jackets, shirts, sweaters, or sweatshirts may be worn with the school uniform except for appropriate heavy winter coats as needed while traveling to and from school. Warm-up jackets, jean jackets, army jackets, ponchos or the like may not be worn to school. Hooded Saint Joseph High School sweatshirts may be worn only after school hours. Additionally, any garment that promotes tobacco, alcohol, gambling or promotes or implies behavior contrary to the moral or religious principles of the Roman Catholic Church or the philosophy or policies of Saint Joseph High School is inappropriate and may not be worn with the school uniform or at any school-related function. Baseball caps are acceptable outerwear at most outdoor extracurricular functions, but students are to refrain from wearing hats indoors. The Dean of Students makes the final decision concerning the appropriateness of grooming, uniform, and outerwear.

AREAS OF SPECIAL CONCERN

Alcohol, Drugs, E-cigarettes, or Vaping: The sale, purchase, possession, or consumption of legal or illegal substances or drugs including, but not limited to, alcohol, synthetic drugs, prescription medication not prescribed for the student, vaping devices, either before, during, or after a student's academic day or at any school-related function, is strictly prohibited. Further, students are prohibited from engaging in the sale or possession (under the influence will be deemed possession) of any legal or illegal substances or drugs; students are prohibited from engaging in the consumption of any legal or illegal substances or drugs except for appropriately prescribed drugs for medical treatment. Any talk or other behavior which may arouse suspicion of the sale, purchase,

possession, or consumption of legal or illegal substances or drugs, narcotics, or vaping products, such as but not limited to the possession of drug paraphernalia, is forbidden. Anyone violating this regulation is subject to dismissal. As a condition of continued enrollment at Saint Joseph High School, a student must submit to testing for the abuse or misuse of legal or illegal substances if there is some reasonable suspicion, as determined by the Principal or Dean of Students, of possible abuse or misuse of legal or illegal substances. Such testing is completed at the cost to the parent(s) and will be ongoing in minimum increments of 30 or 90 days for the remainder of the student's enrollment at Saint Joseph High School. Any student who tests positive for or who admits to the use of legal or illegal substances is subject to disciplinary action including dismissal.

Tobacco and Nicotine: The use of any tobacco or nicotine product, including, but not limited to, cigarettes, cigars, chewing tobacco, E-cigarettes, or vaping products, is not allowed on campus, at any school-related activity or any time when a student is wearing any clothing representing Saint Joseph High School. The use of any form of tobacco or nicotine is also not allowed within a three-block radius of the campus or at nearby neighborhood business establishments. Further, a student may not use or have any form of tobacco or nicotine product, E-cigarette, vaping device, cigarette lighter, or matches on his person (especially when the student is wearing any clothing representing Saint Joseph High School), in his vehicle on campus, or in the school locker at any time. Violation of this policy subjects the student to serious disciplinary action including possible dismissal.

Honesty: Valuing the worth and rights of each individual, we expect and trust students to respect the ownership of academic work as an expression of honesty. Therefore, in all classes, assignments, and testing situations, we emphasize the value of honesty and attempt to preserve the integrity of testing situations and of each student's work. Students who violate this spirit of honesty or who in any way abuse the trust placed in them to respect the work of others will be subject to academic and disciplinary consequences possibly including receiving a "0" on the work in question, suspension from class or school, or even dismissal from school. Some examples of behavior that violate honesty in regard to academic work and thus are considered to be academic dishonesty include the following:

- Having visible or readily accessible (for example, opened and not in a zipped book bag) any course-related materials or tools, such as, but not limited to, notebooks, study sheets smaller than a 3x5 index card, outlines, calculators, and the like, other than those specified by the teacher during any in-class evaluation.
- Using electronic devices for the copying or transmission of materials that could compromise an assignment or test's integrity.
- Having any concealed notes or study aids during a quiz, test, or exam.
- Having an electronic device, including, but not limited to, Smart Watches, out or visible during a quiz, test, or exam.
- Participating in any unauthorized communication (language, gesture, or electronic) during a testing or assignment situation.
- Copying work from others or loaning work to others to be copied (except for legitimate sharing of study or class notes).
- Plagiarizing by using others' work and claiming it as one's own or by not crediting others' work when used in an assignment.

- Other forms of dishonesty, including, but not limited to, forging parents' or others' signatures, stealing, willful lying, or refusing to cooperate appropriately by sharing information about wrongdoing with the Dean of Students or any adult, make a student subject to disciplinary action including suspension from class or school or dismissal from school.

Respect: Disrespectful behavior, including, but not limited to, words, actions or the like that demean another person, whether student or adult, is not tolerated and could result in dismissal. Disrespectful behavior includes, but is not limited to, inappropriate language, discrimination, bullying, cyberbullying, harassment, vandalism, hostile tone of voice, belittling remarks or comments, sexist or racist language or acts, insubordination, failure to follow correction, poor care of school facilities and supplies, and any other acts that demean human life. The Dean of Students makes the final decision and clarifies issues considered to be disrespectful.

Social Media: Any postings and/or pictures on social media must be positive and must be representative of Saint Joseph High School's Catholic values. Any violation(s) of this policy, including the spirit of this policy, could result in suspension and/or dismissal. Students who become aware of any violation(s) of this policy are required to report the violation(s) to the Dean of Students, or they will be subject to suspension and/or dismissal as well. The Dean of Students makes the final decision as to what are appropriate postings and/or pictures on social media.

Altercations: Any hostile physical or verbal altercation on the school grounds, at a school-related function, or at a prearranged location is strictly forbidden. Any talk or other behavior which may arouse suspicion of participating in or encouraging others to participate in an altercation on or off campus is prohibited. Any student violating these regulations is subject to dismissal.

Harassment: Every person has a right to his or her own dignity and individuality. Thus, harassment, which includes, but is not limited to, repeated behavior that is detrimental to the rights, dignity, welfare or peace of mind of another person, will not be tolerated. Anyone who harasses another person will be subject to serious disciplinary action including suspension or dismissal.

Language: The use of any language that is impolite, lewd, indecent or contrary to the moral or religious principles of the Roman Catholic Church or the goals and principles of Saint Joseph High School is prohibited and will be handled as a violation of respect for others.

Major Disruptions: Disruptions to the orderly environment of the school are not tolerated. Any conduct by a student whether it be vandalism, malicious mischief, harassment, serious or chronic misbehavior or the like, which disrupts the orderly atmosphere of the academic day or any school-related activity or damages the good name and reputation of Saint Joseph High School could result in dismissal.

Graduation: Appropriate, respectful behavior through the entire Baccalaureate Mass and Commencement Exercise is a graduation requirement at Saint Joseph High School. Any student or guest violating this expectation may forfeit the student's privilege of receiving a Saint Joseph High School diploma. The Principal makes the final decision concerning the appropriateness of behavior at commencement.

Off Campus: Students are required to be on campus at all times during their academic day unless they are given permission to leave by the Principal or the Dean of Students.

The academic day begins with a student's arrival at school and continues through the completion of his last scheduled period. Anyone violating this regulation is subject to dismissal.

Theft: Theft of any sort is strictly forbidden and could result in dismissal. Entering other students' lockers or the locker rooms or classrooms or Partners in Mission work areas without proper supervision is not allowed. The sale or purchase of any property at school is not allowed. Such sale or purchase of property or any other talk or behavior which may arouse suspicion of theft or wrongdoing is a serious violation that makes the student subject to suspension or dismissal.

Vandalism: Vandalism, intentional damage or damage as a result of misuse of any sort to school property, including, but not limited to, computers or to the property of Saint Joseph High School students or employees, is strictly forbidden and could result in dismissal.

Weapons: A weapon is defined as any instrument (including, but not limited to, firearms, knives, clubs, any gas, liquid or other object or substance) that in the manner used could or may cause bodily harm. No student is permitted to possess or pass on to others any such instrument or ammunition while on the school grounds or at any school-related function. Anyone violating this regulation is subject to suspension or dismissal.

NOTES:

- Use or possession of any medication while a student is on campus must be reported to the Health Office and/or Student Services Office. A note from a parent along with instructions and/or an original doctor's note or prescription along with the medication must be brought to the Health Office and/or Student Services Office, where the medicine is stored. Students can then take medicine from the Health Office and/or Student Services Office according to parent/doctor instructions with proper time documentation completed in the Health Office and/or Student Services Office.
- Possession of a weapon by anyone (student, non-student or adult) on school property, on a school bus, within one thousand feet of school property or at a school-sponsored function, is a violation of the New Jersey Criminal Code.
- A student accused or suspected of serious wrongdoing may be placed on a study program in or out of school pending the outcome of a judicial proceeding or internal investigation.

MAJOR DISCIPLINARY ACTIONS

Serious disciplinary issues, which lead to a consideration of dismissal of the student or students involved, are discussed and reviewed by the Disciplinary Committee which is appointed by the Principal. After its deliberations, this group makes a recommendation to the Principal. The Principal then decides what action is to be taken.

Suspension: This disciplinary action places a student in jeopardy of being dismissed from Saint Joseph High School. It requires that a student not attend class for a stated period of time. Suspension from school requires that a student not return to school until told to do so by the Dean of Students. Suspension from class or classes requires that the student report to school to be disciplined under the direction of the Dean of Students. In the case of suspension, the student must make up work missed, and the Dean of Students, in collaboration with the Dean of Studies, will determine academic credit.

Probation: This disciplinary action places a student in jeopardy of being dismissed from Saint Joseph High School. During the stated length of time the student is on probation, no serious behavior difficulties are tolerated. A violation of probation will lead to further disciplinary action, which could include dismissal from school. During the probationary period, the Dean of Students evaluates the student's attitude and performance to determine whether to remove him from probation or to take additional action.

Dismissal: This disciplinary action requires that a student withdraw from Saint Joseph High School.

SAINT JOSEPH HIGH SCHOOL ACCEPTABLE USE POLICY

These guidelines are provided to ensure efficient, ethical, legal, and proper utilization of all electronic resources in accordance with the mission, philosophy, and values of Saint Joseph High School. **Users of the school's technological resources must be aware that any actions taken by them, including their online activities, will reflect upon the school and must be in support of education and research consistent with the ideals of Saint Joseph High School. The Principal will have the authority to use his discretion to determine appropriateness in any area of uncertainty.**

1. Saint Joseph High School reserves the right to prioritize use and access to all of its resources and the right to obtain any electronic communication or files transmitted through or stored on school equipment or applications. Transmission of any material in violation of any national or state regulation, including, but not limited to, copyrighted, threatening, or obscene material, is prohibited.
2. Saint Joseph High School provides Internet access to its constituents to promote research, communication, and collaboration. With access to people and information worldwide comes the availability of material that may not be of educational value in the context of the school setting. Saint Joseph High School takes precautions to restrict access to inappropriate material; however, this restriction does not in any way diminish each user's responsibility to act ethically and legally. Should a student accidentally access inappropriate material, then he should "hide" his screen and immediately notify the nearest Partner in Mission.
3. When using the school's electronic resources and posting information online, users must behave in an ethical and legal manner. Users are prohibited from copying or claiming others' work as their own. Users must also fully comply with all copyright laws.
4. Use of the school's network for personal or financial gain, product endorsement or advertisement, political lobbying, visiting online discussion groups or forums, or for non-school-related transactions involving the transfer of money, merchandise, services, or personal information is strictly prohibited.
5. Partners in Mission can make discretionary decisions that may impact the use of electronic devices or data in the interest of a viable learning environment and for legitimate pedagogical purposes. All students must have access to a personal electronic device for completing legitimate academic coursework and remain compliant with school policy. Personal computers used on campus must be registered with the school's Technology Department and may be used with the approval of individual Partners in Mission.
6. Individuals are solely responsible for the security of their personal device. Saint Joseph High School and its employees are not responsible for the device if it is lost, stolen,

damaged, etc., nor does Saint Joseph High School provide technical assistance for users' personal devices, except for the completion of academic work or research.

7. Devices and system accounts may only be used by the authorized owners (students and parents/guardians) for the purposes defined in this policy. Users are not to share their personal devices, accounts, or passwords with another person. Ultimately, each user is responsible for all activity under his accounts.

8. Any attempt to "hack" into the school's network, to circumvent existing security measures, or to harm or destroy any data, hardware, or software, including the loading or creation of unauthorized data or programs on school equipment, is strictly prohibited.

9. Nothing in this policy is intended to preclude the appropriate use of all electronic resources in conformity with school policies and procedures found in the Student Handbook.

10. Violations of any of the conditions of use will be cause for disciplinary action including, but not limited to, financial remuneration, suspension, and/or dismissal from school as outlined in the Student Handbook at the discretion of the Principal.

STUDENT ACTIVITIES

INTRODUCTION

Saint Joseph High School provides a variety of co-curricular, extracurricular, and athletic activities in an effort to promote educational and social opportunities that will enable the student to realize his talents and interests and to learn how to live, work, and share with others. These activities not only add to the enjoyment of school life but also permit the student to develop broader insights and experiences in the academic, cultural, political, social, and athletic areas.

CO-CURRICULAR ORGANIZATIONS AND EXTRACURRICULAR ORGANIZATIONS PURPOSE

"We believe that high quality extracurricular organizations help to develop students' pride in their school and in themselves. If students feel good about themselves and about their school's extracurricular activities, there is a better chance that they will feel good about classroom work, discipline, and any other aspects of school that are necessary to develop them into the type of persons God has created them to be." (Educational Mission and Ministry, Brothers of the Sacred Heart)

LETTERING AND AWARDS POLICIES

The general qualifications for lettering are duration of participation, dependability, attendance at club functions, attitude, and service. The specific lettering policy for each organization that offers an extracurricular letter is outlined clubs and approved by the Director of Student Activities. Students who letter have the privilege of wearing a cloth letter on an extracurricular letterman's jacket purchased through the Campus Store. No additional decoration may be added to a letterman's jacket unless it is issued for that express purpose by the school.

At the completion of an academic and/or club activity, a student who has lettered may order an extracurricular letterman's jacket through the Campus Store. The student pays for the jacket. The school pays the cost of the letter and the insignia patch.

CONDUCT OF CLUB MEMBERS

- Club members must dress appropriately and conform to the grooming policies in the behavior section of the Student Handbook.

- At club-sponsored events, members will conduct themselves in a respectful and cooperative manner.
- At club-sponsored events, or traveling to and from such events, members will conduct themselves in a manner consistent with their status as a Saint Joseph High School student following all the guidelines for behavior outlined in the Student Handbook.

ATHLETICS

PURPOSE

The athletic program strives to develop a student's ability to think both as an individual and as a member of a group; to improve his motor skills; to encourage better health and physical fitness; to instill the desire to excel and succeed; to develop an appreciation of wholesome recreation; to foster high moral and ethical standards and to develop a sense of self-discipline and emotional maturity; to stress high ideals of fairness; and to instill high standards of school spirit and loyalty.

Saint Joseph High School maintains a strong commitment to sportsmanship in every aspect of its athletic program. It is expected that all students, student-athletes, and parents show respect to opposing teams, game officials, and each other while attending or participating in Saint Joseph High School sporting events. Anyone who violates the ideals of sportsmanship is subject to ejection from Saint Joseph High School sporting events, and any student who violates these ideals is subject to further disciplinary action as outlined in the school's Behavior Policy. Expectations of sportsmanship include the following:

- Respecting all persons involved in an athletic event
- Respecting contest officials and their decisions
- Applauding the players and coaches of both teams
- Avoiding derogatory yells, chants, songs, or gestures
- Avoiding the use of profanity or displays of anger
- Being a positive, exemplary role model for your team and school

Saint Joseph High School abides by the New Jersey State Interscholastic Athletic Association (NJSIAA) scholastic eligibility rules. In addition, Saint Joseph High School requires that all non-varsity as well as varsity student-athletes meet these standards. If a student-athlete does not maintain these guidelines in the first quarter, then he may be declared ineligible for the remainder of the first semester. If a student-athlete does not maintain these guidelines in the second quarter, then he will be declared ineligible for the second semester. If at the end of the first semester, a student-athlete does not meet the standards, then he will be placed on academic probation. The School Leadership reserves the right to remove from any sport any student-athlete who fails to meet the Saint Joseph High School or NJSIAA standards.

LETTERING AND AWARDS POLICIES

Athletic lettering is limited to the varsity level. The general qualifications for lettering are extent of competition, participation in the current season, growth in team spirit, dependability, attitude toward practice and training rules, sportsmanship, attitude and behavior in the classroom and on campus, and membership on the team at the end of the season. The specific Lettering Policy for each sport is approved by the Director of Athletics.

Students who letter have the privilege of wearing a cloth letter on an athletic letterman's jacket. The school letter will bear the insignia patch of the sport in which the student has lettered. No additional decoration may be added to a letterman's jacket unless it is issued for that express purpose by the school.

At the completion of his freshman year, a student who has lettered as a freshman may order an athletic letterman's jacket. The same rule applies to students completing their sophomore, junior, or senior year. The student pays for the jacket. The school pays the cost of the letter and the insignia patch.

CONDUCT OF STUDENT-ATHLETES

- On road trips, student-athletes must dress appropriately and conform to the grooming policies in the behavior section of the Student Handbook.
- On the field of competition, student-athletes will conduct themselves in a respectful and cooperative manner, displaying the highest level of sportsmanship.
- At sporting competitions, or traveling to and from such events, student-athletes will conduct themselves in a manner consistent with their status as a Saint Joseph High School student following all the guidelines for behavior outlined in the Student Handbook.

ELIGIBILITY

- Saint Joseph High School athletics are a privilege that is reserved for currently enrolled Saint Joseph High School students. No other student-athletes will be allowed to participate in Saint Joseph High School athletics or activities.
- To participate in the athletic program, students must be in good standing in school.
- Students must provide the school with a certified birth certificate and have an annual physical examination administered by a qualified physician.
- To be eligible to participate in athletics, a student must meet the requirements, including, but not limited to, enrollment requirements, set forth by the NJSIAA.
- In order to participate in a school year, a student may not be 19 years of age before September 1 of that year.
- Students must not have competed under false names or for money or merchandise of value and must have complied with all other provisions of the amateur rule.
- Upon entering the freshman year, students are eligible to compete for at most eight consecutive semesters.

APPENDIX

MISCELLANEOUS

AED (Automated External Defibrillators) Policy: The school has deployed AED units at strategic locations around campus. These devices are important life-support pieces of equipment to be used only by qualified persons certified in their use and in the administration of CPR in the event of a medical emergency. Should such a medical emergency exist and an AED unit is used, the School Leadership should be notified immediately. No other use of this equipment is permitted.

Asbestos Management Plan: Saint Joseph High School is in full compliance with the Asbestos Hazard Emergency Response Act. The school was initially inspected and has undergone its required re-inspections. The originally approved management plan has been re-approved, is on file, and is available for anyone who requests to review it. The

school has also adopted the necessary safety standards for those people who could be exposed to asbestos.

Awards Program: The school awards program is designed to recognize the contribution of each student to the activity or activities of his choice. During ceremonies organized by the school, letter awards, certificates, plaques, and special performance trophies are presented during the fall and spring semesters. All awards and special recognition (curricular and co-curricular) presented to a student are subject to the approval of the Principal, the Director of Student Activities, and the Director of Athletics.

Busing: Round-trip busing may be available to students. (Contact the Director of Transportation for information.)

Campus Store: School-related items are available in the Campus Store. (See website for Campus Store hours.)

Communication: Official communication from Saint Joseph High School will be delivered to students and parents through the Saint Joseph High School assigned Gmail accounts and through the Saint Joseph High School website www.stjoes.org. Students and parents are expected to access their Saint Joseph High School assigned Gmail accounts daily and to respond to messages within 24 hours. Emergency information will be communicated through *SchoolMessenger*.

Evacuation Drills, Fire Drills, Lock Down Drills, and Shelter in Place Drills: Evacuation drills, fire drills, lock down drills, and shelter in place drills are conducted periodically during the school year. Exit routes and procedures for vacating the building are posted in each classroom. Silence is to be strictly observed during all drills. Students and Partners in Mission are also instructed in procedures to be followed for all drills.

Events Not Sponsored by Saint Joseph High School: There will be workshops, camps, and other events held during the school year and during the summer months that are not sponsored by Saint Joseph High School. Students may be invited to attend these events. At these events, they will not be supervised by Saint Joseph High School Partners in Mission. Students may attend these events at their parents/guardians' discretion.

Parents Club: The Parents Club is one of the prime means of communication between home and school. The group meets periodically during the school year. Through their many social activities, the club works with the school for the overall betterment of the school. All current parents/guardians are members of the Parents Club.

Varsity Club: The Varsity Club works with the school and provides support for our student-athletes. The club provides support that is approved by the school by coordinating events and fundraising for Saint Joseph High School athletics in the form of uniforms, equipment, and/or other needs.

Health Services and Student Insurance: A full-time nursing staff is employed to be of service to the students and Partners in Mission in case of illness or injury.

- A student who becomes ill or is injured is to report to the nurse. If the nurse is not available, then the student must report to the Main Office. A student who leaves school because of illness may not drive himself. A parent/guardian or adult designee must sign out and transport the student. Also, a student who leaves school because of illness may not attend or participate in any extracurricular activities that day.

- Any injury sustained in school, on school grounds, or at any school function is to be reported to the nurse as soon as possible. Any student injured during school or during any extracurricular activity must follow these guidelines:
 - An accident form is to be completed by the nurse and/or coach (moderator)
 - The parent/guardian is to employ his/her insurance policy first as the primary coverage.

All students are enrolled in the school's secondary insurance plan, a supplemental plan which may provide reimbursement for out-of-pocket medical expenses not covered by a family's primary insurance for injuries incurred by a student as a result of a school-related accident. **It is the responsibility of the student and his parents/guardians to notify the Health Office, Athletic Trainer, and/or Main Office of an injury immediately after it occurs. Parents are responsible for completing claim forms with the assistance of an attending physician in a timely manner.** Failure to do so may result in a denial of benefit reimbursement. Further information about this plan is available from the Main Office.

Any student first entering Saint Joseph High School (freshman or transfer student) must have a doctor's physical examination completed before the first attendance date. No child will be admitted to school without proper proof that the child has been immunized as required by the laws of the State of New Jersey, N.J.S.A. 26:1A-9.

All students must have a doctor's physical examination at least once per school year. The student's physical examination must comply with state regulations and must be documented on the state form only.

Medicines: Students are not permitted to carry medicines at school. Any student who must take medicine during the school day must bring the medicine to the Health Office and/or Student Services Office when he arrives at school and report to that office for the administration of the medicine. The medication must be in the original pharmacy-labeled container, and the parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. If a student is required to have an Epi-pen on hand for him in case of emergency, anaphylaxis, then a form for authorization to Administer Epinephrine must be completed and signed by the doctor and the parent/guardian.

Prayer and School Announcements: During prayer and announcements made over the public address system, all movement and activity is discontinued so that full attention, in silence, may be given. Announcements require the permission of the Dean of Students.

Public Information and Communication Release: Enrollment of a student in Saint Joseph High School constitutes the consent of his parents or guardians for the student's name, voice, or likeness to be used in news publications, audiovisuals, and other electronic transmissions including the school's website on the Internet, issued by employees or designees of Saint Joseph High School or by members of the media with permission of officials from Saint Joseph High School or offices within the Diocese of Metuchen without compensation or reimbursement of any kind related to this use. These informational items may include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings, Internet postings, or electronic transmissions related to school activities. Further, enrollment of a student in Saint Joseph High School constitutes the consent of his parents or guardians to release, indemnify, and hold harmless Saint Joseph High School, the Roman Catholic Church of the Diocese of Metuchen, their

directors, officers, agents, pastors, employees, and insurers from any and all claims and or damages on behalf of themselves and their child arising from the publication of students' names, photographs or likenesses on videotape, and/or film on Saint Joseph High School's website, on the Internet.

Readmission of Students: Once a student has been asked to leave Saint Joseph High School because of academic or behavioral issues, he will not be readmitted. If a student has left Saint Joseph High School for any reason acceptable to the School Leadership, then readmission will be considered depending upon available space at the time the student wishes to be readmitted. If space is available, as defined by the Principal, then regular admission considerations and procedures apply.

School Dances: Student dances are sponsored by the Student Council and the Student Services Office. ***It is each student's responsibility to arrange for his prompt pick-up after school dances.*** Late pick-up of a student after a school dance may result in that student being barred from attendance at future school dances. Only Saint Joseph High School students, their dates, and girls from the area schools may attend school dances. School I.D. or proof of enrollment is required. Once a student leaves the school dance, he or she will not be allowed to re-enter.

Any pictures taken at school dances and/or at school-related functions, including, but not limited to, senior portraits, must be approved by the Dean of Students. Any pictures that are deemed inappropriate will not be issued, and no refund will be granted.

Student Academic Records: Saint Joseph High 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. If there is a court order specifying that no information is to be given, then it is the responsibility of the custodial parent to provide the school with a court-certified copy of the custody section of the appropriate decree.

Student ID Cards and Biometric Finger Scans: Each student is issued an ID card, valid for the school year, during the first week of school. He is expected to have his current card with him at all times during the school day and at all school-related functions. The student ID card is necessary to check out materials from the Zenga Library and Media Center. A student's Biometric Finger Scan gives a student access to his credit balance for purchases of food and other items from Food Services.

1. The ID card is presented for admission at most regularly scheduled home athletic competitions; it is not valid for admission to non-regular season competitions.
2. If the ID is lost, then the Deans Office will provide a new card for a fee.
3. Students must maintain a positive balance on their ID/Debit cards at all times.

Telephone Calls to School: Phone calls to the school and to the school office should be placed between 7:30 a.m. and 2:30 p.m. Teachers are not called from the classroom for phone calls. Parents are asked to leave word with the receptionist to have a Partner in Mission return a call or to leave a voice mail message. Parents may email any Partner in Mission. Except in case of emergency, telephone messages are not delivered to students during the school day.

Trademark Management: Saint Joseph High School ("School") policy provides that the names, logos, trademarks, and other identifying Marks of Saint Joseph High School are protected and cannot be used without the express approval of the School or its designated

representative. The School Leadership is delegated the responsibility to take whatever steps are reasonable and necessary to enforce this policy. This policy promotes and protects the School through implementation of a management system which establishes the means of consistent, favorable, and professional use of the Marks; to fulfill the legal obligations of the Marks; to protect the consumer from deception or from faulty or inferior products and services bearing the School's Marks; to provide fair and equitable treatment of all licenses; and to realize and distribute earned royalties and other revenues for the benefit of the School. The School delegates the legal protection, management, and enforcement of the rights in the Marks of the School to the School Leadership. This policy acts as the basis of the School's management of the School's Marks. External use of the Marks by external entities is managed by the School with the following principles: Licensing is required for all users; the Marks must be licensed to the user, and the use must be approved by the School. All requests to register or to use a Mark must be submitted for approval to the School.

Working Papers: Students may obtain Working Papers from the Guidance Office. An authorized signature is obtained from the Guidance Office.