

Mission Statement: Saint Joseph Regional High School, under the auspices of the Archdiocese of Newark, is a college preparatory school for young men founded in the Xaverian tradition of Catholic education. The school strives to develop the fullness of the student's God-given potential, intellectually, spiritually, morally, physically and emotionally, in a nurturing Christian environment. This family atmosphere is an integral part of the teaching and learning process as the school seeks to form the *Vir Fidelis*, the Faithful Man who possesses a commitment to living and proclaiming the Gospel of Jesus Christ. In realizing its mission, the school counts as its graduates students who can think critically, act responsibly, lead ethically, serve generously and emulate humbly the example of its patron, Saint Joseph.

BELIEF STATEMENTS

At Saint Joseph Regional High School, we believe that the following principles lie at the heart of the school's mission:

- Students best mature and develop a sense of accomplishment in an intimate community where the unique gifts and talents of each individual are recognized and nurtured.
- The foundation for long-term scholastic growth and success is a demanding academic program that also develops organizational skills, encourages problem-solving and promotes effective communication..
- Students must come to understand the richness of the spiritual and liturgical traditions of the Church, and bring life to those traditions through service to others and active Catholicity.
- In order to grow intellectually, students must feel both challenged and encouraged in a safe environment where the ideas of all are welcomed and respected.
- In all of their actions, the members of the school community strive to conduct themselves with fairness, equity and dignity, and to maintain a moral and spiritual code of conduct that is rooted in the Gospel values.
- Students must come to understand the responsibilities that freedom entails, and develop the leadership and participation skills necessary to fulfill the ideals of justice and service to one's country.
- Education develops all aspects of an individual: intellectual, spiritual, physical, emotional. Crucial to this process is a diverse and challenging program of interscholastic athletics and a comprehensive activities program, including the fine arts, that nurtures each individual's unique talents.

STATEMENT OF PHILOSOPHY

Saint Joseph Regional High School is very much driven by the charism of the Xaverian Brothers, the religious order which formally administered the school from its inception in 1962 until 1997. Founded by Theodore James Ryken in 1839, the Xaverian Brothers have always been a teaching order, one whose mission it has been to bring the Word of God to individuals in formation, either through missionary work or education.

Thus, Saint Joseph Regional High School is an academic community where students develop a sense of self-worth and accomplishment through the recognition of each individual's gifts and talents. Though its admissions process is selective and its expectations demanding, the school seeks to educate students of varying academic abilities and to develop a culture where all are able to succeed. The school provides its students with the foundation for long-term academic growth and success through a rigorous college preparatory program, study skills instruction, an emphasis on a disciplined work ethic and a commitment to life long-learning.

Essential to its mission as a Catholic school, Saint Joseph Regional High School acknowledges a responsibility to pass on to its students the richness of our spiritual and liturgical traditions so as to aid them in their formation as individuals, husbands, fathers and future care-takers of our Deposit of Faith. Specifically, it is through a rich tradition of Catholic education, community service and retreats that students are provided with a variety of opportunities to explore and serve the Church, the community and each other.

Essential to its mission as a college preparatory institution, Saint Joseph Regional High School provides a safe, structured environment where students are both encouraged and challenged to grow intellectually through the efforts of a concerned, dedicated and experienced faculty. The school develops in each student the capacity for critical thinking and the confidence and skills necessary to communicate effectively in speech and writing. In this effort, the school instructs its students in the technology they will need to be successful in a rapidly changing world, not as a replacement for critical thinking, but rather, as a tool to facilitate that thought.

Above all else, Saint Joseph Regional High School is an institution where the values of family and community are paramount. This emphasis on family is an appropriate reflection of the school's patron, Saint Joseph. Just as Joseph, as head of the Holy Family, nurtured and protected Mary and his son, Jesus, so too does the school seek to cultivate its graduates as true men of faith, its *vir*

fidelis whose dignity and selflessness are worthy of the respect of others. These faithful men should bear witness to Jesus Christ as practicing Catholics, uphold the values of freedom and the responsibilities of leadership in their community, contribute to the betterment of their fellows through the utilization of their education and demonstrate the true generosity of the gospel message by committing themselves to the service of others.

Saint Joseph Regional High School

ADMINISTRATION

Principal.....	Mr. Barry Donnelly '71
Vice-Principal/Director of Admissions.....	Mr. Michael J. Doherty '82
Assistant Principal (Academics).....	Mr. John Vreeland
Assistant Principal (Discipline).....	Mr. Robert Mackie
Director of Athletics.....	Mr. Anthony J. Karcich
Director of Campus Ministry.....	Deacon Joseph Sisco
Director of Guidance.....	Mr. Thomas Krenn
Director of Development.....	Mrs. Tracey Taylor
Director of Alumni Affairs.....	Mr. Augie Hoffmann '99
Director of Campus Maintenance.....	Mr. Jan Czerepak
Director of Technology.....	Mr. Letterio Sgarlata
Information Management Specialist.....	Mr.s Sharon Mistretta

GUIDANCE DEPARTMENT

Grades 10 through 12	Mr. Thomas Krenn
Grades 10 through 12	Mrs. Susan Jacques
Grade 9.....	Br. John Dunning, F.M.S.

ADMINISTRATIVE SUPPORT

Administrative Secretary.....	Mrs. Silvana Maugeri
Business Manager.....	Mrs. Brenda Meyer
Development.....	Mrs. Martha Canavan
Executive Secretary	Mrs. Catherine Madonna
Administrative Assistant.....	Mrs. Annette Gardella
Administrative Assistant.....	Mrs. Linda Karcich
Administrative Assistant Guidance.....	Ms. Susan Scova
Nurse.....	Mrs. Judith Corker, RN

FACULTY

Mrs. Ann Marie Brennan.....	Mathematics
Ms. Agatha Buron.....	Spanish
Mrs. Joanne Cavera.....	Science, Theology
Mr. Frank Coppola.....	Social Studies, Theology
Mr. Daniel Davis '99.....	Theology
Mrs. Maryellen Grillo.....	Art
Mr. Frank DeVito.....	Social Studies
Mr. Nicholas DeVito '97.....	Social Studies, Mathematics
Mr. Daniel Distaulo '99.....	Mathematics
Ms. Judith Donegan.....	Science
Mr. Barry Donnelly '71.....	English
Mr. Frank Eppolito.....	Science
Mrs. Maria Erickson.....	Study Skills
Mr. James Huebner.....	Mathematics
Mr. Augie Hoffmann '99.....	English
Ms. Susan Jennings.....	Theology, Social Studies
Mr. Steven Kenny.....	Theology, English
Mr. Joseph Kievit.....	Mathematics
Mrs. Roger Kintish.....	English
Mr. John Lanari.....	Social Studies
Mr. Joseph Loverchio.....	Physical Education, Social Studies
Mr. Robert Mackie.....	Mathematics
Mr. Eugene Malattera.....	Science
Mr. Joel Peters.....	Theology
Mr. Joseph Purcella.....	English
Mr. Frank Salvano.....	Physical Education
Mr. Paul Salvati.....	English
Mr. Ronald Sandgran '99.....	Social Studies
Ms. Ana Santiago.....	Spanish
Mr. Letterio Sgarlata.....	Technology
Deacon Joseph Sisco.....	Theology
Mrs. Gloria Tsironis.....	French, Spanish
Mr. John Vreeland.....	English, French

(201) 391-3300.....Main Number
(201) 391-8978.....Athletic Office
(201) 391-2099.....Guidance Office
(201) 391-8073.....Fax Number

History: In 1960 Archbishop Thomas Boland of the Archdiocese of Newark launched a campaign to build ten Archdiocesan Secondary Schools. Prior to that time, the only Catholic high schools in the area were parish schools or private schools founded by religious orders. In 1962 Saint Joseph Regional High School was the fourth school to be established under the Archdiocesan expansion program.

In 1962 the Congregation of the Brothers of Saint Francis Xavier (Xaverian Brothers) accepted Archbishop Boland's invitation to administer Saint Joseph Regional High School. While construction of a new plant was being completed on Chestnut Ridge Road, the school took up residence in a wing of Our Lady of Mercy Grammar School in Park Ridge. In 1963 the students and staff moved into their permanent home in a 36-classroom structure on a 33-acre campus in Montvale. Time has been witness to the physical, academic, and spiritual growth of both school and community.

Saint Joseph Regional High School is owned and administered by the Archdiocese of Newark. At Saint Joseph, a dedicated teaching and counseling staff, composed of Xaverian Brothers, Marist Brothers and laity stand ready to serve the young men of Saint Joseph Regional High School.

Non-Discrimination Policy: Saint Joseph Regional High School admits students of any race, color, national, or ethnic origin to the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admission policies, financial aid programs, and athletic and school sponsored activities.

Purpose and Use of the Handbook: The Handbook exists to foster the efficient operation of Saint Joseph Regional High School. To meet this objective, the school administration is given flexibility to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

Amendments to the Handbook: This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

Academic Awards Convocation: Each Fall an Academic Awards Convocation is held at which the scholastic achievements of Saint Joseph students from the previous year are celebrated and recognized by the entire school community. Normally, recognition is given to the "number one", "most improved", and, where appropriate, the "outstanding" students in each class section in each subject. Recognition is also given to students ranking in the top ten of each class, to students who achieved perfect attendance, and to students receiving special scholarship awards.

Accreditation: Saint Joseph Regional High School is a four year college preparatory secondary school and is accredited by the Middle States Association of Colleges and Secondary Schools.

Activities: Saint Joseph Regional High School attempts to offer a program of extracurricular activities which is diverse enough to interest all students. Because participation is an enriching experience, all students are encouraged to join in some phase of this program.

Aegis – This is the student-produced school yearbook which is published annually in June. Graduating seniors automatically receive a yearbook, and additional copies may be reserved in advance for purchase.

The Guardian – This is the official school newspaper. It is written and edited by students and is normally published six times per year, and distributed during homeroom periods.

School Musical – The school musical is a highlight of the academic year. Students come together and have their talents both discovered and blended into a theatrical production that anyone would be proud to be associated with. Past productions include: *West Side Story*, *Cabaret*, *Into the Woods*, *How to Succeed in Business*, *Footloose*, *Les Miserables*, *The Prince and the Pauper*, *Miss Saigon*, *Urinetown: the Musica*, *The Who's Tommy* and *Curtains*.. No previous stage experience is necessary as parts are found for all SJR students whether in the cast or on the stage crew. Sign-ups and auditions are held in October. The production occurs in Jan-Feb.

In 2008, St. Joseph Regional High School also made a commitment to presenting an annual “non-musical” production (a drama, comedy or literary classic) each spring. Our first three “non-musicals” have been *The Crucible*, *Lend Me a Tenor* and *A Few Good Men*. These productions are staged in May.

Student Council – The Student Council is the official student organization whose purpose is to organize and preside over many aspects of student life at Saint Joseph. Among the council’s responsibilities are the coordination, support, and publicity of all student activities, and acting as the official liaison between the student body and the faculty and administration. Through its efforts, the Student Council helps to create and foster the feeling of “esprit de corps” at Saint Joseph.

Student Council officers (President, Vice-President, Secretary, and Treasurer) for each school year are elected the preceding spring by the general student body. Elections for homeroom representatives and for freshmen class officers are held in the fall. The Executive Committee consists of the four school-wide officers, the Presidents and Vice-Presidents of each of the four classes, and the appointed chairs of various committees.

Other Clubs and Activities: Students are encouraged to become members of one or more of the following clubs and activities:

Academic Decathlon	Art Club
Campus Ministry	Chess Club
Chorus	Ecology Club
French Club	Intramurals
Jazz Band	Literary Magazine
Mock Trial	WSJR Television Studio
Prom Committees	Science Club
Spanish Club	Stage Crew

Admissions Policy: Students who make application to enroll in Saint Joseph Regional High School are required to:

- Sit for an entrance examination given by the Archdiocese of Newark (at established testing centers on specific dates).
- Provide Saint Joseph with a final transcript and standardized testing from the student’s elementary (previous) school.
- Have an interest and desire in attending Saint Joseph.
- Participate in an interview with the Admissions Committee.

- Have the approval of the Admissions Committee.

Advanced Placement: Advanced Placement programs are available to those students who are both interested in and qualified for the following areas: English, World Language, Social Studies, Mathematics, and the sciences. Qualified seniors may also participate in the college credit English course through Saint Peter’s College. Students must typically maintain a 90+ average in an honors level course to be considered “qualified” for an advanced placement program in that discipline.

Asbestos Management Plan: Saint Joseph Regional’s Asbestos Management Plan is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

Athletics: Saint Joseph Regional High School is a member of the NJSIAA and the NNJIL, and is therefore bound by all of the rules, regulations, and policies of these organizations. Saint Joseph offers an interscholastic program which includes football, soccer, cross country, basketball, bowling, ice hockey, indoor track, wrestling, baseball, golf, lacrosse, tennis, and track.

Facilities: The Saint Joseph campus boasts some of the finest athletic facilities in the area, including the Robert J. Dinallo Stadium, a gymnasium, soccer field, two baseball diamonds, batting cages, lacrosse field, outdoor track, four tennis courts, wrestling room, and field house with weight training equipment well as a full locker room and shower facilities. The Anthony M. Dinallo Athletic Center provides students with a modern weight training and locker room facility.

Physical Examinations: A physical examination is required each year if a student is to try out for any interscholastic team. No student is permitted to practice or try out with any team unless he has acquired the necessary physical and parental permission.

Wrestling: The NJSIAA has special regulations for students who participate in high school wrestling. All candidates for a high school wrestling team must secure a special “weight sheet” signed by a physician before he may try out or begin to practice.

Equipment: Students are responsible for the care and maintenance of any uniforms or athletic equipment issued by the Athletic Department, and will be assessed a fee to cover the repair or replacement of any lost, stolen, or seriously damaged items.

Athletic Activity Fees: Activity fees may be levied on the players on some teams to cover the specific excess expenses involved in those sports. All athletic activity fees are to be paid directly to the Business Office. Failure to do so may result in the player's suspension, and/or withholding report cards, etc.

Sportsmanship Guidelines for Athletes: Athletes and coaches representing Saint Joseph Regional High School are expected to conduct themselves as gentleman, exhibiting sportsmanship behavior at all times, whether winning or losing, toward officials, spectators, and opponents. Athletes are reminded that their responsibilities as representatives of the Green Knights are not limited to the athletic event itself, but also include the locker room areas and travel to and from athletic contests. Poor conduct by a student athlete may be cause for loss of eligibility or more serious disciplinary sanctions.

Sportsmanship Guidelines for Spectators: Spectators should show courtesy and self-control in speech and action, especially toward game officials, cheerleaders, and members of opposing teams. Saint Joseph subscribes to and enforces the following guidelines set forth by the NNJIL:

- Do not boo.
- Accept the decisions of officials in good grace.
- Never attempt to rattle the opponent.
- Never utter abusive or irritating remarks from the sidelines.
- Gambling on games is strictly prohibited.
- Do not endanger the safety or comfort of others, for example, by the throwing of objects.
- Follow directions for the purchase of tickets, entrance to the game, and seating while at the contest.
- All horns, whistles, confetti, noisemakers, and trouble-provoking signs and banners are prohibited.
- Do not go on the playing field, floor, ice, or into roped off areas during, before, or after the event.
- Carry student identification at all times, and present it personally when requesting student privileges.

Attendance: Attendance by students is the basis of a profitable educational experience. Prolonged or excessive absence of itself is not a basis for failure as long as course work missed during an absence is successfully completed.

Students who are absent are required to make up any class work or homework assignments given during their absence. It is the responsibility of the student to see each of his teachers about missing assignments immediately upon his return to school. In the case of extended absences, assignments may be obtained from classmates or by calling the School Nurse. Students who are deemed "unexcused" absent are not extended the privilege of making up assignments.

Absences totaling more than 10 times per year are considered excessive. Students who are absent 18 times or more may receive no academic credit (9 times for 1-semester courses), if excessive absence results in poor academic performance, is a manifestation of a lack of commitment to the educational process, or demonstrates other difficulties.

Saint Joseph Regional High School feels very strongly that neither parents nor students should be allowed to significantly deviate from the school calendar for their own convenience. Therefore, doctors' appointments, college interviews, and personal matters should be scheduled so as not to conflict with school time. Vacations should be arranged during scheduled school holidays only. Failure to adhere to this policy may result in the absence(s) being considered "unexcused".

Students are required to be in class or a scheduled activity at all times. In any case of absence or lateness, a student's parent or guardian **must** call the school between 7:30 and 9:00am at (201) 391-3300.

In addition, a student having been absent from school **must** present a note from his parent, guardian, or physician before being permitted to attend class. The note should contain the student's full name, homeroom, dates absent, and the reason. Any student who forges, alters, or falsifies such a note will be suspended from school.

A parent may not absent his/her son from school for any frivolous reason. Any incident of this nature will be looked upon as an "unexcused absence" and treated accordingly. The decision to classify an absence as "excused" or "unexcused" rests with the Assistant Principal.

Acceptable “excused” absences include (and are limited to) the following:

- Serious medical illness;
- Death or serious illness in the immediate family;
- Mandatory court appearance; or
- Absences excused in advance by the Assistant Principal.

All other absences are considered “*unexcused*”.

*When a student returns to school following an absence, he **must** obtain a re-admit slip from the Attendance Office and show it to each of his teachers.*

If a student is absent from school, the student will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

Bulletins: Bulletin boards are used to make school and activity announcements. All notices/flyers must be approved by the Administration. In addition, students should pay attention to the general announcements made during homeroom and last period each day.

Bullying: Saint Joseph Regional High School seeks to provide a safe environment for all its students. We believe our students have the right to a secure school, free from intimidation. With that in mind, Saint Joseph Regional High School strictly forbids harassment, intimidation or bullying of any student inasmuch as these actions impact the safe and supportive environment that is necessary for students to learn and achieve success. Violations of this policy will be treated as a significant disciplinary matter.

I. Any behavior that takes away the rights of another and/or causes a person to not feel safe constitutes harassment, intimidation and bullying. Such behavior (whether it be in the form of a gesture, written, verbal or electronic communication, a single incident or a series of incidents) that is reasonably perceived as being directed at a person’s race, religion, ancestry, national origin, gender, sexual orientation, mental, physical or sensory disability, or by any other distinguishing characteristic is inappropriate. Such behavior includes activities that take place on school property, at any school-sponsored function or on a school bus or off school grounds. Behavior that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that (a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging his property; (b) has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or

interference with, the orderly operation of the school; or (c) creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student will not be tolerated.

II. Gentlemanly behavior is expected of all Saint Joseph students at all times. This includes (but is not limited to) behavior which fosters an environment in which all students can learn and achieve high academic standards. It includes the kinds of positive behaviors which will foster a school environment devoid of harassment, intimidation or bullying.

Saint Joseph Regional High School believes that the best discipline is self-imposed, and that it is the responsibility of its staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their own actions (ie, self-discipline). The development of this atmosphere requires respect for self and others, as well as for the school on the part of all students, staff and community members.

III. The administration can only address problems that they have been made aware of; therefore, it is expected that all students and adults take responsibility for reporting acts that may be in violation of this policy immediately so that such reports may be given the proper attention.

Teachers and / or administrators who receive reports of bullying from students (or anyone else in the SJR community) will keep such reports confidential and will inform the Assistant Principal for Discipline. The Assistant Principal, besides responding in an appropriate manner in accordance with the school’s handbook, will record the report and the school’s response to the report.

The Assistant Principal will deal promptly with all bullying reports. In addition to addressing the issue immediately, he will file a confidential report(s) in the appropriate students’ files.

IV. Any student or person who commits an act of harassment, intimidation or bullying at Saint Joseph Regional High School will be treated in a disciplinary manner that is in accordance with school’s handbook.

V. Saint Joseph Regional High School will respond to incidents of harassment in a multitude of ways. Among them are.

- Counseling (talking to the student(s) involved)
- Parental conferences
- Issuing detention to the student
- Suspending the student
- Expelling the student
- Reporting the incident(s) to the appropriate law enforcement authorities.

Depending on the severity of the incident, the administration will take appropriate measures to ensure student safety including, but not limited to, implementing a safety plan, separating and supervising the students in question, involving school staff for intervention and/or developing a plan involving parents.

VI. Reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying will be promptly addressed and appropriately follow the guidelines of the SJR student handbook.

VII. The consequences for a person (or persons) found to have falsely accused another as a means of retaliation or a means of harassment, intimidation or bullying will be prompt and appropriate.

Cafeteria: The school cafeteria is open daily from 7:30am to 8:10am for those students wishing to have breakfast, and during the two regularly scheduled lunch periods. Students are allowed to eat or drink only in the cafeteria. Students are expected to behave in an orderly manner at all times in the cafeteria, and to obey the directives of the cafeteria proctors. Students are required to bus their own tables, properly disposing of trash, trays, and recyclables. During the school day, no student is permitted in the cafeteria other than during his assigned lunch period. No student may leave the cafeteria during his lunch for any reason without the permission of a cafeteria proctor. “Begging” or asking other students for change is strictly prohibited.

Campus Ministry: Saint Joseph Regional High School offers a varied program of religious activities for both students and parents. While the values taught in theology classes affect the attitudes of both students and staff, the following activities are examples of those provided for students, staff, parents, and interested members of the local community.

- School-wide prayer to begin each day during homeroom and in each class period
- Mass during school hours as a communal celebration on certain special occasions
- Weekday Mass at 7:50 am on Fridays. Students’ families are always invited to attend.
- Reconciliation services for all classes during the school day for students to engage in a communal celebration of the sacrament of penance, and an opportunity for confession if they choose
- Retreat programs
- A number of charitable and service activities within the community

Cellular Phones and other electronic devices:

Students are not to have a cell phone or any portable electronic devices (Ipods, DVD players, MP3 players, etc) between 8:00 am and 1:55 pm.. If a student must have one of these devices on campus during these hours, the device must be shut off and placed in his locker. If a student is discovered with any device in his possession during these hours, it will be confiscated. Such a student will have an opportunity to retrieve the device after the following:

- a. the device will remain in the Assistant Principal’s office (discipline) for **one full day.**
- b. The student will serve a **one-hour detention**
- c. The student will pay a **\$10 fine.**

Subsequent offenses will incur more serious disciplinary consequences. The school accepts no responsibility for the safe-keeping of such devices.

Cheating: Cheating and plagiarism are considered serious offenses at Saint Joseph, and fall under the jurisdiction of the Assistant Principal for Academics. A student will receive a failing grade, usually a zero, for the particular assignment, test or exam when found guilty of cheating or plagiarism. In situations where two students are found to be cheating together (i.e. one student supplies the other with information, answers or written work so that both can receive credit), both students will be held equally accountable and will receive the same failing grade. A “Report of Academic Dishonesty” will be mailed to the student’s parents. Detention may be assigned. Repeat offenses will result in suspension or expulsion.

Computer Facilities & Use: Saint Joseph Regional High School maintains two computer centers – the Richard A. Bianco Computer Center on the first floor and a second computer room on the second floor which opened in the fall of 1998. Each is equipped with over thirty-five networked computer stations and printing facilities.

General Information:

Saint Joseph Regional High School (SJR) provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The system administrators are employees of SJR and reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the student/user of these networks must adhere to strict guidelines. They are provided here so that staff, community, users, students, and the parents/guardians of students are aware of their responsibilities. SJR may modify these rules at any time by publishing modified rules(s) on the system. The signatures on the *Acceptable Computer Use Policy-Student Contract* that will be distributed to all students are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Information Content and Uses of the System:

The user agrees not to publish on or over the system any information which violates or infringes upon the right of any other person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because SJR provides, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the school and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. SJR will provide student access to Internet resources only in supervised environments. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented,

threatening, racially offensive, or otherwise illegal material. SJR and the system administrators do not condone the use of such materials and do not permit the usage of such materials in the school environment. Students knowingly bringing such material into the school environment will be dealt with according to the discipline policies of SJR, and such activities may result in termination of the students' use of the network and all computer facilities.

Online Conduct:

Any action by a user that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of an offending users' rights to use these resources and other action in compliance with SJR's discipline code. The users specifically agree not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions.

Users, student users, and their parents/guardians specifically agree to indemnify SJR and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by SJR relating to, or arising out of any breach of the section (*Online Conduct*) by the user.

Network resources are to be used by the user for his personal use only; commercial uses are strictly prohibited.

Software Libraries:

Software is provided to students as a curricular resource. No student may install, upload, or download software without the expressed consent of the system administrator. Any software having the purpose of damaging other users' work or SJR's network (e.g. computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately terminate the rights of access or to take other action consistent with SJR's discipline code of a user who misused the software libraries.

Copyrighted Material:

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Users may download copyrighted material only with the permission of the author. Any user may also non-commercially redistribute a copyrighted program with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

Public Posting Areas (Message Boards):

Messages are posted from systems connected to the Internet around the world and SJR's system administrators have no control of the content of messages posted from other systems. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their sole discretion, further reserve the right to immediately terminate the rights of usage of a user who misuses the message boards.

Real-time, Interactive Communication Areas:

The system administrators, at their sole discretion, reserve the right to immediately terminate the rights of a user who misuses real-time conference features (talk/chat/Internet relay chat).

In addition, the system administrators reserve the right to set a space quota and time limit on stored information that must temporarily be kept on the network's hard drives. A user who exceeds the limits will be advised to delete files to return to compliance. A user who remains in non-compliance of these limits after seven (7) days of notification will have their files removed by a system administrator.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he can identify a security problem on the system, the user must notify a system administrator. The user should not demonstrate the problem to any others. Any user identified as a security risk will have his rights of usage revoked and will be subject to other disciplinary action.

Vandalism:

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with SJR's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone, or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, uploading or creation of computer viruses.

Game Playing and Painting:

Game playing is permitted and limited to the software that SJR has provided on the system, and may be used only when terminals are not needed for other purposes. These games conform to the curricular goals of SJR. Game playing over dial-up links or other inter-machine communication is prohibited.

Drawing and painting are allowed when there is legitimate academic use. These activities are prohibited when done for recreational purposes.

Printing:

The printing facilities of SJR's network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, and shortens the life of the equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

Internet:

Every student at Saint Joseph Regional High School signs an "Acceptable Use Policy" that govern his work done on the computer while at school or participating in a school function. However, the school will involve itself in student internet use under the following circumstances:

- The school has become aware that slanderous, hurtful and harassing comments have been made in student communication about another individual, especially a member of the SJR community. Inasmuch as such communication is both unethical and unlawful, a student found to be responsible for the publication of such information would be dealt with in the most serious fashion.
- The school becomes aware of unethical or illegal activity in which a student might have been involved through an electronic source. In such cases, the school administration would meet with the student's parents and the appropriate disciplinary measures would be applied.
- The school becomes aware that the students or faculty members have been photographed or recorded in school without their knowledge, and that this

material has been made available by other students through the internet. Such an action is a direct violation of the school's policy regarding cell phones and recording devices and is a direct invasion of the privacy of the individuals so recorded. Students who choose such a course of action would be dealt with in the most serious fashion.

Controlled Substances: *Controlled Dangerous Substances* are defined in sections I through V of the NJ Criminal Code. They include but are not limited to: marijuana, heroin, and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence: A student is judged to be under the influence whenever he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing, actively or constructively*, a controlled dangerous substance or drug paraphernalia:

- a) on or off school property;
- b) on the person;
- c) in an accessory (including but not limited to purse, book bag, gym bag, or knapsack);
- d) in a locker or desk; and
- e) in a privately or school-owned vehicle.

(* Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if he does not have physical possession of the item. For example, he who hides drugs on school property or asks a classmate to hold drugs for him, constructively possesses the drugs.

Distribution is defined as sharing, selling, or dispensing a controlled dangerous substance

- a) on or off school property;
- b) with or without receiving payment; and
- c) to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not a student intended

- a) to receive payment;
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- c) to distribute the controlled dangerous substance on or off school property.

A student shall be considered in violation of school policy if he is observed

- a) to be under the influence,
- b) in possession,
- c) engaged in distribution, or
- d) have possession of a controlled dangerous substance with intent to distribute.

Such a student shall be subject to the following provisions and to the general discipline policy stated in this *Handbook*.

- a) When a student is identified as being "under the influence" or "in possession" of a controlled dangerous substance, the principal MAY refer the matter to local law enforcement officials.
- b) When a student is identified as "distributing" or "in possession with intent to distribute" a controlled dangerous substance, the principal MUST refer the matter to local law enforcement officials.

A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible.

If the principal determines that there

- a) was no violation of policy, the student will be permitted to return to school.
- b) was a violation of policy, the principal may discipline the student according to the general discipline policy stated in this *Handbook* up to and including expulsion.

The principal may require the student to participate in an appropriate treatment or counseling program as a condition of the student's eventual return to the school.

When violation of this policy involves "distribution" or "possession with intent to distribute", the consequence would typically be expulsion.

Corrections to School Calendar: Should inclement weather or other reasons dictate that an extraordinary number of school days be

cancelled, it may be necessary to revise the school calendar to make up days missed. Parents and students should be aware that these make up days may be taken from any of the scheduled vacation periods, or cause the extension of the school year in June. Sufficient prior notice of any calendar change will be sent home.

Course Requirements: The following indicates the number of years of study required in each subject area. Students must take courses in each of the years shown (i.e. a student must take a math course in each of his four years at Saint Joe's).

- *4 years:* Theology, English, Mathematics, Social Studies, Physical Education
- *3 years:* Laboratory Science
- *2 years:* World Language
- *½ year:* Computer Science
- *½ year:* Fine Arts

Course Selection: Course selection for the sophomore, junior, and senior years is made during the spring semester. **No student-initiated changes may be made after August 30th.** Freshman course selection is based upon entrance testing and elementary school performance. Initial course selection is reviewed at the end of the first marking period, at which time course adjustments will be made with the approval of the student's teachers, parents, and the Assistant Principal.

Court Orders: If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which may be useful to the School in fulfilling its obligations.

Department: Gentlemanly behavior is expected and required of all Saint Joseph students throughout the school day, at all athletic and social events, and on school buses. Each student is expected to be orderly, courteous, and supportive, and to use civilized and appropriate language. Students are required to respond immediately and without question to any directive given by

a member of the staff. Failure to comply with a given directive will be dealt with in a most serious manner.

In Class: Students are required to cooperate with all procedures instituted by their teachers for creating an atmosphere conducive to learning. Students who are sent from the classroom for disciplinary reasons must report immediately to the Assistant Principal whether specifically directed to do so or not. In this situation, when deemed appropriate by the Assistant Principal, the student may not be permitted to return to a class until an appointment has been arranged to include the student, the teacher, the student's parent/guardian, and the Vice Principal, and a solution to the problem is achieved.

In the Corridors: Running, loud noises (above the range of the normal speaking voice), and roughhousing are not permitted.

In the Cafeteria: Until dismissal, students may not leave the cafeteria for any reason without the permission of a lunch room proctor. Trays, food, snacks, and beverages are never to be taken from the cafeteria, nor are students allowed to bring their lunches to class or eat or drink in any area other than the cafeteria.

Detention: *Teacher's Detention:* A teacher may assign detention at his or her discretion. The detention may be for up to one half hour's duration. A minimum one-day advanced notice is required. Students who fail to attend a teacher's detention will receive one hour of Assistant Principal's

Assistant Principal's Detention: The Assistant Principal's detention is held everyday from 2:30 pm to 3:30 pm. Students will receive written notice of detention, and they are to serve detention on the following school day. Written notification of detention will be sent to parents. Each student is required to return a copy of the detention notice signed by a parent at the time he serves detention. Saturday morning detention may be assigned by the Assistant Principal for serious or frequent violations of the school regulations.

Assistant Principal's Detention is to take precedence over any athletic or extracurricular activity. Proper attire is required at all detentions.

Dress Code: To help realize the objectives of neatness and cleanliness among our students and to foster respect for the learning process, we require the following dress code for all students.

- Dress pants must be worn on the waist with a belt. Baggy pants, pants that are too long or bunched at the top of the shoes, pants with frayed hems or cuffs and pants which are clearly oversized, dungarees, jeans, shorts, or pants with elastic waistbands, and “casual” pants are not permitted. Dress pants are meant to hold a crease and have internal pockets only.
- Students are required to wear only a solid white, solid blue (ie, pastel blue or French blue), or solid yellow dress shirt (long or short sleeve). Prints, designs, stripes and/or denim shirts are not acceptable. . The shirt must be properly worn, tucked in all around the waist so that the belt is visible. All buttons on the shirtfront, collar, and sleeves should be properly buttoned. When undershirts are worn, they must be of the plain white variety only.

During the months of September and October (as designated on the school calendar) and again in April, May and June (as indicated), students have the option of wearing a Saint Joseph Regional High School polo shirt without a tie. These shirts must be purchased at the school bookstore and *only* these shirts will be accepted in lieu of dress shirts. The shirt must be tucked neatly into the trousers at all times.

- A properly tied tie is required at all times with a dress shirt.
- Shoes: The dress code requires students to wear either a pennyloafer (black or cordovan) or rugged oxford shoe. These shoes must be purchased through the Flynn and O’Hara Uniform Company in Emerson. The soles are specially treated so as to avoid scuffing on the school’s floors. Socks also must be worn.
- Saint Joseph Regional High School v-neck sweaters are the only form of outerwear which may be worn during the school day. These sweaters are purchased at the school’s bookstore. All other outerwear (coats, jackets, hats, sweatshirts, athletic apparel, etc.) must be placed immediately in the student’s locker upon arrival, and may not be removed from the locker until dismissal.
- On specific occasions, such as Honor Society Night, Junior Ring Ceremony, events of a formal nature etc., a suit jacket may be required.
- Hair must be kept in a traditional style of reasonable length, and be neatly maintained and well groomed (ie, combed daily). Hair below collar length or worn over the ears, faddish styles, dying, and hair “sculpting” of any

kind are not permitted. Beards, mustaches, and sideburns which extend below the ear are likewise prohibited.

- Earrings or studs are not allowed at Saint Joseph during the school day.
- No hats of any kind may be worn in the building at any time.
- The dress code will take effect on the first day of school in September and will end on the closing day in June. Students are required to arrive at and depart from the school building in proper dress code. Proper dress is also required on school sponsored field trips, at detention periods, and in midterm and final examinations. Changing into proper attire after a student’s arrival at school is not permitted.
- Final judgment regarding dress code requirements is at the discretion of the Administration. Students who do not meet dress code requirements will be referred to the Assistant Principal who may prohibit a student from attending class.

Early Dismissal: If a parent feels there is an urgent need for a student to be excused before the end of the school day, a note to that effect must be presented to the office of the Assistant Principal prior to 8:10am. The school reserves the right to deny this privilege if the reason is deemed insufficient. A student who is dismissed early may not participate in athletics or extracurricular activities on that day without the approval of the Assistant Principal.

Exemptions: Seniors with a composite average of 85% or above for the four quarters and the midterm examination in any of their subjects are exempt from taking final examinations in those subjects.

Expulsion: Expulsion of a student is reserved to the Principal. It is usually judged necessary in the following situations:

- A serious infraction occurring while a student is on Disciplinary Probation;
- A general disregard for school regulations (e.g. repeated suspensions from school);
- Severe or extreme harassment of other students
- Severe, chronic academic indifference
- Repeated academic dishonesty

- Any behavior or activity, whether on or off school property and at any time, which is seriously detrimental to the reputation of Saint Joseph, its staff, or student body;
- Severe insubordination
- Possession of a weapon
- Repeated deliberate and malicious vandalism to school property
- Theft
- Deliberately causing a false fire alarm; and
- Possession of drugs, controlled dangerous substances, or drug paraphernalia or being under the noticeable influence of drugs on school property, at any school sponsored activity, or within the Drug Free School Zone which extends 1,000 feet in any direction from the Saint Joseph campus.

Extra Help: Extra help is provided by all teachers after school each day from 1:55pm until at least 2:25pm. Attendance at extra help may be required of students not doing well in particular classes.

Field Trips: Saint Joseph Regional High School encourages the use of field trips to enhance the learning process. Student participation in such trips is considered a privilege, not a right. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. On all school sponsored trips, a staff member and/or appointed moderator represents the school. Students are responsible to obey all directives, and all school policies and regulations are in force throughout the trip. Unless specifically waived by the Vice-Principal, school attire is required on all trips.

Fire Drills: At the sounding of the fire signal, all staff and students are to exit, in silence and in a rapid and orderly manner, following the fire route indicated in each classroom. Students and staff are to remain in their assigned areas outside the school until a member of the Administration gives the signal to return. To ensure the safety of all, disciplinary sanctions will be imposed on students who disregard or violate the rules of behavior during the fire drills.

Grading: The year is divided into four quarters or marking periods. The final grade for the year in each full year subject is computed as follows: each of the four quarters is worth 20% of the final grade; the midterm

and final examinations count as 10% each of the final grade. The passing grade is 70%.

In recognition of the increased expectations associated with the different levels of study (college prep, accelerated, honors, advanced placement and college credit), a student's final grades are weighted for the purpose of establishing a grade point average and class rank. The multipliers used to compute these weighted grades are as follows:

CP (College Prep)	1.00
A (Accelerated)	1.03
H (Honors)	1.06
AP (Advanced Placement)	1.09
CC (College Credit)	1.09

Graduation: Seniors must achieve passing grades in all their subjects if they are to be awarded a Saint Joseph Regional High School diploma. Seniors who fail subjects for the year are required to successfully complete their course work before the following September 1st if they are to receive a Saint Joseph diploma. It is school policy that no students are granted early graduations.

Guidance and Counseling: The Michael L. Mazzucca Guidance Center offers the student a variety of guidance services to assist the student in acquiring the information and support needed to resolve problems and make the important decisions often required of a high school student. Emphasis is placed on the identification of a student's abilities, aptitudes, interests, and educational needs. In this light, help is provided to students in the understanding of self in relation to personal problems, establishment of realistic career and educational goals, the college selection and application process, and necessary personal adjustments.

Students may make appointments to meet with their counselors, review the assortment of college admission materials, or use the specialized computers available in the Guidance Office. Appointments must be arranged with the Guidance Secretary before 8:10am on the day desired. Students may also be referred by faculty or administration members, and students are regularly contacted by the counselors for group sessions and individual conferences. The Guidance Department telephone number is (201) 391-2099.

Principal Guidance Services:

Counseling:	Educational Vocational Personal/Social	Testing:	Administration Interpretation Individual Assessment
Information:	Post-Secondary Institutions Careers Financial Aid Summer Programs Scholarships	Miscellaneous:	Parent/Student Conferences Voter Registration Driver Insurance Working Papers Processing College Applications

Gum: Gum chewing is prohibited in the school building. A student found chewing gum will receive detention; subsequent violations of this policy will result in more severe penalties.

Health Services: Saint Joseph Regional High School maintains a Health Office attended by a full time school nurse adjacent to the main office. Except in extreme emergencies, a student may go to the Health office only with a pass issued by his teacher, must report there directly, and a pass must be obtained from the Attendance Office in order to return to class afterward. In situations where the school nurse judges the student too ill to return to class, she, in consultation with the student's parent/guardian, will advise the Assistant Principal who may approve an early dismissal.

Saint Joseph Regional High School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under School supervision, the following procedures apply:

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the School Nurse or the Principal (or his designee) will administer the medication under the following conditions:
 - The medication must be given to the School Nurse or Principal by the parent/guardian;
 - 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. This form is available from the School.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the School.

The following are the immunization requirements of Saint Joseph Regional High School:

- DTP: a minimum of four doses
- OPV: a minimum of three doses, provided at least one dose is given on or after the fourth birthday
- Measles vaccine: one dose administered on or after the first birthday
- Rubella vaccine: administered on or after the first birthday; children who were immunized before the first birthday are to be reimmunized
- Mumps vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be reimmunized.
- Hepatitis B: three doses; an initial dose, a second dose one month later, and a third dose six months after the second. The entire process should take seven months.

Any students whose immunization records are not complete will not be admitted to school.

Homework: Students are expected to be fully prepared for their classes each day. This will require nightly home study. Homework assignments are routinely given each school night in every subject. To be fully prepared for each day, the average student should typically spend 2-3 hours in out-of-class preparation. Homework includes not only written work, but also study and review of the day's classwork as well as preparation of material for the next day.

Honor Roll: Students whose academic performance is outstanding are recognized by inclusion on the Honor Roll for each marking period as follows:

- Principal's List – at least 90% in every subject
- First Honors – at least 85% in every subject
- Second Honors – at least 80% in every subject

Honor Societies: Saint Joseph Regional High School holds membership in four honor societies: the National Honor Society, the Spanish Honor Society, the French Honor Society, and the Latin Honor Society.

National Honor Society: Membership in the Theodore James Ryken Chapter of the National Honor Society (named after the founder of the Xaverian Brothers) is an honor bestowed upon a select group of students at Saint Joseph. Selection is based on four criteria: scholarship, service, leadership, and character. National Honor Society members participate in a tutoring program for fellow students. They also render service by setting up for each SJR Craft Show.

National Spanish/French/Latin Honor Societies: Membership in the National Spanish, French, and Latin Honor Societies is open to juniors and seniors who have demonstrated excellence in their knowledge and use of the respective language. The Spanish Honor Society is under the patronage of Saint Teresa of the Child Jesus. The French Honor Society is under the patronage of Saint Dominic. The Latin Honor Society is under the patronage of Saint John Berchmans.

Tri-M Music Honor Society: Membership is extended to juniors and seniors who have maintained a cumulative academic average of 85 or better, have demonstrated themselves to be individuals of leadership, character and integrity and have made a significant, multi year commitment to the music program at St. Joe's in the chorus, jazz band or annual school musical.

Honors Program: An honors program is offered to incoming freshmen who are both interested in and qualified to participate. It offers Honors ("high" honors) and Accelerated ("low" honors) courses in all subject areas except Physical Education and Theology.

Identification Cards: Student Identification Cards are issued each student's freshman year. Students are required to carry the school identification card during the school day and at all school sponsored activities. The I.D. Card is used for borrowing books from the school library, allows the student free admission to all on campus home athletic events, and is required for admission to social events at Saint Joseph and other area high schools. Students must present their I.D. cards when requested to do so by a member of

the staff. A student must report the loss of his identification card to the main office and obtain a replacement at a cost of \$25.

Ineligibility: A student who has failed two or more subjects during any quarter will be ineligible to participate in sports or other after school activities in the following marking period. A student may regain his eligibility at the mid-point of the marking period if he has received no Deficiency Reports indicating a current failure, and has the approval of the Administration.

Saint Joseph Regional High School also follows the NJSIAA regulations regarding academic ineligibility. These rules mandate that a student who has an average below 70 at the close of the first semester (i.e. taking into account the first two quarters and mid-term exams) in two or more subjects has failed to earn the credits necessary to be eligible for athletic competition during the second semester. Once lost, there is no way to regain this eligibility.

Students who have been absent from school, or who arrive at school after the beginning of fourth period (11:00 am) may not participate in any after school activity on that day without the approval of the Vice Principal.

Language: The use of vulgar or obscene language is contrary to the Christian philosophy of our Saint Joseph community. Students are expected to be gentlemanly in all their interactions including their speech. Failure to exercise good judgment and restrain in the use of inappropriate language will result in parental notification and detention.

Leadership Development: One of the primary goals of the staff and administration is the inspiration, recognition, and encouragement of student leadership. To this end, a Christian Leadership Workshop is offered to help identify student leaders and teach those communicative and interactive skills that they may successfully employ in their leadership roles. Students are encouraged to develop and use their leadership skills throughout the year in the classroom as well as in activities.

Leaving School: No student is to leave the school during school hours for any reason without the permission of the Assistant Principal. Students who are excused for illness or those who are sent home for disciplinary reasons will only leave the school grounds if the parent/guardian has been notified. At no time will Saint Joseph permit a student to leave without permission of the student's parent/guardian. Likewise, any student

who leaves the school without the permission of the Assistant Principal will be considered truant.

Library: The Arthur J. Cramés Library, located on the second floor in the front of the building, is the learning laboratory of the school. It houses books, periodicals, pamphlets, and non-print resources such as video and audio tapes, records, CD's, filmstrips, film loops, and various publications on microfilm. In addition, the equipment necessary to access these resources, including computers with internet capability, is available. The computerized catalogue is the key to all of the Library's resources. Librarians will gladly answer questions and assist students in locating materials.

On school days, the Library is open from 7:45am to 3:00pm. Students must obtain prior permission to use the Library during study periods or lunch from the office of the Assistant Principal.

Books and other print material may be taken out of the Library for a period of two weeks. A fine of twenty-five cents per school day is charged for overdue books or print material.

When a teacher assigns an entire class to read or refer to a particular book or article, the material is placed on "reserve". Reserved materials must remain in the Library during school hours but may be taken out for overnight use only. These must be returned by 8:10am the following school day. The fine for overdue "reserved" materials is 50 cents per school day.

Lockers: Saint Joseph assumes no responsibility for items lost or stolen from student (personal/gym/athletic) lockers. Each student is assigned a personal and gym locker. It is his responsibility that items are properly stored within, and that lockers are securely closed and locked. Students are to use only the lockers assigned to them and only school locks issued by Saint Joseph. Lockers are the property of the school and may be inspected at any time by the Administration. Each student is responsible for cleaning out his locker at the end of the school year, and for the cost of any damage done to his assigned locker.

Lost and Found: Any lost books which have been found may be retrieved from the Main Office. Lost clothing and valuables which have been found may be retrieved from the Assistant Principal's Office. It is strongly recommended that students not bring valuable items to school. Lost

items which have not been recovered after a period of time are distributed to needy families. Saint Joseph does not assume responsibility for lost or stolen items.

Messages: The school office will always assist in emergencies, but in general, will not disrupt classes to deliver messages.

Paging Devices: According to state law, no student of an elementary or secondary school may knowingly and without the expressed written permission of the Principal, possess or bring any remotely activated paging device onto school property for any reason. This applies whether school is in session or not, and whether or not other persons are present. In all cases, the device will be confiscated, to be returned only to the student's parent/guardian, and repeat offenders risk suspension from school and having the matter turned over to the proper local authorities. Permission to possess a paging device at Saint Joseph may be granted by the Principal only after a student's parent/guardian has, in writing, established to his satisfaction a reasonable basis for such possession..

PASS System – Parents can monitor their son's grades on an on-going basis throughout the year through the Parental Access System of Schoolmaster. The link to this system is on the home page of the school website. Because students and parents now have the ability to monitor grades in all subject on a daily basis, and thereby assess the student's progress instantly, the school will no longer be sending deficiency notices at the mid-point of each marking period. As has always been the case, parents who have concerns about their son's academic status in a particular course should contact his teacher for additional information.

Parental Rights to School Records: Saint Joseph Regional High School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential academic records.

Parents' Organizations: Saint Joseph Regional High School has been deeply indebted to parents for their involvement in the school since its beginning. In addition to the sacrifice of regular tuition payments, our Saint

Joseph parents have always given tremendous support to activities which have helped us to sustain and improve the school.

The Parents' Guild of Saint Joseph Regional High School is the official parent organization of the school. Membership in the Guild is open to any parent or guardian whose son attends Saint Joseph. The purpose of the Guild is to provide opportunities for the parents of Saint Joseph students to worship and socialize with each other and with their sons, and to support the school community through fund-raising and other activities. The Guild also provides hospitality for important functions such as Open Houses, Junior Ring Ceremony, Baccalaureate Mass, and others.

Several athletic booster clubs, chartered by the Saint Joseph Administration, serve first the school as a whole, and then the particular sports program with which they are involved. Club members regularly attend home and away contests, supporting in sportsmanlike fashion, the efforts of our athletes. Fund-raising activities are designed to benefit the school in general, offset the cost of the athletic program, and provide for sport-specific needs.

Physical Education: During Physical Education classes, all students are required to wear the following attire: an approved school gym suit, clean white sweat socks, sneakers, and a sweat suit in cold weather. Additional regulations:

- The Physical Education locker room opens at 8:05am.
- After school and when school is not in session, students are to use the outside entrance to the locker rooms.
- During the school day, the varsity locker room is off limits.
- No equipment in the gym is to be used at any time unless a Physical Education instructor or staff member is present.
- Students may use the gym outside of school hours only if there is a faculty member or coach present.
- A student who requires a medical excuse from gym should obtain it from the School Nurse before school, subject to the approval of the Assistant Principal. A student is required to make up any class work missed during a medical gym excuse. Any student who obtains an excuse from gym is ineligible to participate in athletics on th day. A student with an extended medical excuse will be assigned a project to do in the library in lieu of gym.

Probation: *Academic Probation:* A student is placed on Academic Probation if he fails two or more subjects for any marking period. A student placed on Academic Probation is required to have a passing grade (70% or better) in a minimum of five subjects for the following marking period or he may be required to withdraw from Saint Joseph at that time. At the conclusion of the probationary period, the Administration may review the case and determine whether the probation period is to be extended.

Disciplinary Probation: Suspended students are automatically placed on Disciplinary Probation for a period of not less than 35 days from the date of suspension. During this time it is required that the student will not be in violation of any school rule or regulation which would normally require another suspension to be imposed. Any behavior to the contrary would typically require immediate withdrawal from Saint Joseph. At the conclusion of the probationary period, the Administration may review the case and determine whether the probation period is to be extended. Students may be placed on disciplinary probation by the Administration for other than suspension from school (e.g. chronic detention, serious disciplinary difficulties in the previous school year, etc.)

New students who enter into sophomore, junior, or senior year at Saint Joseph are placed on a "probation period" for one quarter during which time their class work and conduct are evaluated and presented by their teachers and counselor to the administration for their perusal. If, at the end of this quarter, their performance is less than what might be expected, they may be asked to withdraw with no refund of tuition.

Promotion: Underclassmen who fail one or two subjects for the year are required to achieve passing grades in the subjects at an approved summer school if they are to return to Saint Joseph and be promoted to the next grade. Underclassmen who fail more than two subjects for the year are required to withdraw from Saint Joseph.

Proms: Attendance at the Prom is a privilege which is given to Juniors and Seniors. Students who have overdue tuition balances will not be permitted to attend the Prom. All school regulations are in effect at the Prom. A form must be signed by the parents and must be returned to the school prior to the Prom, otherwise the student cannot attend the Prom.

Publicity Release: Throughout the school year, St. Joseph Regional High School is proud to share news about its programs and the students who participate in them. Sometimes, this news includes images of students with corresponding captions that may indicate their names and grade levels, etc. These images may be used in press releases, newspaper and/or magazine articles, Archdiocesan reports or publications, television segments, video presentations (promotional DVDs, theatre DVDs, graduation DVDs), SJR publications (school viewbooks and *Knightlines* magazine) and on the school web-site. In signing the release form that accompanies this handbook, parents are authorizing the use of these images for the purposes indicated, unless the school is notified in writing to the contrary.

Religious Education and Religious Services: The non-Catholic student is welcome at Saint Joseph. The non-Catholic student is expected to understand and agree that the School exists to educate in the framework of Catholic values. Non-Catholic students must participate in the theology classes and liturgical services scheduled for students during the school year.

School Name: The appropriation of the school name (Saint Joseph Regional High School, Saint Joe's, etc.), associated nicknames (Green Knights, SJR, etc.), logos, seals and symbols by any individual or group, without the specific permission of the school principal, is strictly prohibited.

Service: Members of the Junior Class will be required to complete 30 hours of service during the school year. The program is designed to make students aware of the needs of others around them and out in their community. Through their volunteer efforts, students will not only become mindful of the importance of service, but they will also recognize their call to become responsible members of their community. Information regarding requirements, grading, and project placement will be presented by the coordinator of the program, Mr. Joel Peters. In addition, all freshmen and sophomores will complete a prescribed number of service hours as a course requirement of their regular theology class.

Sexual Harassment: Sexual harassment is prohibited. It is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature".

Shopping Mall: The shopping mall adjacent to school property is off limits to students while classes are in session. The path connecting the school with the mall, the surrounding woods, and the service station property are off limits at all times, including before, during, and after school. Assistant Principal's detention is the minimum sanction for violations of this provision.

Snow Closing: Saint Joseph Regional High School does not postpone or delay its opening time for any reason. When it becomes necessary, however, to cancel school for weather or other reasons, all of our families will be contacted by way of the Honeywell Instant Alert system. The notification of the close of school will also appear on the school web-site, www.saintjosephregional.org.

Study Periods: Study periods may be assigned as part of a student's regular class schedule. These periods are to be used for quiet, independent study, research, or work on class assignments. All aspects of the dress and disciplinary codes are in full effect during study periods. Eating or drinking is prohibited. Students whose assignments require access to the school library or computer center may obtain permission to do so, based on availability, from the office of the Assistant Principal. Likewise, Guidance appointments made be made with the Guidance Secretary. All such requests or appointments may be made no later than 8:10am of the day on which access is desired. If permission is granted, the student should report directly to the resource area in lieu of his assigned study period, and must remain there for the entire period.

Students are to be familiar with and adhere to all of the guidelines and regulations in both the library and computer center. Failure to do so, or frivolous use of either resource center will result in suspension or revocation of privileges. Students are to report on time, and attendance will be taken promptly in each location.

Suspected Child Abuse or Neglect: New Jersey State Law requires that any person who has reasonable cause to believe that a child

may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.

Suspension: Suspension from classes is assigned for offenses that are considered serious disruptions to the learning process or school life, or for offenses which could compromise the reputation of Saint Joseph Regional High School, its staff, or students. The Assistant Principal has the delegated authority from the Principal to suspend students involved in serious violations of school regulations. Suspension lengths may vary based on the severity of the infraction and suspensions may be assigned to be served either “in school” or “out of school” at the discretion of the Assistant Principal.

A Suspended Student:

- May not attend class
- May not participate in any school sponsored activity
- Must make up school work missed during the time of suspension
- Must complete all assigned school work during suspension
- May be assigned additional hours of detention
- Is placed on Disciplinary Probation

A student may be suspended from school for serious violations of the school regulations such as but not limited to: truancy, fighting, failure to attend detention, chronic minor offenses, destruction of school property, serious disrespect towards members of the staff or fellow students. Overdue and critical financial balances are subject to suspension.

Tardiness: A student who is late to school or class must secure an admission slip from the office of the Assistant Principal before reporting to class. Students deemed “unexcused” late in either situation will be assigned detention.

Textbook Loan Program: Every year, the cost of textbooks increases. To address this situation, Saint Joseph has participated in the New York and New Jersey State textbook loan programs. Under this program, students receive most of their hardcover textbooks free of charge, and are asked only to keep their assigned books in good condition and return them at the end of the year. If any state book is lost, damaged, or destroyed, the responsible student will be assessed a fee. Appropriating or damaging another student’s state textbook may be dealt with as either theft or vandalism.

Theft and Vandalism: Neither theft of personal or school property nor deliberate vandalism or defacing of school property will be tolerated of any Saint Joseph student at any time. Students found guilty of theft or vandalism on any scale will generally be expelled.

Tobacco: The use or possession of tobacco of any kind is prohibited by students anywhere on campus, on school buses and within a one mile radius of the school (this includes the mall to the south of the campus, the Dairy Queen and CVS parking lots north of the school). Initial infractions of this rule will typically result in suspension. Repeated offenses will incur more severe consequences.

Transcripts: Saint Joseph Regional High School ranks its students, however, as of September 2002, the school will provide a student’s rank to colleges only with the written permission of the parent/guardian. Regarding test scores and transcripts, only SAT scores will be included on the back of school transcripts that are sent to colleges.

Transportation: All matters of student transportation are handled by the office of the Vice Principal. Saint Joseph will make every effort to see that bus transportation is available to every student requesting busing. We also stand ready to assist students or parents with any questions or problems they may have during the year.

Each year, all students are required to submit a Transportation Request Form appropriate for their school district (whether they require busing or not), signed by a parent/guardian to the Vice-Principal’s office.

New York (Rockland County) Students: Free busing is provided to all residents by their local district. The transportation office of each bus district will contact students with route information. Questions or problems should initially be handled directly with the school district.

New Jersey Students: New Jersey school districts fall into three categories according to statute. Several districts provide direct free busing. Many districts provide partial reimbursement in lieu of busing. Some other districts are exempted by law from providing either. Information on your district’s policy may be obtained directly from the district or from the Vice-Principal’s office.

Students in direct busing districts will receive route information from, and should address questions or problems to, the district transportation office. Students in reimbursing or exempt districts will automatically be assigned to our designated carrier, Scholastic Bus Company, PO Box 339, Hillsdale, New Jersey 07642 (201-664-8400), with whom they may contract directly for service, and to whom problems or questions should at first be addressed.

Students are reminded that all school disciplinary rules apply on school buses.

Tuition and Fees: Tuition is paid on a monthly basis (beginning in July and ending in April) through the FACTS Tuition Management Plan. Those who wish to make full payment may do so directly to the school. All fees for activities and special occasions (field trips, etc.) are collected and recorded at the Business Office. Students who have not satisfied all financial obligations to Saint Joseph Regional High School may be denied the opportunity to sit for midterm and/or final examinations, and they are also subject to suspension from school. Students who have not satisfied all financial obligations to Saint Joseph may be prevented from participating in extra-curricular and special events.

In the event that a student withdraws from Saint Joseph during the school year, tuition charges will be prorated; a student will be billed for a given month's tuition if he is still registered beyond the fourteenth calendar day of the month.

Financial Aid: Students who wish to request financial assistance from Saint Joseph must complete a Private School Aid Service Form, which may be obtained from the Principal's Office. Under no circumstances will the school extend financial aid to students who have not completed this application.

The school reserves the right to require payment in cash, bank check, or money order when the school has received a personal check which has not cleared the bank. In this case the school reserves the right to request all future payments in cash, bank check, or money order.

Use of School Buildings: The school building is officially open for student use from 7:15am until 4:00pm on school days. Saint Joseph Regional High School assumes no responsibility for supervision outside of these hours. When school is not in session, students needing to access the locker rooms for athletic events are to enter and leave these areas directly via the outside doors. Students should not be in the school building proper when school is not in session. In addition, loitering around the building, parking lot,

or locker rooms during hours when the building is not officially open is prohibited.

Varsity Jackets: Saint Joseph varsity jackets are available for purchase to sophomores, juniors, and seniors. Letters are awarded in accord with the policies of the school's athletic and activities departments. Orders are taken at various times during the school year, and are posted (and announced) in advance of the order date. Freshmen are not eligible to purchase varsity jackets.

Vehicle Parking: Students are permitted to use the student parking lot at the school only after they have registered their vehicles with the Assistant Principal, have secured a parking tag, and have been assigned a parking space. The normal registration fee is \$10. Students use the parking lot at their own risk, and must adhere to the parking regulations below or risk their parking privileges suspended or revoked.

- Students are not permitted to go to their vehicles during the school day without the permission of the Assistant Principal.
- Students are to park only in their assigned spaces.
- Students must display their parking tags from the rear view mirror of their vehicle so that the serial number is clearly visible at all times while on school property.
- Students are not to loiter in or around their vehicles when they arrive in the morning or after school.
- Speeding (over 15 MPH), driving against the traffic flow, or reckless driving will result in loss of parking privileges and other sanctions.
- The north lot, parking spaces adjacent to the locker rooms, and the shopping mall lot are off limits for student parking at all times.
- At dismissal, drivers are required to wait until all school buses have departed the lot before leaving. "Cutting" into the line of school buses will result in loss of parking privileges and other sanctions.
- Students are required to inform the Assistant Principal immediately whenever there is a change in data on their vehicle parking registration.