

**Mission Statement:** Saint Joseph Regional High School, under the auspices of the Archdiocese of Newark, is a college preparatory school for young men. The school strives to develop-mind, body, and soul-the full potential of all its students in a nurturing Christian environment in the tradition of the Xaverian Brothers, as informed by the Gospel of Jesus Christ. In realizing this mission, we graduate the *Vir Fidelis*, the “Faithful Man”, who thinks critically, acts responsibly, leads ethically, serves generously, and emulates humbly the example of our patron, St. Joseph.

### BELIEF STATEMENTS

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

1. Students’ best mature and develop a sense of accomplishment in a nurturing community that recognizes the unique gifts and talents of each individual
2. A demanding academic program forms the foundation for long-term scholastic growth and success by developing organizational skills, encouraging problem-solving, fostering zeal for learning, and promoting effective communication.
3. Students bring to life the richness of our spiritual and liturgical traditions through service to others and active Catholicity.
4. A safe learning environment respects the individual, stimulates intellectual growth, promotes independent thinking, and encourages academic discourse.
5. All members of the school community should strive to conduct themselves according to principles of fairness and dignity, and should maintain a moral and spiritual code of conduct rooted in Gospel values.
6. Students learn civic responsibility by practicing leadership and participation in service to their local, national, and spiritual communities.
7. Athletics, fine arts, and extracurricular activities enhance the development of all aspects of each individual.

### STATEMENT OF PHILOSOPHY

St. Joseph Regional High School is faithful to the charism of the Xaverian Brothers, the religious order which administered the school from its inception in 1962 until 1997. Founded by Theodore James Ryken in 1839, the Xaverian Brothers are a teaching order whose mission has been to bring the Word of God to young people, through missionary work and education.

St. Joseph Regional High School is an academic community where students further develop a sense of their inherent dignity through the affirmation of their gifts and talents. St. Joe’s educates students of various academic abilities and fosters a culture where all are challenged to reach their full potential. The school provides its students with a foundation for success through a rigorous college preparatory program that emphasizes a disciplined work ethic and a commitment to life-long learning.

Essential to its mission as a Catholic school, St. 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 the students are provided with a variety of opportunities to explore and serve the Church, the community, and one other.

Essential to its mission as a college preparatory institution, St. Joseph Regional High School provides a safe, structured environment where students, through the efforts of a concerned, dedicated, and experienced faculty, are both encouraged and challenged to grow intellectually. The school develops in each student the capacity for critical thinking and the confidence and skills necessary to communicate effectively. St. Joe’s educates its students in the responsible use of the technology they need to succeed in a rapidly changing world.

Above all else, St. 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, St. Joseph. Just as Joseph, the 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 citizenship in their community, contribute to the betterment of their fellow man through the utilization of their education, and demonstrate the true generosity of the Gospel message by committing themselves to the service of others.

## GRADUATE PROFILE

It is our hope that, as a result of his education at St. Joseph Regional High School, a graduate will:

...live his Catholic faith by:

- Bearing witness to Jesus Christ
- Having a reverence for God in every aspect of his life
- Serving God through others and his Church
- Maturing in his faith throughout his life
- Passing on, through word and example, the heritage of faith to future generations

...demonstrate the quality of his education by:

- Mastering a rigorous college preparatory curriculum
- Developing disciplined work habits and study skills
- Thinking critically and communicating effectively
- Developing his own gifts and talents as a life-long learner

...exhibit the attributes of a good citizen by:

- Upholding the value of freedom and accepting the responsibility it brings
- Working cooperatively with others for the common good
- Defending the inherent dignity and uniqueness of every individual
- Taking an active role in serving his community

...commit himself to family by:

- Modeling himself after St. Joseph as a man of faithfulness, selflessness, and obedience to God
- Conducting himself with honor and integrity
- Being open, like St. Joseph, to serving God as a husband, and father, or through a commitment to religious life

- Maintaining an active relationship as an alumnus with his extended family of classmates, teachers, and friends

...embody the morals of the *Vir Fidelis* by:

- Having the humility to accept his own failings and the perseverance to overcome them
- Having the insight to recognize his own strengths
- Having the compassion to offer his help to those who are in need
- Aspiring to be the best man he can be in faith and service to his family, church, and country

## *Saint Joseph Regional High School*

### ADMINISTRATION

President.....	Mr. Barry Donnelly '71
Principal.....	Mr. Michael Bruno '05
Vice-Principal/Director of Admissions .....	Mr. Michael J. Doherty '82
Assistant Principal (Academics).....	Mr. David Stoto
Assistant Principal (Discipline).....	Mr. Stephen Roberts
Director of Athletics .....	Mr. Damion Logan '96
Director of Social Outreach.....	Deacon Joseph Sisco
Director of Campus Ministry.....	Mr. Joseph LoGiudice
Director of Guidance.....	Mr. Thomas Krenn
Director of Development / Alumni Affairs.....	Mr. Scott Donnelly '02
Development Ambassador.....	Mr. Anthony Karcich
Development Ambassador.....	Mr. August Hoffmann III
Director of Campus Maintenance.....	Mr. Jan Czerepak
Director of Technology.....	Mr. Brian Hoffman
Information Media Specialist.....	Ms. Margaret Sullivan

### GUIDANCE DEPARTMENT

Grades 10 through 12 .....	Mr. Thomas Krenn
Grades 10 through 12 .....	Mrs. Arlene DeFiore

Grade 9.....Br. John Dunning, F.M.S.

### ADMINISTRATIVE SUPPORT

Business Manager.....Mr. Andrew Oddi  
Business Office Assistant.....Mrs. Paula Horne  
Executive Secretary.....Mrs. Roseanne Cannata  
Administrative Secretary.....Mrs. Sharon Kozuch  
Administrative Assistant.....Mrs. Martha Canavan  
Administrative Assistant Guidance.....Ms. Susan Scova  
School Nurse.....Mrs. Monika Sikora, RN

### FACULTY

Mr. Cesar Agüero.....Spanish  
Ms. Agatha Buron.....Spanish  
Mrs. Joanne Cavera.....Science  
Mr. Pietro Ciliberto.....Mathematics  
Mr. Frank Coccaro '01.....PE, Health, Driver Ed  
Mr. Frank Coppola.....Social Studies  
Mr. Daniel Davis '99.....Theology  
Mrs. Maryellen Grillo.....Art / STEAM  
Mr. Nicholas DeVito '97.....Social Studies  
Mr. Daniel Distaulo '99.....Mathematics  
Mr. Martin Doherty '80.....English  
Mr. Barry Donnelly '71.....English  
Mr. Michael Doherty '82.....English  
Mr. Liam Fitzsimons.....Mathematics  
Mr. Richard Fuchs.....Study Skills  
Mr. Robert Garrison.....Theology  
Mr. Gerardo Iannuzzi.....Science  
Ms. Susan Jennings.....Theology, Social Studies  
Mr. Joseph Kievit.....Mathematics  
Mrs. Roger Kintish.....English  
Mr. John Lanari.....Social Studies  
Mr. William Maniscalco.....Science, Mathematics  
Mr. Richard Messina.....English  
Mr. Norm Myatt.....Science  
Mr. Joel Peters.....Theology  
Mr. Joseph Purcella.....English  
Deacon Joseph Sisco.....Theology

Mrs. Gloria Tsironis.....French, Spanish  
Mr. Christien Vlahinich '07.....Social Studies  
Mr. John Vreeland.....English  
Mr. Robert Winston.....Science

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

**H**istory: 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.

**N**on-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.

**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.

**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.

**NOTE:** Saint Joseph Regional High School reserves the right to review all transfer students on a case-by-case basis. However, the general policy is as follows: SJR does not accept transfer students for their senior year. The school will only consider junior transfers during the summer between sophomore and junior year. Once the school year begins, the school will not accept junior transfers. During the school year, the school would only consider the transfer of a freshman or sophomore at the end of the first quarter, or the end of the first semester.

Saint Joseph Regional High School does not accept new students into its graduating class senior year. An application for admission to the senior class

would only be considered in the case of a student who had recently moved into the area and had not previously had the opportunity to apply to St. Joseph Regional High School.

**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. All students participating in an Advanced Placement (AP) course are required to take the corresponding AP exam for that course.

**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 Big North Conference:

- 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.
- Absolutely no alcoholic beverages and/or smoking is permitted on the school’s athletic facilities, stands and surrounding areas (Dinallo Stadium, practice fields and baseball fields)
- 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, bells, 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.

**A**ttendance: Attendance by students is the basis of a profitable educational experience.

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.

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. Additionally, parents may put an attendance note in their Genesis account.

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, 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.

Acceptable 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.

*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 lunch periods.

**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 (i.e., 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 cafeteria area is open daily from 7:30am to 8:00am for those students wishing to eat food they have bought from a vending machine or from outside the school. The cafeteria serves hot and cold food during the three regularly scheduled lunch periods. 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.

Bottled water is permitted in class, if the classroom teacher gives permission. No other food or drink is permitted in classrooms between 8:10 and 1:55. Food may be consumed in classrooms prior to 8:10 and after 1:55 if the classroom teacher gives permission.

Students may go to the vending machines before school, during lunch periods and after school. Students may not use the vending machines during class time.

**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 7:40 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 use cell phones or similar electronic devices (iPods, MP3 players, etc.) between 8:00 am and 1:55 pm. **All electronic devices should be powered off and placed in the student's locker upon arriving at school.** If a student is discovered using such a device during the school day, it will be confiscated.

Offenses for cell phone violations will be dealt with as follows:

- a. First offense: detention, and the phone is held for 24 hours. The assistant principal will call or email parent/guardian and remind them of the consequences of further transgressions.
- b. Second offense: detention, and the student's parent/guardian must come to school to pick up their son's phone in person
- c. Third offense: suspension, cell phone confiscation for 72 hours, student's parent/guardian must meet with administration.
- d. Any further offense will be regarded as "severe/chronic insubordination", and can result in the student's being asked to leave St. Joseph Regional HS (see "Expulsion" elsewhere in this handbook).

**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. An administrative detention will be assigned. A second offense will result in a suspension. A third offense may result in expulsion. Honor Society members guilty of academic dishonesty will be dismissed from the society to which they have been invited.

In addition, a student caught accessing his cell phone or any other electronic device during the administration of a quiz, test, exam or any other assessment will be considered to have compromised the integrity of the assessment in question, and will receive a failing grade, usually a zero, for that particular assessment. A “Report of Academic Dishonesty” will be filed, and an administrative detention will be assigned.

**Computer Facilities & Use:** Saint Joseph Regional High School maintains two computer centers – the Richard A. Bianco Computer Center on the first floor and the Media Center, which opened in 2011. 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.

**Chromebook Program and Regulations:**

Saint Joseph Regional High School has established a Google Chromebook program, which began its implementation during the 2014-15 academic year with the addition of two portable Chromebook carts, one on each floor, for teacher use in the classroom.

In September, 2015, a one-to-one Chromebook environment was created for all incoming freshmen students, with intention that in the coming three years, all students and teachers would utilize Chromebook technology in their classrooms. The Chromebook is a school tool that students will use every day throughout their four years at SJR.

Regulations governing the SJR Chromebook program are as follows: 1) Chromebooks must be purchased through Saint Joseph Regional High School; 2) Chromebooks should be brought home every night and recharged before school begins the next day; 3) Chromebooks should be brought to all classes; 4) Students should carry their Chromebook in a protective sleeve or case. Students in the Class of 2020 and beyond must keep their Chromebook in the SJR supplied case at all times; 5) Students are not permitted to make changes to the operating system, software, or hardware of their Chromebook; 6) students may not remove or deface any identifying barcodes or tamper evident seals on their Chromebook. Students are never allowed to remove the screws and the back cover of the Chromebook. Students needing assistance with the internal battery need to bring the Chromebook to the Technology Office; 7) all Chromebooks MUST to be insured through the Worth Ave. Group. Students having any hardware or software issues with their Chromebooks should report the problem to a member of the SJR technology department immediately; 8) There is a \$25 deductible for all insurance claims. Families who opted not to purchase the insurance, accept full responsibility for the student’s device. If the device needs to be replaced, a new Chromebook must be purchased directly from SJR. Please note that battery replacement is not covered by the insurance policy; 9) students whose Chromebooks are being repaired or replaced by the Worth Group can borrow a “loaner” Chromebook, but must return the “loaner” before leaving school. Loaners must stay on school premises at all times. Loaners must be returned each day at 2pm to the Media Center. Loaners MUST stay on campus. Borrowers are responsible for any damages sustained

to the Chromebook loaner. There is a \$25 minimum fee. If a loaner is lost, the replacement fee is \$250.

Chromebooks are a school tool. The case **MUST** remain on your Chromebook 24/7/365 until you graduate. Do **NOT** put any stickers or other materials on the cover of your Chromebook case. Batteries **MUST** be charged at home each night. Chargers should **NOT** be brought to school. SJR Google accounts must only be used for SJR related activities. Do **NOT** use your school account to register for any non-school service or as a phone backup. Accidental damage is covered by insurance. Intentional damage will result in the loss of insurance, device, and you will be subject to school discipline.

Class of 2018 BYOD - Each student may register one laptop with the Technology Director. The device must have a keyboard and not be an iPad. Students choosing not to bring a device to school need to rent a Chromebook for the year; they should bring a \$100 check payable to Saint Joseph Regional to the media Center and they will be able to rent a Chromebook throughout the school year. If the device needs to be repaired during the school year there will be a \$25 fee. The check will be returned (minus any repair fees) at the end of the year when the Chromebook is returned.

### **Monitoring System:**

In order to monitor student (and employees) digital communications using the school network, the school utilizes special monitoring technology that allows system administrators to view all digital communications. Note that by using the school network you are evidencing your consent to our monitoring, accessing, and viewing a student's communications or activities. The school reserves the right, but are not obligated, to share, disclose, store or report such communication or activity as we deem reasonably necessary to enforce school rules, protect our networks, the school, students, staff, and the public.

### **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. 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.

Students utilizing ANY electronic device are strictly prohibited from making any attempt to bypass the school's content filtering system, or from making any attempt to gain access to information they do not have a right to see or use.

Students may not use computers, I-pads, Chromebook web cameras or personal cell phones to take audio or video recordings of students and faculty without the direct consent of the parties involved.

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.

**Student Email:** Your Saint Joseph Regional H.S. e-mail address is to be used only for SJR related activities and include communicating with your SJR teachers, coaches and fellow students. You may also use this email to conduct any college admission related activities. This e-mail address is NOT to be used to register yourself for any social media such as Facebook or Twitter. Any email that you send from this account must be in keeping with proper conduct and decorum as indicated in this Handbook. Students are representing SJR, and must do so with the utmost integrity. Do not use any "shortcut" spelling as is used in text messaging (such as the use of "u" for you or "r" for are). Foul language and innuendo is strictly prohibited. This includes any as song lyrics which may contain vulgar or inappropriate language. You must check with the SJR Technology Department before registering with any website using this email.

**Social Media:** Social media, such as Twitter and Facebook, are inherently global and public. Regardless of the settings provided by these sites, your communication through any social medium is recorded and is permanent. SJR students are expected to conduct themselves with the utmost integrity when using any social media site. SJR students are not permitted to use or quote lyrics using foul language, racist and/or sexist remarks. SJR students will not make any disparaging remarks on social media referring to an athletic opponent. Proper sportsmanship extends to all social media usage.

**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.

**Photography of Homework, Tests and Other Assessments:**

Any student caught cheating with, sending or being in possession of photographed homework or tests will be immediately suspended and/or expelled, depending on the severity of the offense.

**Posting of Videos/Photos of Faculty, Staff or Administration on Social Media:**

Any photograph or video taken by a student and posted on social media without the written consent of the involved person(s) and Saint Joseph Regional High School, will result the student's immediate suspension/expulsion, depending on the severity of the offense.

**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. Students may print homework and other assignments before and after school in the Media Center or the Guidance Office. Students may NOT leave class during the day to print.

**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 (via email, text-messaging Twitter, Facebook, etc) about another individual, especially a member of the SJR community. Alternatively, the school may become aware that inappropriate comments have been made or images posted by a student through social media accounts. 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.

In the event that a faculty member comes to suspect that a student may be under the influence of a controlled substance, he/she will refer the student to the school nurse or trainer for evaluation. If the nurse/trainer concurs with his/her assessment, the student's parents will be contacted immediately. The student may be required to complete a drug test before being permitted to return to school. Depending on the preferences of the parents, the drug test may be administered at school under the direction of the school nurse, or at a certified testing center. Either way, the test must be completed within a three hour period. Drug tests administered at home will not be acceptable.

*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
- 3 years: Laboratory Science

- 2 years: World Language, Physical Education
- 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. Students interested in moving up a phase (CP to A, A to H, H to AP) must have a minimum average of 90 or better and the recommendation of their current teacher. Students with an average below 80 risk being moved down a phase. **No student-initiated changes may be made after August 31<sup>st</sup>.** 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.

**Any obscene or inappropriate language or sexual innuendo directed at any faculty, but in particular female faculty members, will result in detention, suspension or expulsion, depending on the severity of the offense.** The student's parent/guardian will be immediately contacted and required to attend a meeting at school regarding the incident in question.

*In Class:* Student 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.

*In Mass or Prayer Services:* Any behavior deemed by teachers and/or administrators as inappropriate will lead to a Saturday detention or possible suspension, as determined by the Assistant Principal.

**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 detention.

*Administrative Detention:* Administrative detentions are held on Mondays – Thursdays from 2:00 pm to 4:00 pm. There are no exceptions. A student who receives a detention on the day of or after a scheduled detention day will serve it the following week. Two detentions, or failure to report to a regularly scheduled Administrative Detention will result in a Saturday detention, which takes place from 8:00-10:00 am every other Saturday. Failure to report to a Saturday detention will result in an in-school suspension.

Any more than four administrative detentions in a semester (September – mid-terms; January to June) will result in suspension. Any more than two suspensions in a school year will generally lead to dismissal from St. Joseph Regional High School.

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.

- Polo shirts are permitted to be worn year-round. Students are required to wear 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. **The shirt must be tucked neatly into the trousers at all times.** Constant untucked shirts will be cause for a shirt and tie regulation to be implemented for specific students. When undershirts are worn, they must be of the plain white variety only and they must be short sleeve. On Mass Days and any other day as determined by the Administration, shirt and ties will be required.
- 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.
- On days that a shirt and tie are required, only a solid white, solid blue (i.e., 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 and must be short sleeve. A properly tied tie is required at all times with a dress shirt.
- Belts must be worn at all times. Failure to wear a belt will result in a detention.
- Shoes: The dress code requires students to wear either a penny loafer (black or cordovan) or rugged oxford shoe. These shoes may 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. **Students may not wear boot style or high-top shoes.** 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 (i.e., combed daily). Hair that extends over the mid-point of the shirt collar or is worn over the ears is not permitted. Hair is to be no higher than two inches above the scalp. Any hair style that would necessitate a student’s wearing a hairband to restraint it (i.e., in an athletic competition) is clearly in violation of the dress code. Mohawk and “faux” hawks are not permitted. Students whose hair is in violation of this regulation will have 48 hours to get a haircut before being suspended from school until such time as the student complies with this regulation.
- Beards, mustaches, and sideburns which extend below the ear are likewise prohibited. Students must be clean-shaven at all times. Any student who arrives to school not properly shaved will be required to shave in the Nurse’s Office and serve an administrative detention.
- Earrings or studs are not to be worn at Saint Joseph during the school day. They are also not permitted on dress down days nor during any school function such as Honor Society Inductions and Awards Nights. Additionally, students may NOT cover earrings with band aids or other coverings.
- No hats of any kind may be worn in the building at any time, including dress down days.
- 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.

**Drop-off Policy:** Due to an extreme influx of items being dropped off for students, nothing may be dropped off after the homeroom period begins. That includes clothing, food, and homework. It is every student's responsibility to be prepared for school each day. The only exception will be any medications, which must be given to the School Nurse.

**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.

**Emergency Drills:** Saint Joseph Regional High School conducts routine safety drills in conjunction with NJ State Law. Drills may include: fire drills, lockdown drills, evacuation drills. Students are required to be silent during all safety drills. To ensure the safety of all, disciplinary sanctions will be imposed on students who disregard or violate the rules of behavior during safety drills.

**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, that is, more than two 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/chronic insubordination
- Any threat of violence or harm against a member of the faculty, staff or administration (or their families), either physical or verbal, will result in a

student's immediate dismissal from St. Joe's and will be reported to the Montvale Police Department

- Possession of a weapon in school
- Any bomb threat or "SWATing" incident, as a means of disrupting the educational process, after being reported to the Montvale Police Department and Bergen County Prosecutor's Office, will result in immediate dismissal from St. Joe's.
- Repeated deliberate and malicious vandalism to school property
- Theft
- Deliberately causing a false fire alarm
- 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.
- A serious infraction of the school's regulations regarding communication via the internet and/or social media venues.

**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.

**Genesis** – Parents can monitor their son's academic progress using the Genesis Parent Portal, which can be accessed on any device that has Internet access. We expect our faculty to post average-changing assessment results at least once per week. Please be sure to follow your son's progress closely. 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.

**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 25% of the final grade. Students will also complete quarterly exams, which will count as 20% of a given marking period 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. 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

Students who fail more than two subjects for the year (including community service) will not be permitted to return to Saint Joseph Regional High School. Students who fail one or two subjects must successfully make those subjects up in an accredited summer school program, or they will not be permitted to return in September. All final failures must be made up (and all credits must be retrieved) in order for a student to return to Saint Joseph Regional High School.

Students who attend summer school will have the summer school grade added to their transcript, however, it will not be calculated into their GPA.

**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 1<sup>st</sup> if they are to receive a Saint Joseph diploma. It is school policy that no students are granted early graduations. The graduating class valedictorian and salutatorian will be determined by their cumulative GPA/Rank in the class as of the end of the third marking period of senior year.

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

**Gum:** Gum chewing is prohibited in the school building. A student found chewing gum may receive detention; repeated 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.

In accordance with NJ State laws, the school requires that all registrants submit a completed physical examination form and an immunization record before the start of the school year. The physical form must be dated within 365 days from the start of the school year.

**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 92% in every subject
- Honor Roll – at least 85% 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 Tri-M 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. The minimum weighted GPA will be 93.0. National Honor Society members participate in a tutoring program for fellow students. They also render service by setting up and cleaning up at each SJR Craft Show.

**National Spanish & French Honor Societies:** Membership in the National Spanish and French Honor Societies is open to juniors and seniors who have demonstrated excellence in their knowledge and use of the respective language. Students must have completed (or be in the process of completing) their third year of language student, and must have a cumulative, unweighted average of 90.0 in world language studies through the first semester of junior year. 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 weighted 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.

Honor Society Inductees who commit any serious violation of the school's disciplinary code (i.e., are suspended) will be dismissed from any Honor Societies to which they have been inducted. Any violation of the school's academic integrity policies, since such matters go to the heart of the essential honor society criteria of leadership and character, will result in a student's dismissal from any Honor Societies to which they have been invited.

**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 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. Students become re-eligible once they are passing all academic classes at the end of a given marking period.

Students who have been absent from school, or who arrive at school after the beginning of fourth period 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, the Campus Ministry program offers 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.

**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. Students using a "non-school" lock will have that lock cut off and replaced with a backwards school lock to protect their belongings

until they purchase the required school lock. 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.

**Media Center:** The Media Center, located on the second floor in the front of the building, is the learning laboratory of the school. Besides books and periodicals, the resources of the Media Center include access to a host of databases, research materials, and e-readers, as well as the technology needed to create blogs, pod-casts, voice threads and digital projects. The facility also includes a MakerSpace and designated areas for students taking online courses through Educere.

On school days, the Media Center is open from 7:30am to 3:30pm. Students must obtain permission to use the Media Center during lunch or prior to the start of the school day.

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

**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, and 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 uniform, clean white sweat socks, sneakers, and a sweat suit in cold weather.

Students who arrive to their assigned PE class properly attired (as described above) but who choose not to participate in the day's PE activities will lose 5 points off their final grade **for the marking period.**

Students who arrive to their assigned PE class unprepared (i.e., without the properly school gym uniform) will lose 10 points off their final grade **for the marking period** (5 points for being improperly attired and 5 points for being unable to participate).

Additional regulations:

- 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 that day.
- Under no circumstance should students submit a doctor's notes directly to his teacher. They must be presented to the School Nurse.
- Students who miss a significant portion of a marking period due to a medical excuse, will be required to write a report on a topic related to physical education, health and wellness in order to receive a grade for that marking period.

**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.

Students on probation may lose privileges to participate in extracurricular programs, including any prom or dances.

*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 president/principal, is strictly prohibited.

**Service:** The program is designed to sensitize students to the needs of others in their communities—especially children, the elderly, the disadvantaged, the poor, and the handicapped. Through their volunteer efforts, students will have to opportunity to spiritually mature as they learn that serving others is at the heart of the Gospel. By serving others, we emulate Christ, whose own ministry was one of service to others. Performing community service is also central to our school’s mission, and it contributes to your formation as the Faithful Man.

**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.”

**Sexuality:** The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. Among other things, the Catechism of the Catholic Church states: “By creating the human being man and women, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.” (sec. 2393, Catechism of the Catholic Church). “Except within a valid marriage between a man and a woman (see, e.g. sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate.

If a student’s expression of gender, sexual identity, or sexuality should cause confusion or disruption at a Catholic school, if it should mislead others, cause scandal or have the potential of causing scandal, then the matter will be discussed with the student and his parents. If not resolved to the satisfaction of the school, which is seeking to uphold Catholic principles, then the student will be expelled from school after the parents are first given the option to immediately withdraw the student from school.

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by the school. If the matter involving the parents/student(s) is not resolved to the satisfaction of the school, then the parent will be asked to withdraw the child(ren) from the school and

they agree to do so immediately. If they fail to do so, parents understand that the child(ren) will be expelled from school.

**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 rarely postpones or delays its opening time for any reason. When it does become necessary to cancel school for weather or other reasons, all of our families will be contacted by way of the SwiftReach notification system. The notification of the close of school will also appear on the school web-site, [www.sjrnj.org](http://www.sjrnj.org).

**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 President and 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, and serious disrespect towards members of the staff or fellow students. Overdue and critical financial balances are subject to suspension.

In school suspensions will be served with either the Assistant Principal in the office, or with the Administrative Secretary.

Since actions leading to suspension are not acceptable, **any more than three suspensions will lead to withdrawal from Saint Joseph Regional High School.** Mandatory parent meetings will be help for any and all suspensions. Students will not be admitted back into class until the parent meeting takes place.

**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 serious vandalism 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 does not rank its students, however, the school will provide a student’s rank to colleges only with the written permission of the parent/guardian.

**Transportation:** Bus transportation to and from St. Joseph Regional High School is made available through many of the New Jersey and New York public school districts. Those families in districts that do not provide busing may be able to contract with a private bus company. It is the responsibility of each individual family to request that your local school district provide you with information about transportation availability.

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 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.

Students in direct busing districts will receive route information from, and should address questions or problems to, the district transportation office.

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 an application through FACTS tuition. 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 7:00am until 3:30pm on school days. **Saint Joseph Regional High School assumes no liability nor responsibility for supervision outside of these hours. Additionally, students are not permitted to use the gymnasium for any activity, before or after school, that is not directly supervised by a member of the school faculty. Students who violate this policy are not covered by the school's accident insurance and is subject to disciplinary action.** 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 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 unless they earn a varsity letter.

**Vehicle Parking:** Students are not permitted to go to their vehicles during the school day without the permission of the Assistant Principal.

- 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.