



SAINT JOSEPH
PREP **BOSTON**

SEE YOURSELF HERE. BE YOURSELF HERE.

Student Handbook

2021-2022

**SAINT JOSEPH PREP HIGH SCHOOL
2021-2022 STUDENT/PARENT HANDBOOK**

This Handbook belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP CODE: _____

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September 1, 2021

Dear Scholar,

Welcome to the 2021-2022 Academic Year at Saint Joseph Prep! You and your family have made a significant decision in choosing Saint Joseph Prep. Congratulations on choosing wisely!

This is a place of *academic excellence, authentic community, meaningful engagement, and dynamic innovation*. Your experience here will provide you with the skills and tools, the knowledge and training to excel in college; it will also give you the morals and values, the character and virtue to lead our world.

We believe in you. You have tremendous promise. You proved this by virtue of your application, which is why you were admitted, and if you are a returning scholar, you have already demonstrated this in myriad ways at SJP. You also have remarkable, soon-to-be-discovered potential; trust us. It is because we see in you this promise and potential that we will ask of you more than you ever thought possible. Your classmates, in the inspiring tradition of SJP, will be there to root for you and to cheer you on.

This is a critical time for you. What you will value and how you will live, what you will learn and whom you will love, and even who you will become—these are influenced in no small way by your experience of high school. These four years are vital for your present happiness and for your future fulfillment.

To make the most of this opportunity, it is imperative that you be *fully present* to it. This begins with a very simple thing: *consistent attendance*. Our focus this year is on being here, each and every day, ready to engage. This means avoiding absences whenever possible. Consistent attendance is an essential ingredient to academic achievement and a reliable predictor of job success. This includes coming to school in the morning, and getting to each class throughout the day, on time. In short, to make the most of this time, you have to be *on time*. So we urge you: make school the number one priority.

As always, we ask you to embrace a commitment to lifelong learning. Be absolute and unwavering in this regard. Embrace the challenge; enjoy the journey. And support your friends in their quest for excellence; you will need each other. Together, we are *creating a culture of scholarship*.

You will also come to experience *SJP as your second home* for you are part of our SJP Family. You belong to a community that will support and encourage you and that will call you to greatness. A unique member of our impressively talented, richly diverse student body, you are a vital part of something awesome. We believe you have been called by God to join us in this sacred community where it is cool to be smart and college is the goal for every young person. Together, let's *elevate everything*.

Our SJP family values are rooted in the charism of the Sisters of St. Joseph—that *all may be one*. In our world so marked by division and destruction, so afflicted with suffering and brokenness, we are called to be *instruments of healing and witnesses of hope*. We are not invited to be the *same*—that was not Jesus' prayer. Here, we celebrate our unique differences! We are invited to be *one*—one community, one school, in which all are accepted and affirmed. The world may not live this way. But we will.

The relationships we have with one another are sacred. Honor that. We treat each and every member of this family with dignity and love...always and everywhere. Mutual respect is a cornerstone of life at SJP. Each student, parent, guardian, administrator, teacher, and staff member will respect every person in our

community. We recognize the inestimable worth and infinite value of each human person as a unique creation and authentic revelation of the Divine. **We ask for the grace to see in one another the presence of Christ, and to respond accordingly.** This is the heart of the gospel message.

The policies contained within the pages of this handbook are meant to guide you, protect you, and assist you, to help you in making the right decisions and in becoming all that the Lord calls you to be. Centuries ago, Aristotle described virtue as a habit, and noted wisely, “It is not unimportant what happens in youth—indeed, it is all important.” Aristotle knew that adopting the right habits when we are young is essential. This call to right conduct and Christian morality is the key to these guidelines.

Please remember that your behavior, decorum, attitudes, and manners are important off campus as well as on campus. There is an oft-quoted phrase, “You are the only gospel some people will ever read.” It means that many folks will never open Matthew, Mark, Luke, or John, but they will know what it means to be a Christian by watching those who profess to believe in Jesus. The same is true at school. Outside our walls, you represent Saint Joseph Prep to those who will never set foot on our grounds, participate in our liturgies, attend a class, or watch a game. We are confident that you will be our very best ambassadors!

Take care and God bless. Go Phoenix!

Mr. Eugene Ward

Head of School

ABOUT SAINT JOSEPH PREP

History

Saint Joseph Prep has a short, exciting history built on the foundation of a 140-year legacy of the Sisters of St. Joseph educating young people in the city of Boston. The school opened in September of 2012 as the coming together of Mount Saint Joseph Academy and Trinity Catholic High School. Deeply connected to the Sisters of St. Joseph, each of the schools had over a century of tradition in Catholic secondary education: MSJA as one entity in Brighton with the Sisters of St. Joseph and TCHS under a variety of names in Newton at Our Lady's Parish.

Inspired by the call to create a vibrant, competitive, exemplary, faith filled, and operationally effective school that would serve students and families in Boston, the Sisters of St. Joseph launched Saint Joseph Prep. Working collaboratively with a host of influential strategic partners (i.e., Boston College, Catholic Schools Foundation, Lynch Foundation, EMC, St. Elizabeth's Medical Center, and St. Columbkille Partnership School), the school is highly focused on creating a model for Catholic education that is sustainable. Entering its sixth year, Saint Joseph Prep stands on the shoulders of its founding schools and now soars like its mascot, The Phoenix, to ever-new heights.

Taking full advantage of its central location in Boston, the school draws scholars from all of the Boston neighborhoods as well as from the surrounding suburbs. The emphasis is on providing an educational program that is exceptional (intellectually and morally) and accessible (financially and culturally). By integrating the virtues of a classical, liberal arts curriculum with the tools of a forward-thinking, STEAM-oriented initiative, Saint Joseph Prep graduates students who not only *get into* but who *get through* college successfully. The school produces young women and men who have the skills they need to compete for jobs and the values they need to make a positive difference in our world. Our young women and men will be global citizens who think critically and work collegially to raise the standard of living (and learning) for all persons.

Mission

A premier independent co-educational Catholic high school in greater Boston, sponsored by the [Sisters of St. Joseph of Boston](#), Saint Joseph Prep provides an exceptional, accessible, student-driven education marked by academic excellence, authentic community, meaningful engagement, and dynamic innovation. Through the School's diverse, character-driven, and faith-filled experience, graduates are prepared for success in college and career and empowered to be servant-leaders.

Vision

Saint Joseph Prep, a premiere independent co-educational Catholic high school in greater Boston, provides an exceptional education that is student centered, character driven, and academically rigorous. Students are prepared for success in college and life, empowered to assume positions of leadership, and committed to being women and men of service.

Defining Characteristics

- *Charism of the Sisters of St. Joseph:* The School is founded upon and rooted in more than a century of CSJ passion and vision; the CSJ mission includes unity through reconciliation, “service to the dear neighbor,” gracious hospitality, excellence tempered by gentleness, care and concern for creation, and an abiding love of all persons; the CSJ charism—*that all may be one*—defines our SJP Family; the Sisters of St. Joseph of Boston continue to have a vibrant, active presence in the School.
- *Scholarly Achievement:* Each student is called to excellence in the classroom; a love of learning is fostered through shared curiosity and collaboration; special emphasis is placed on critical thinking, effective writing, confident and articulate speaking, and creative and analytical problem-solving; the life of the mind is celebrated; learning for its own sake is honored; young men and women become secure, confident, and self-assured as persons when they excel as scholars.
- *Integrated Technology:* Technology supports and enhances the curriculum; from MacBook Airs to Apple TVs, from creating presentations to editing videos, students and teachers find new ways to integrate technology into the learning process; through the 1:1 device initiative and the STEAM program, students learn responsible use of technology, develop the technical skills required for the 21st century, and see themselves as future innovators, engineers, and designers.
- *Student-Centered Learning:* The School exists for our students—they are the only reason we are here; respect for and appreciation of the various, unique learning styles of each student are essential; our faculty members teach the students first and the material second; the education is profoundly relational; teachers understand the strengths and needs of students, challenging them to become even more than they, themselves, can imagine becoming as scholars.
- *Full-Day Experience:* The student experience is broad-based, wide-ranging, and multi-faceted; scholars take advantage of a variety of extra-curricular programs to develop all of their gifts and talents; from drama and debate to soccer and softball, from competing in robotics to creating the yearbook, students discover new dimensions of themselves; each young person creates his/her identity, making a name for him/herself by investing in clubs, activities, and sports.
- *Dedicated Faculty:* The faculty are life-long learners who engender a similar love of learning in their students; nearly every faculty member has an advanced degree in education or in his/her academic area; teachers are both dedicated to their profession and devoted to their students; teachers continuously pursue and receive professional development that leads to better instruction; teachers are available for extra help—before, during, and after school—making certain that students can achieve the goals they have set for themselves as scholars.
- *City of Boston:* Boston is a center of intellectual excellence; its colleges and universities constitute a hub of academia recognized for scholarship and research in the international community; boasting a wide array of communities and neighborhoods, Boston has a rich diversity of racial, religious, cultural, and economic groups; the School embraces this tapestry of color and creed and is enriched by every background from which our students come; our location is a powerful asset as we provide for our students access to the city’s resources.
- *Faith, Prayer, and Service:* Our mission is intellectual education and personal formation; our Catholic identity is the center of our focus on moral/ethical development; attentiveness to and

an appreciation for the spiritual lives of our students is crucial; by participating in the Sacraments, going on retreats, and engaging in community service, students are invited to become more fully aware of the presence of the Risen Christ in their lives; each class begins with a prayer and each day begins in communal prayer, as we continually deepen our unique relationships with God, however we define and internalize those relationships.

Notice of Nondiscrimination

Saint Joseph Prep admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Joseph Prep does not discriminate on the basis of race, color, national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, or athletics and other school-administered programs.

Unauthorized Use of School Name

No student, or student's parent or guardian, without the express prior written authorization of the School's administrative head, may utilize the School's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the School name:

- to open up any bank account
- to solicit funds on behalf of the School
- to collect money on behalf of the School
- to sell products on behalf of the School
- to schedule any field trip, vacation or other accommodations
- to post on any website for any purpose including, but not limited to support of a particular social or political agenda.

Any such unauthorized use of the School's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the School's name or identifying logo, may result in legal action.

DIRECTORY

PLEASE CALL THE MAIN NUMBER AND THEN DIAL THE EXTENSION FOR INDIVIDUAL OFFICES.

Main Office (for general information and to report absences)	617- 254-8383
Head of School (Mr. Ward)	Ext: 1109
Business Office	Ext: 1332
Admissions	Ext: 1308
Advancement	Ext: 1240
Marketing and Communications	Ext: 1560!!
College and School Counseling Office	Ext: 1228!
Learning Commons	Ext: 1559
Academic Enrichment Center	Ext: 1561
Technology	Ext: 1554
Health Services	Ext: 1232
Athletics	Ext: 1129
Assistant Head of School for Community Life (Mrs. Carol Woolston)	Ext. 1223
Assistant Head of School for Academics (Mr. Scott Poponyak)	Ext. 1224
Fax Number	617-254-0240
Website	www.saintjosephprep.org
E-mail	firstname.lastname@saintjosephprep.org
Twitter	@saintjosephprep
Facebook	www.facebook.com/saintjosephprep
College Board Code	@@\@IN

FINANCES

Tuition

Each year, the Board of Trustees of Saint Joseph Prep establishes the tuition and fees for the following academic year and arranges for the information to be published. Tuition payments are collected through the FACTS Tuition Management system. All families are required to pay tuition balances through FACTS Tuition Management in one of the following three payment plans:

- 1) Pay the full tuition by July 1.
- 2) Pay half the tuition by July 1 and the other half by December 1.
- 3) Pay 10 monthly payments beginning in July and ending in April. These payments will be automatically withdrawn or charged to a credit card on either the 5th or 20th of each month, depending on the specified preference.

Please note that any scholarship and/or financial aid awards will be applied to the student's FACTS account. If the account is not activated, then no aid award can be credited to the account.

Tuition Contract

The parent or guardian responsible for the tuition payment of each student must submit a Signed Tuition Contract for each new academic year. This contractual agreement outlines the parent/guardian responsibility for the payment of tuition for that year. This contract is distributed along with Registration information and is due back the same time as the Registration form and payment. Failure to have a tuition contract on file will likely prevent a student from being assigned and attending classes, participating in school-sponsored functions, and receiving important school-wide notifications.

Delinquent Tuition Accounts

According to the policy established by the Saint Joseph Prep Board of Trustees, if a student's tuition account is in default, he or she will not be allowed to take mid-term or final exams and may not be allowed to attend classes or participate in school-sponsored functions and trips. Furthermore, students are at risk of receiving "Incomplete" grades for that term until the tuition account balance is up-to-date. Seniors are held to these same standards; however, if the balance is not current prior to graduation, the student will receive a blank diploma and the School will withhold the student's transcript until the tuition account balance has been properly addressed. Students may also be asked to withdraw in the middle of the school year if families have not complied with the tuition payment schedule outlined in the Tuition Contract.

Tuition Refund

If the School receives written notification of a student's withdrawal prior to July 1, the family will receive a full refund of any tuition paid. If the student withdraws after that date and prior to October 1, the family is responsible for paying half the tuition amount for the year. If the student withdraws on or after October 1, the family is responsible for paying the tuition for the full year.

Re-Registration

All current students planning to continue their education at the School must re-register by submitting a **completed** Registration Form **and** the Registration Fee of \$300 by the middle of March. The registration fee will be deducted automatically from your FACTS Tuition Management Payment Plan through

incidental billing. This fee reserves the student's place in the class and is non-refundable. The registration fee should not be considered as tuition payment.

Financial Aid

To be considered for financial aid, families must submit applications online via FACTS Grant & Aid Assessment by visiting <https://online.factsmgt.com/signin/4HLQW>. Completed applications must be submitted by February 26 for full consideration. A completed application includes all **supporting tax documentation**. Late applications will only be considered if there are remaining funds to allocate at the time of receipt. A member of the Financial Aid Committee will communicate notification of any aid awards. Please note, all financial aid/scholarship awards are applied directly to the student's FACTS Tuition account. If the account is not registered, then the award will not be credited to the student's account.

Returned Checks

For those whose personal checks do not clear the bank, the School reserves the right not to accept personal checks as payment and can require cash, money orders, or bank checks as future payments.

Fundraising Programs

Since fundraising helps to close the gap between the tuition charged and the actual cost to educate a student, Saint Joseph Prep depends upon every family's participation in the Annual Fund. To collect funds for any specific school activity, students must obtain the permission of the Head of School and the Assistant Head of School for Community Life.

ACADEMIC POLICIES

Integrity

At the very heart of any learning community or scholarly institution is the matter of academic integrity. As a Catholic school, where character formation is just as important as intellectual education, this is even more the case. Here, consistent with the charism of the Sisters of St. Joseph, students are expected to embrace and embody the highest moral and ethical standards. Academic integrity is non-negotiable at Saint Joseph Prep. This includes:

- Taking ownership of and responsibility for one's own education, progress, decisions, words, and actions.
- Being the sole author of all academic work, both oral and written.
- Citing all appropriate outside/external sources when submitting work.
- Staying faithful to the highest standards of personal conduct—both in and out of class—and encouraging others to do the same.

Cheating, plagiarism and all other forms of academic dishonesty will have serious consequences including, but not limited to, a failing grade for the assignment, detention, probation, suspension and/or expulsion. In this era of endless online sources and collaborative models of education, it is important to clarify the term plagiarism.

Plagiarism is cheating, and it includes, but is not limited to:

- Quoting without properly citing another person's words or ideas.
- Submitting the work of another as one's own.
- Directly copying another person's words, ideas, answers, or responses on any quiz, test, lab, project, exam, or homework assignment.
- Misusing technology—cell phone, iPad, laptop computer, or any other device:
 - To access the Internet when not permitted by the teacher or for the assignment
 - To capture photos of someone else's work and to submit it as one's own work.
- Exchanging answers with another student before, during, or after a quiz/test/exam.
- Coming into a quiz, test or exam with unauthorized notes or potential answers stored in a calculator, phone, iPad, or other device or with those notes/answers written on concealed cards, body parts, or articles of clothing.
- Enabling another person or conspiring with another person to do any of the above.
- Being aware of another person doing any of the above without bringing the situation to the attention of the appropriate faculty/staff member.

A student guilty of a serious breach of academic integrity may not be eligible for academic honors and other forms of recognition. Seniors violating the academic honesty expectations are not eligible to be exempted from final exams and may not be allowed to participate in senior activities including Commencement.

In terms of specific consequences for violation of the Academic Integrity policy:

- **First offense:** The student will receive a zero for any plagiarized assignment. The student's parents/guardians will be notified and the student will meet with members of the administrative team. The academic subject teacher will document the offense and a copy will be submitted to the Assistant Head of School for Academic Program. Additional disciplinary action may be taken based on the circumstances.

- **Second offense:** The student will receive a zero for any plagiarized assignment. The student's parents/guardians will be notified and the student and his/her family will meet with members of the administrative team. The academic subject teacher will document the offense and a copy will be submitted to the Assistant Head of School for Academic Program. The student may lose academic honors such as NHS, Honor Roll, Book Awards, etc. Student participation in athletic and extracurricular activities will be in jeopardy. Student letters of recommendation may reflect academic integrity infractions.
- **Further offenses:** Additional violations of the Academic Integrity policy will result in suspension, withdrawal, expulsion, or other disciplinary action.

Academic Support

Just as Academic Integrity is imperative to the *credibility* of our school, so Academic Support is imperative to the *mission* of our school. At Saint Joseph Prep, we are committed to meeting the individual academic, intellectual, spiritual, physical, social, and emotional needs of all our students. In keeping with this mission, we offer multiple levels of academic support.

The Academic Support Team, led by the Assistant Head of School for Academic Program and the Director of the Academic Enrichment Center, continually monitors the academic progress of our students. Depending on their individual needs, students receive support from the following sources:

Advisor Program: Each of our students is matched up, by grade level, with an academic advisor who will follow him/her through his/her entire four years at Saint Joseph Prep. Advisors meet regularly with their assigned advisees, both individually (i.e., to review grades) and as a group (i.e., to discuss issues such as "leadership" or "service"). The advisor is the primary liaison, the key contact person, for all school-related matters. The advisor's primary focus is the scholarly progress of each advisee, particularly in terms of monitoring academic progress in the current year and choosing courses for the following year. The advisor is also concerned with the personal and emotional well-being of each advisee; the advisor is there to connect students and parents to other activities, programs, and services at Saint Joseph Prep. The advisor works closely with the Assistant Heads of School, the Director of the Academic Enrichment Center, the College and School Counseling Team, and others to ensure that each student is welcomed, affirmed, engaged, challenged, known, and loved at Saint Joseph Prep.

Extra Help: As always, if a student is struggling in a particular course, the primary point of contact for the student should be the subject teacher. To facilitate this, all of our teachers are available every day from 2:30 to at least 3:30 PM to offer individualized tutoring and assistance. In some cases, teachers may also be available before school and/or during a student's study period. Students should consult with individual teachers as to their availability.

Head of School Study: To support students who struggle with homework completion and to hold students accountable for completing assigned work, we require Head of School Study (HoSS). A student's teacher assigns the student to HoSS in the event that the day's homework has not been completed for his/her course. The student is required to report to HoSS at 2:45 PM, regardless of other obligations, and to remain in HoSS for 1 hour and 15 minutes; HoSS runs from 2:45 to 4:00 PM. Students assigned to Head of School Study will sign in/out with the Head of School Study proctor and, when appropriate, report to the subject area teacher who assigned them to complete the missing and/or late assignments. If students complete their missing work with the subject teacher before 4:00 PM they should report back to HoSS, with a note from their subject teacher. If the subject area teacher is not available or the support of the subject teacher is not required, the students can complete their missing assignments and fulfill academic obligations in the HoSS room. Head of School Study is held in the Learning Commons.

Academic Support Program: For students who need more consistent, individualized academic support, our teachers are available after school to help students work on missing and/or late assignments, prepare for exams and assessments, and to plan/prepare for upcoming assignments. Students are always invited, and may be required, to meet with the teachers of the courses in which they are struggling. If a student earns a grade of D+ or below for any Quarter in any course, he/she is required to meet weekly with the teacher of that course. In this case, a student's advisor will meet with the student to develop an individual Academic Support Plan (ASP). Academic Support Plans are weekly schedules that may also require the student to attend HoSS or attend a tutoring lab in the Academic Enrichment Center during a student's study hall period. The details of the Academic Support Plan will be communicated by advisors to parents/guardians, teachers, the Director of the Academic Enrichment Center, the Assistant Head of School for Academics, and the College and School Counseling Team. Students who play sports or participate in other after school activities may also be required to include a coach or moderator in the development of the plan.

Academic Enrichment Center: The Director of the Academic Enrichment Center, a full-time learning specialist, works closely with the Assistant Head of School for Academic Program, the College and School Counseling Team, advisors and teachers to develop, implement, coordinate, and supervise academic support for our students. Located in the Learning Commons, the AEC is open to all students every day from 7:30 AM to 3:30 PM. The faculty/staff of the AEC is available to assist those students seeking individualized academic support. Students of all levels of ability and achievement are strongly encouraged to take full advantage of the AEC during study periods, advisory periods, lunch periods, and before and after school. In combination with its structured academic support program, the AEC also hosts Math, Science and Writing Labs for students who are interested in availing themselves of additional academic support during the school day.

AEC Philosophy and Benefits

Through the Academic Enrichment Center (AEC), we organize and provide academic enrichment programs to address the individual needs of students, helping them to meet their academic potential and develop prerequisite skills for success in college. The work of the AEC Director, in conjunction with associated teachers, advisors, and tutors, helps students to leverage their learning strengths and stay on a successful path so that their achievement reflects their ability. Academic enrichment programs not only support conceptual understanding, but build metacognitive thinking so that students are more self-reflective of their learning processes.

Predicting Student Success

Student success at Saint Joseph Prep is linked to a number of factors. First and foremost, the student must have the determination to work hard throughout the school day and the motivation to focus on academics after leaving the building. Perseverance, persistence, and patience are essential virtues.

Second, parental support is a key factor in providing the structure for students to excel in their studies outside of school hours. In all areas, and particularly in the AEC, we work in sacred partnership with our parents and guardians.

Third, students are expected to cooperate with teachers and advisors and to follow the policies of Saint Joseph Prep. When a student follows these guidelines, he/she is typically successful.

Curriculum

The Saint Joseph Prep curriculum is a robust, challenging and rigorous curriculum for the 21st century, grounded in the very best elements of a liberal arts education and rooted in Christian faith, values and

traditions. For more detailed information on curriculum please visit our website (<https://www.saintjosephprep.org/academics/curriculum>).

Course Selection

Courses are phased according to the pace and level of difficulty of the subject matter. Phase levels are determined according to the student's achievement and upon the advice of subject teacher, the Department Chairperson, the College and School Counseling Team, and the Assistant Head of School for Academic Program. Parental signature/approval of recommended phases is required at course selection time.

Advanced Placement®: In order to enroll in AP® courses, students must successfully complete honors level work with high achievement in prior courses within that particular discipline. Advanced Placement® courses require a recommendation by the Department and approval by the Assistant Head of School for Academic Program and the College and School Counseling Team. Admission is selective and not guaranteed to any student. Saint Joseph Prep reserves the right to determine enrollment.

The maximum number of AP® courses a student may take in a given year is three. Any student who feels an exception should be made must submit a written request, stating her/his case, by **Tuesday, April 5th**. Students will be notified of the school's decision during the course selection process. For seniors, we remind you that the time, effort, and commitment required for the college application process is, in the eyes of some, equivalent to having an extra course.

Students who enroll in an AP® course(s) commit themselves to testing on the AP® examination in May. This AP testing is an absolute requirement and is not waived. Taking the AP® exam is considered the AP® student's "Final Exam" in that subject area. Any student who does not sit for an AP® exam will receive an incomplete for that course. The examination fee for each exam is paid by the student. Fee reductions are available for students who qualify.

Advanced Placement® courses are offered on the basis of an appropriate number of qualified students requesting enrollment. AP courses are subject to cancellation if enrollment does not justify staffing.

Schedule Changes

If a student wishes to request a course change after classes begin he or she must submit a written request to the Assistant Head of School for Academic Program within the first two cycles of the academic year. Administrators will consult with the appropriate college and school counselor, instructor, student and parent/guardian in order to determine whether the requested change is warranted. Students may not withdraw from a course.

Graduation Requirements

- 4 years English
 - 1 year English Writing required for all Grade 9 students
- 4 years Theology
- 4 years Math (including Algebra 1, Geometry and Algebra 2)
- 3 years lab-based Science (including Biology, Chemistry and Physics)
 - * 4 years recommended for college preparation
- 3 consecutive years Foreign Language
 - * 4 years recommended for college preparation
- 3 years Social Studies (including World History and U.S. History)

- * 4 years recommended for college preparation
- 2 courses in STEAM
- 4 Electives credits required (based upon student course load and AP credits)

Standardized Testing

PSAT/NMSQT: Saint Joseph Prep administers the PSAT/NMSQT for grades 9-11 in the fall of each academic year. The PSAT provides firsthand practice for the SAT. The purpose of providing this test for students is to measure the core academic skills required for college preparation. The test offers valuable feedback to students and families on strengths and weaknesses in these skill areas and helps students prepare course work and curriculum that will enhance college readiness.

SAT/ACT: As a college preparatory high school, Saint Joseph Prep requires that all graduates take the SAT and ACT. Ideally, each student will take the SAT and ACT at least once during junior year and again during senior year. Given our rigorous college preparatory curriculum, we also strongly advise students to take **SAT II Subject Tests**. The SAT II subject tests apply to particular areas of study, and taking them is highly recommended for gaining success in the college admissions process.

Grading

Saint Joseph Prep uses an alphabetical system for grading. Quality points differ according to phase levels and affect grade point averages.

GPA Calculation

Marking System		AP®	Elective Honors	College Prep
A+	100-97	5.0	4.5	4.3
A	96-93	4.7	4.2	4.0
A-	92-90	4.3	3.8	3.6
B+	89-87	4.0	3.5	3.3
B	86-83	3.7	3.2	3.0
B-	82-80	3.3	2.8	2.6
C+	79-77	3.0	2.5	2.3
C	76-73	2.7	2.2	2.0
C-	72-70	2.3	1.8	1.6
D+	69-67	2.0	1.5	1.3
D	66-63	1.7	1.2	1.0
D-	62-60	1.4	0.9	0.7
F	59-0	0	0	0

I – Incomplete (Student has the obligation to make up work within two weeks.)

NC – No Credit (Due to unexcused absences. No make up is allowed.)

W – Withdrawn
M – Medical Waiver
P – Pass

Honor Roll

Headmaster's Circle: All grades of A- or above.

Honors with Distinction: All grades of B or above, with no more than two Bs and no B-s.

Phoenix Scholars: All grades of B- or above.

St. Joseph the Worker Award: Effort grades of 4 or 5 in all courses.

Grade Reports to Parents

The School issues Quarterly Report Cards to the parents/guardians of all students. Report Cards are distributed no later than seven days after grades close for each quarter. Additionally, teachers prepare Interim Reports halfway through each quarter.

All teachers will use PowerSchool to regularly update student averages, post grades and class assignments. Parents and students may access assignments and monitor the student's progress through their own PowerSchool accounts.

Parent Conferences

Formal Parent/Teacher Conferences are scheduled twice each year. All parents are encouraged to attend these conferences. Parents are also encouraged to take advantage of the online grading system (PowerSchool) to monitor their son's or daughter's academic progress. If concerns arise, parents need not wait for an officially scheduled conference date, but may make appointments for individual conferences with teachers and/or college and school counselors whenever necessary.

Academic Probation Contract

In order to support the academic success of our students, we regularly review student progress. At any point in the school year, the Assistant Head of School for Academic Program and the College and School Counseling Team, in consultation with the administration of the School, may require a student to fulfill the guidelines of an Academic Probation Contract. Such guidelines will be unique to each student. In addition to mandatory participation in academic support services, students may be ineligible for athletic and extracurricular opportunities until demonstrating improvement.

Athletic Eligibility

In order for a student-athlete to be eligible for participation in our MIAA-sanctioned inter-scholastic sports program, he/she must be in good academic standing in the current academic year. This means that any student-athlete who fails ONE or more classes at the end of a marking period will be ineligible for athletic competition. Students may regain eligibility at the end of the next marking period. The Director of Athletics will work in conjunction with the Assistant Head of School for Academic Program in order to determine if an athlete is ineligible. The Director of Athletics will then contact students, parents and coaches regarding any athlete who becomes ineligible to play for the season. Participation in tryouts, practices, or scrimmages will be at the discretion of the administration and the Director of Athletics. Student athletes are also required to remain in good academic standing during the course of the season. If grades fall below an acceptable level, students may be placed on academic probation and/or required to sit out games and/or practices until their grades improve.

Homework

Because Saint Joseph Prep is focused on graduating young women and men who will be successful in college and productive in the world, Saint Joseph Prep offers a rigorous, engaging, substantive, and challenging curriculum. Regular, consistent daily effort—particularly in the area of nightly homework—is essential to developing the skills and mastering the content necessary to compete for college acceptance and employment opportunity.

Students should expect 2-3 hours of homework per day at Saint Joseph Prep. Homework can and should consist of specific assignments, as well as the reading, studying, review, research, and test preparation that aids students in understanding course content.

When a student is absent from school, it is his/her responsibility to work/communicate directly with teachers to make up assignments, projects, quizzes, and tests in a reasonable and timely fashion. For an extended absence, a student's advisor will assist with this process.

Study Hall

Study Hall periods are opportunities for students to complete assignments, review for upcoming assessments, conduct research, seek additional teacher support and should be structured as quiet, directed time.

Students who need to meet with a teacher, advisor, administrator or access particular school resources (i.e., Learning Commons and AEC, College and School Counseling Office), are required to obtain a pass before being permitted to leave Study Hall.

Exams

All students are required to take mid-term and final exams in each major subject area. These exams are important opportunities for students to demonstrate mastery of both skills and content; it is the Super Bowl of the academic year! These exams also aid in the preparation for other educational testing experiences such as the PSAT, SAT, ACT, AP exams, college entrance tests and even college exams.

Exam Exemptions for Senior Final Exams

Seniors who have earned an average of 90% or above for Semester 1, and 90% or above for Quarter 3, and who have met all the other requirements set by the teacher for a particular course may earn the option to be exempt from taking the final exam. Teachers will submit in advance a list of any such students to the Assistant Head of School for Academic Program and the College and School Counseling Team.

Field Trip Policy

As part of the School's interactive, project-based curriculum, faculty members may plan class field trips to enrich their students' learning experience. A written description of the goals and objectives of any proposed trip must be discussed with and approved by the Assistant Head of School for Community Life.

Written permission to attend the planned field trip must be obtained from the parents/guardians of all students. When a student does not have a signed permission slip, Saint Joseph Prep will contact a parent by cell phone to get verbal permission for their son or daughter to attend the field trip. All field trips must have a sufficient number of chaperones from the school, who will accept responsibility for the

active supervision of the students. Students will be expected to share most or all of the cost of trips and activities.

Saint Joseph Prep will only sponsor field trips that enhance the academic and co-curricular programs of the school. The School does not condone or endorse any "Senior Trip." Students are not permitted to organize or advertise any unauthorized trips. No student or family may represent Saint Joseph Prep in any contract related to an unauthorized trip.

Promotion and Graduation Requirements

To be eligible for promotion to the next grade level, students must earn passing grades in every course taken at Saint Joseph Prep and must complete the service requirements for each year. In order to be eligible for a diploma, students must pass the senior curriculum, which includes the service component. Seniors who do not pass the senior curriculum may be ineligible to participate in Commencement and related activities.

Summer School/Credit Recovery

If a student fails a course, his/her parents/guardians will be notified, and the student will be required to make up credit in an approved summer school program. A student who fails three or more courses in an academic year will not be eligible to return to Saint Joseph Prep.

Students who make up courses in summer school due to a failing grade, will earn credit recovery that will be included on transcripts. This will enable them to earn the credits necessary to fulfill graduation requirements. It is important to note that summer school and credit recovery courses do not replace grades earned in full year courses. Therefore, if a student fails a course during the full academic year, the summer school course and grade will appear on his/her final transcript, but will not replace or be calculated into the student's GPA.

Students may not return to the school if all credits are not made up. Therefore, it is the responsibility of the parents/guardians to ensure that a transcript or grade report indicating successful completion of the summer program is forwarded to both the College and School Counseling Office at SJP and the Assistant Head of School for Academics at least two weeks in advance of the start of the new academic year. Without this documentation, we cannot re-enroll any student for the upcoming school year.

National Honor Society

Second semester sophomores, juniors, and seniors are eligible for membership in the Saint Joseph Prep chapter of the National Honor Society. The student must satisfy National Honor Society criteria of demonstrated character, scholarship, leadership, and service. Furthermore, any candidate for membership in NHS must be in good disciplinary standing. Elected members must fulfill the requirements of the organization to remain in good standing.

Service

As a Catholic school sponsored by the Sisters of St. Joseph of Boston, Saint Joseph Prep is committed to helping students integrate service into their lives. A yearly service requirement is included in the Theology curriculum. Participation in the service program is a requirement for both promotion and graduation.

- Students in grade nine are expected to complete 10 hours of service per year.

- Students in grades ten and eleven are expected to complete 20 hours of service per year.
- All School Service Day is a day our mission is celebrated and our community comes together as a school to reach out to those in need. The All School Service Day is mandatory for all students.

Senior Service

The Senior Service Program is the culmination of the entire Saint Joseph Prep experience, where students are called to put into practice all that they have gained, in and out of the classroom, in their four years at Saint Joseph Prep. The Senior Service Program is an intensive, four-week (depending on the timing of the April break and the date of Commencement) service-learning experience that invites students to engage in consistent, meaningful, relational service at an appropriate non-profit agency/school/institution.

The Senior Service Program is “pass/fail” and successful completion is required for graduation. Each student’s required hours depends on the number of Advanced Placement courses he/she is taking; the greater the number of courses, the fewer the number of required hours.

The basic requirements of the Senior Service Program are the following:

- Doing approximately 5 hours of service per day at an approved site.
- Engaging in direct service that positively impacts the lives of others.
- Attending the necessary discussion groups.
- Writing and delivering a speech to underclassmen reflecting on the service experience.
- Connecting regularly with the assigned Faculty Mentor.

ATTENDANCE POLICIES

Importance of Attendance

Consistent attendance is essential to academic success. In short, to *excel* in school, students must first *be* in school. Being present is absolutely fundamental to being prepared, engaged, and committed when it comes to one's education. Indeed, being *on track* as a scholar starts with being *on time* each day. Research studies continuously demonstrate that strong and steady attendance is an accurate predictor of academic achievement and successful employment. Colleges look closely for regular, reliable attendance, and when employers call the School regarding a reference for a student, the first (and sometimes the only) question they ask is about the student's attendance record. By ensuring that students are present in our learning community, we empower our young people to succeed and excel in all of their endeavors. Finally, it is our shared responsibility—as parents, guardians, teachers, and administrators—to fulfill the requirements of Massachusetts State Law, which state that students must attend school regularly.

Absence Procedures

When a parent/guardian decides it is best for a student to stay home because of health reasons or for a family emergency, the parent/guardian will call the School between 7:00 and 8:00 AM. Reporting a student's absence to the school via email is not acceptable. Upon the student's return to school, he/she must present to the Main Office a note of explanation written and signed by the parent/guardian along with any necessary medical documentation.

Excused Absences

School-Related: Absences from school that are the result of school-sanctioned activities such as (but not limited to) lectures, retreats, funerals, and athletic events are excused absences.

Health-Related: Absences due to illness are excused absences requiring documentation from the physician. Also, when a designated staff member in the Health Office dismisses a student from school, this is an excused absence, which does not require further documentation.

For health-related absences lasting more than one day, a medical waiver from the doctor, confirming the diagnosis and specifying the number of days, is required. If medical documentation or a note is not received, a student may receive an unexcused absence. Saint Joseph Prep reserves the right to call the physician's office for verification of this information. Arrangements to make up work for any long-term illness will be made on an individual basis, usually through the College and School Counseling Office and the student's advisor, making sure to be sensitive to and supportive of the individual student. It is the expectation of the School that eventually all work will be completed before exams and Commencement.

Extra-Curricular Participation

A student must be in school no later than 11:00 AM in order to participate in any after-school or extra-curricular activities that day. This includes athletic contests.

Unexcused Absences

Students are expected to attend every class every day. That is the norm, the goal, and the rule. Absences that result from tardiness, suspension, unapproved dismissals, and/or other commitments not

sanctioned by the School are unexcused. Any absence that is related to a family trip, an extended vacation, or any other non-emergency situation is unexcused. Any absence that is not documented by the appropriate authority (i.e., physician) is unexcused.

Students who are aware of an upcoming unexcused absence from school are required to complete an Unexcused Absence Form (available on our website), and submit a completed copy to the Assistant Head of School for Academics. While it is the student's responsibility to schedule time to make up any missed assignments during his/her absence, completing this form will give teachers, advisors, moderators, and coaches the opportunity to assist the student in this process. Wherever possible, students are strongly encouraged to complete work in advance of any absence. Within certain guidelines, the decision to receive partial credit on missed assignments during an unexcused absence is at the discretion of the subject teacher. However, with the possible exception of major tests or projects, students will not be able to earn full credit on any assignment they missed while absent.

Family Vacations

Families are urged to plan all vacations around our school vacations so that students do not miss precious class time and essential academic work. If families do plan absences from school, especially for extended trips, they must understand that these are unexcused absences. Any student or family who knows in advance that a student will miss school time for travel, vacation, outside athletic commitments, etc., must complete an Unexcused Absence Form found on the website and submit it to the College and School Counseling Team at least one week prior to the absence.

Excessive Absences

Chronic absence adversely affects a student's academic performance and negatively impacts a student's ability to excel as a scholar. Frequent and persistent absence may also hinder and restrict a student's intellectual, physical, social, and personal development. It is imperative, then, to address any indication or pattern of chronic absence.

When a student has 3 excused and/or unexcused absences, he/she will be required to meet with his/her advisor. The advisor and student will discuss/address the cause of the absences and create a plan of action to improve attendance.

When a student has 5 excused and/or unexcused absences, the student and his/her parents/guardians will be required to meet with the Assistant Head of School for Community Life and the student's the advisor. In this case, a student's engagement in clubs/activities, participation on athletic teams, and membership in school organization may be jeopardized.

When a student has 5 unexcused absences during an academic quarter, the student may receive an NC ("No Credit") for all courses that quarter.

Students who have 15 or more unexcused absences during the year may receive an NC ("No Credit") for all courses that quarter.

At any time during the academic year, at the discretion of the School's administration, if chronic absence persists and is not addressed by the student and her/his family, the student's continued enrollment at Saint Joseph Prep may be reconsidered.

Dismissal from School/Class

Every effort should be made to schedule personal appointments outside of school hours. Parents must give written notice that the student will arrive late or leave school early for any such appointments. The note must be presented to the Main Office between 7:30 and 7:45 AM. The note must provide the reason for the expected absence and details about when and by whom the student will be picked up from school. A parent regardless of the age of the student must sign this note.

Students who become ill in school should report to the School Nurse. If necessary, the Nurse will contact the parent. She will dismiss the student and notify the Main Office. If dismissed, the student will accrue excused absences in each class missed. If a student leaves the building without administrative authorization, he or she is truant and subject to disciplinary action.

College Visits

Saint Joseph Prep encourages students and families to take advantage of the many weekend and summer programs available for visiting colleges, and the College and School Counseling Team is happy to assist with this process. Choosing a college is a most important decision, and each student and family should seek as much information and experience regarding this decision as possible. The School schedules college representative visits for seniors in the fall, whereby seniors are able to sign up ahead of time for up to three class-time sessions during the school year. We also provide opportunities throughout the academic year for students and families to attend workshops where college representatives are present. Seniors receive one day off in the fall to schedule campus tours and interviews. Seniors are allowed an additional two excused absences for college visits/interviews per semester with prior approval from the College and School Counseling Team. These visits would typically include college orientations, athletic recruitments, and required interviews, but NOT school tours. Students must also provide documentation from the college verifying the absence. Saint Joseph Prep's CEEB Code is 220241.

Discipline Reporting/College Process

Saint Joseph Prep does not report student discipline records, except in major cases of academic dishonesty or physical violence. As a Catholic school, we recognize that students make mistakes, and we do so in a community of trust, support and reconciliation. We instruct all students to answer questions regarding disciplinary history (suspension), including any change in academic standing between application submission and graduation, honestly and completely by self-reporting on the Common App. We take seriously our responsibility to our college admissions colleagues and will not recommend a student about whom we have serious reservations.

Tardy Policy

Students who are late to school must report to the Main Office. Any student who does not report to the Main Office and goes directly to class will receive a detention to be served that day.

Tardy to School

When students arrive late to school they will report immediately to their first period class after obtaining a late pass from the Main Office. All students who are tardy will receive an after school detention to be served THAT day. Students who have a note from a parent/guardian explaining the reasons for tardiness will be excused. Transportation issues will be verified with the MBTA. If a student has a doctor's appointment that day, a parent must call the Main Office to re-schedule the detention. Any student who

does not attend his/her assigned detention will meet immediately with the Assistant Head of School for Community Life and further disciplinary action will be taken.

If a student is repeatedly late to school and/or to class, and a pattern of excessiveness tardiness persists, the student and his/her parents or guardians must meet with the Assistant Head of School for Community Life. If the behavior does not change, the student may be suspended and put on probation. Students who have excessive, persistent, and repeated tardiness issues may be asked to leave Saint Joseph Prep.

Tardy to Class

Being present and on time to class is defined as students being physically present in the classroom and having all prescribed materials for the day's classroom activities.

When students are not physically present or are not properly prepared to begin class when the bell rings, they will be marked Tardy in PowerSchool by the teacher. Students who may have a legitimate reason for being late must present a note to the teacher upon entering the classroom.

Students who are consistently late for class will meet with the Assistant Head of School for Community Life.

Leaving School Grounds

No student is to leave school grounds during school hours without the explicit permission of the Administration. Students leaving for appointments and returning to school will be required to provide to the Main Office a written note from a parent or guardian detailing the reason for departure and the time when the student will return. Students leaving school before the regular dismissal time and not returning must provide to the Main Office a written note from a parent or guardian explaining the situation.

Truancy

A student is considered truant when he or she is absent from school for any part of the day without permission of the parent/guardian. Such students will not be allowed to return to school until the parent/guardian has spoken with the Assistant Head of School for Community Life and a meeting has been scheduled. Minimal consequences will include a meeting, a two-hour detention or an in-school suspension, a behavior contract, and no credit for work missed.

DRESS CODE

REQUIRED UNIFORM ITEMS:

Girls

Plaid skirt* (JB Pride): not more than 4 inches above the knee

Chino or khaki pants in tan - cargo, carpenter style, and skinny fits not permitted

Navy Blue blazer

White or Light Blue shirt: long sleeve button-down oxford

Navy solid tights, knee socks, or ankle socks only - nylon knee socks, alternate colors, or patterned legwear not permitted

Shoes: dark brown, black, or navy shoes which must cover the entire foot and be flat-soled; Sperrys or other boat shoes are permitted.

Boys

Chino or khaki pants in tan - cargo, carpenter style, and skinny fits not permitted

Navy Blue blazer White or Light Blue shirt: long sleeve button-down oxford

Tie: diagonal striped necktie* (Lands' End or JB Pride) or bowtie* (SJP Spirit Wear Shop) in maroon and navy

Belt: brown, navy, or appropriate color/style

Shoes: dark brown, black, or navy shoes which must cover the entire foot and be flat-soled; Sperrys or other boat shoes are permitted.

OPTIONAL UNIFORM ITEMS:

Please see special reminders below for information on the use of optional items:

- Navy or white Polo with school logo* (Lands' End, JB Pride, or Tommy Hilfiger)
- Navy V-neck sweater or navy quarter zip with school logo* (Lands' End, JB Pride, or Tommy Hilfiger)

These optional uniform items may only be worn for designated occasions as specified below. *

Please use the following codes when ordering from each of our vendors:

JB Pride: code 026

Lands' End: code 900167933

Tommy Hilfiger: code STO16

With the exception of items noted above, all other items may be purchased at the SJP uniform vendors or the store of your choice.

SPECIAL REMINDERS:

- Full-Dress Uniform (blazer, oxford, and tie, if applicable) is to be worn to all Community Gatherings, Mass, Chapel, and assemblies. In addition, the Full-Dress Uniform should be worn on any days announced in advance by the administration.

- Polos may only be worn:
 - On informal days from Sept. 8-Oct. 9 and Apr. 27-mid-June, unless otherwise announced. During these specific time frames, polos may be worn for Community Gathering and Chapel, and assemblies.
 - Polos may not be worn to Mass and on Full-Dress Uniforms days announced in advance by the administration.
- On days where Full-Dress Uniform is not required, students may choose to wear SJP V-neck sweaters with school logo or navy quarter zips with school logo over their oxford shirts in place of the blazer.
 - **Note:** Students must always either wear a blazer, a sweater, or a quarter zip over his/her oxford shirt. The oxford shirt may not be worn alone.
- SJP quarter zips that students have purchased through SJP sports teams and clubs, may be worn on Fridays when Mass is not scheduled.
- Students may not wear sweatshirts or hoodies, or any other layered clothing unless it is a dress down day.
- Oxford shirts and polo shirts must be ironed and clean. Layering of colored shirts or shirts with writing is not permitted.
- Skirts may be hemmed to 4 inches above the knee and may not be rolled.
- Jewelry may be worn, but only in moderation.
- Body or facial piercing and body art are not allowed.
- Unnatural hair colors are not allowed.
- Head coverings, including but not limited to, hats, caps, bandanas, scarves and durags are not allowed in the school building.
- Boys with facial hair are expected to have a neatly trimmed beard.
- Ear buds are not to be worn/used during the school day except for lunchtime.
- High heels, boots, clogs without backs, flip-flops, slippers, Uggs, work boots, moccasins, and sneakers are not acceptable footwear.

Dress Down Days

Certain days are designated as Spirit days or TAG days. On these designated days, students may choose to not wear the uniform but must be dressed according to the following guidelines:

- Students may not wear torn/ripped clothing, tank tops, cropped tops, halter tops, low cut tops, pajama bottoms, cut off shorts, terrycloth clothing, flannel pants, shorts with less than a 5" inseam (NO short shorts), skirts or dresses shorter than 4" above the knee.
- Students may not wear articles of clothing, jewelry, or any personal belongings that have inappropriate advertisements or messages related to drugs, alcohol, tobacco, sex, violence or vulgarity. Additionally, students may not wear any clothing that reflects derogatory remarks regarding race, ethnicity, or sexual orientation.

The overall appearance of the students at Saint Joseph Prep must reflect respect for the uniform they wear and for the school they attend. Dress code violations will be addressed immediately. A student who violates the dress code will be issued a detention to be served that day.

Attire on Spirit/Tag Days

Throughout the year, certain days are designated as Spirit days when students may choose not to wear the uniform but must be dressed appropriately according to the following guidelines.

Students may not wear: torn/ripped clothing, tank tops, cropped tops, halter tops, low cut tops, pajama bottoms or sweat pants (other than Saint Joseph Prep items), cut off shorts, terrycloth clothing, flannel pants, shorts with less than a 5-inch inseam (NO short shorts), skirts that are shorter than 4 inches above the knee. Students may not wear any article of clothing with inappropriate advertisements. Messages on clothing, jewelry and personal belongings that relate to drugs, alcohol, tobacco, sex, violence, or vulgarity or reflect derogatory remarks regarding race, ethnicity or sexual orientation are prohibited.

Violation of Spirit/Tag Day attire will result in the loss of privilege on Spirit/Tag Days for the remainder of the year. Students who violate Spirit/Tag Day privileges must meet with the Assistant Head of School for Community Life.

Sanctions for Uniform Violations

In addition to receiving a detention for a uniform violation, students who persistently violate dress code requirements will lose the privilege of wearing the optional informal uniform and may not be allowed to participate in uniform holiday opportunities. They may also face more disciplinary action.

The Administrators reserve the right to amend uniform policies and sanctions as necessary. Notice of such amendments will be communicated to parents.

EXPECTATIONS OF CONDUCT

Saint Joseph Prep is a community where respect for self and for others is foundational. Students, faculty and staff share in creating an atmosphere of trust, honor, and virtue. Consideration of the dignity of the human person and cooperation with authority should be among the primary concerns of every student. Effective decision-making contributes to the well-being of the entire school community. It is therefore expected that all students will conduct themselves respectfully and demonstrate consideration for others. If a student displays disrespect by language or manner or disrupts the learning environment, he or she may be required to phone his or her parent/guardian and be sent home. Students exhibiting these behaviors will be required to meet with their parents and the Assistant Head of School for Community Life during which time specific consequences will be communicated.

Consistent with the commitment of the Sisters of St. Joseph to the “dear neighbor,” students are expected to demonstrate virtuous conduct in the communities in which they live and travel. Whether a student is in school or representing Saint Joseph Prep, he or she is expected to behave according to these same standards of respect and consideration for others. Students reporting to and leaving school, attending school events and participating in school activities are expected to conform to these expectations. Examples of unacceptable or inappropriate behavior include but are not limited to:

- Rudeness or any other behavior that demonstrates a lack of respect toward others;
- Congregating on corners or in front of homes, trespassing, and exhibiting loud and/or disruptive behavior in any public place including the buses;
- Using unacceptable or vulgar language in any public area, including the buses;
- Smoking/vaping/tobacco products on campus;
- Defacing restrooms.

Students exhibiting these behaviors will be required to meet with their parents and the Assistant Head of School for Community Life during which time specific consequences will be communicated.

Any student who brings public disgrace to the school is subject to dismissal from Saint Joseph Prep.

Respect for School Personnel

Students must courteously and respectfully comply with the reasonable request of any teacher, staff member, or administrator in all aspects of school life.

Students who fail to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordinate and will be subject to immediate suspension.

Classroom Expectations

In addition to the policies stated in this handbook, teachers will define classroom expectations at the beginning of the year. When these expectations are not being met (i.e., gum chewing, not prepared for class, sleeping in class, poor choice of language) the teacher will determine appropriate consequences for the behavior.

These consequences most often include a phone call home as well as a teacher-student appointment outside of class. These appointments must be met either after school on the day of the poor behavior, or before school the next day. These one-on-one meetings are critical to understanding the issue at hand,

reiterating the specific classroom expectations, and moving forward in a more productive learning environment where all students can find success.

Please note that when students fail to keep these appointments, the teacher will inform the Assistant Head of School for Community Life of the situation, and the student will be subject to a detention.

It is the expectation of the School that the following behaviors are not permitted:

- Uniform violations.
- Class tardiness.
- Failure to complete homework.
- Inappropriate behavior in the hallway.
- Bringing or consuming food or drink in the academic building.
- The use of iPods, cellular phones, cameras, hand-held computers between 7:30 AM and 2:30 PM. However, during lunchtime, students may use their cell phones or earbuds.
- Failure to have a pass and/or failure to sign-out of the classroom.

Supervision of Students

Students are expected to be under the supervision of school faculty/staff whenever they are on school property. Ordinarily, school personnel provide supervision between the hours of 7:15 AM and 4:00 PM.

Before School: When students arrive in the morning, any time after 7:15 AM, they report directly to Café Phoenix where breakfast is available until 7:30. They leave the Dining Hall at 7:35 in order to be on time for First Block, which begins promptly at 7:45. A “warning” bell is sounded at 7:40.

After School: Extra help is available everyday from 2:45 to 3:30 PM. In order to provide students and teachers with sufficient time to utilize/provide that extra help, Saint Joseph Prep recommends that athletic and extra-curricular activities begin no earlier than 3:15 PM. While we recognize that, because of game schedules, facility limitations, and faculty schedules, this will not be possible in all circumstances.

Students in the academic building any time after 2:35 must be under the supervision of a faculty/staff member. Teachers, coaches, and moderators run practices and conduct meetings, providing supervision only for those students engaged in those particular activities. Café Phoenix is open from 2:35 to 4:00 PM for all students, with adult supervision. Students who remain in the academic building after 2:35 PM must be under the direct supervision of an adult. Students should leave the Dining Hall at 4:00 PM unless under the supervision of a coach or moderator.

Dining Hall - Café Phoenix

Students report to Café Phoenix when they arrive after 7:15 AM and remain there until the academic building is opened at 7:30 AM. All students must leave the Dining Hall by 7:35 AM.

Hot and cold lunches may be purchased during the students’ scheduled lunch period. Students are expected to consume or dispose of all food and beverages before leaving the Café Phoenix. In consideration for others, students are expected to leave Dining Hall tables clean. All students must

report to Café Phoenix for their assigned lunch period. Students must remain in Café Phoenix until they are dismissed.

Food and beverages are not to be removed from Café Phoenix at any point (including during after-school/evening activities). Open containers and food may not be brought into the academic building at any time. Students are not allowed to order food from any outside vendor to be delivered to the school, nor are they permitted to go pick up food.

Behavior in Café Phoenix is expected to conform to the norms of good manners. Some specific expectations are:

- Leave the place you occupied clean.
- See faculty for permission to be dismissed to use the bathroom.
- Students may not leave Café Phoenix to go to their lockers.
- Students may not leave Café Phoenix to go to their cars unless approved and directly supervised by a faculty or staff member.

Respect for Property

Respect and justice require that each student show proper consideration in the use of school facilities and equipment. All students and teachers are required to share in the responsibility of maintaining the cleanliness of all areas of the campus buildings and grounds. Students should immediately report to teachers and other school personnel any graffiti or other damage found in any school space. Defacing school property is a very serious matter. The range of consequences includes detention, suspension and expulsion. The cost of repair or replacement of damaged equipment will be incurred by the student. In addition, students will be held accountable for the repair or replacement of any equipment that they use without authorization.

Students are also expected to demonstrate the same consideration for the personal property of faculty, staff and other students. Students may be liable for repairing or replacing that equipment as well. Accidents involving damage to property, broken glass, etc., must be immediately reported to the adult in charge. He/she will immediately notify the Head of School and other appropriate individuals. An accident report must be filed that day.

Students are responsible to secure their belongings in a locked locker or other designated space. Stealing is in direct violation of the School's mission and is against the law. Parents will be notified and will be required to meet with the Assistant Head of School for Community Life and the student. The student will be required to make restitution. Additional sanctions will range from detention, suspension, probation and expulsion.

Bullying

Pursuant to St. 2010, c. 92 Bullying in Schools, "bullying" and "cyber-bullying" are defined as follows:

"Bullying", the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The full text of the statute can be found online at <https://malegislature.gov/Laws/SessionLaws/Acts/2010/Chapter92>. Saint Joseph Prep’s Bullying Prevention and Intervention Plan is available on the school’s website.

Hazing

“Hazing means any conduct/method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.” According to Massachusetts General Law Chapter 269, hazing is a crime against public peace.

Text of Law: General Laws of Massachusetts, 269: 17, 18, 19

Section 17. Hazing; organizing or participating; hazing defined:

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Failure to report hazing:

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report:

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such report.

Alcohol, Tobacco and other Drugs

Saint Joseph Prep is committed to the well-being of each student in a safe, caring, and healthy environment. The use of alcohol, tobacco and other drugs compromises our mission, interferes with personal development and negatively impacts our entire school community. Any student who possesses, consumes, sells or distributes illegal drugs or any controlled substances on campus or at school sponsored events will be subject to serious disciplinary and legal action. Consistent with the mission of Saint Joseph Prep, if the School becomes aware of the use of Alcohol or Drugs off campus, or outside of school, including on social media, appropriate disciplinary action may be taken.

Saint Joseph Prep encourages students who are struggling with the use/abuse of alcohol or drugs to seek the help they need in order to return to good health. Students are urged to schedule an appointment with College and School Counseling Office and the School Nurse to set up substance abuse and

counseling services. In these instances, the school sees the matter as a health concern rather than as a disciplinary issue.

It is the responsibility of all faculty and staff members to notify the Assistant Head of School for Community Life if a student is suspected of being under the influence of alcohol or a controlled substance—or distributing alcohol or a controlled substance—during school or at school sponsored events. The student will be referred to the School Nurse for assessment if this occurs during the school day. Once the School Nurse has made the assessment, parents will be called to take the student home and a meeting with the Head of School and Assistant Head of School for Community Life will take place to determine the disciplinary consequences.

Possession: Any student in possession of drug paraphernalia, (wrapping papers, pipes or vapes) and a controlled substance on school grounds, regardless of the quantity he/she possesses, may be expelled and legal authorities may be contacted. A parent will be notified immediately to come to take the student home. A meeting will be set up with the Head of School, Assistant Head of School for Community Life, the parents/guardians and the student to determine the severity of disciplinary consequences. Consequences will include a 4-day suspension, a behavior contract and mandatory drug testing. Further separation from the school or expulsion will be considered.

Selling: Any student who sells illegal drugs or any controlled substance is subject to immediate expulsion from Saint Joseph Prep. The local police will also be notified.

****Saint Joseph Preparatory High School reserves the right to search a student, his/her locker, backpack and car if there is suspicion of a controlled substance. Drug testing and counseling will also be mandatory for any student who has violated the alcohol and drug policies of the school.**

Harassment – Incitement - Violence

In an effort to create a community dedicated to non-violence and other gospel values, Saint Joseph Prep will not tolerate the use of any form of physical or verbal abuse and/or violence. This behavior includes, but is not limited to:

- bullying,
- harassment,
- sexual harassment,
- intimidation,
- exclusion,
- incitement,
- hazing, and
- fighting.

These behaviors violate state law as well as school policy and are grounds for serious disciplinary consequences.

Harassment includes physical or verbal abuse, violence or threats of violence, fighting and exclusion.

Sexual harassment is unwanted/unwelcome behavior, verbal or physical, which violates an individual's right to privacy and personal dignity and creates a hostile, offensive and uncomfortable environment.

Incitement is engaging in activities aimed at provoking another person or group of people to violence.

"Bullying is a form of harassment that requires some sort of force whether overt or subtle. Exclusion is considered to be a form of bullying," according to M. A. Shaughnessy, SCN, J.D., Ph.D. Bringing unwanted, consistent and continual attention upon another person is another form of bullying.

"Hazing means any conduct/method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person." Pursuant to Massachusetts General Law Chapter 269, hazing is a crime against public peace.

Saint Joseph Prep is a community in which all members have the right to feel safe and respected as well as to work and learn in a safe environment. Students are expected to report to any adult member of the community instances undermining their sense of safety and value and to work with staff members and other students in mediation and reconciliation.

As partners with parents, we encourage parents/guardians to monitor their sons' or daughters' use of cell phones and the Internet at home. Students who engage in harassing phone calls, e-mails and/or text messaging may negatively impact the school community and also violate the Massachusetts state law. If such behaviors adversely affect the learning environment or safety of the school, school personnel will take all appropriate actions. (Please see Technology Policy.)

Weapons/Violence

Possession of a weapon, violence or threats of violence are incompatible with the mission of Saint Joseph Prep. Police may be notified and students are subject to immediate dismissal from Saint Joseph Prep.

Detention

Detention is held each day from 2:45 to 3:15 PM. Students who are assigned to Detention must serve that same day. Detention takes precedence over all extra-curricular activities and other personal commitments. Students who fail to serve the detention will receive a second detention. A student who does not report to the second detention will meet with the Assistant Head of School for Community Life.

The behaviors that result in Detention include, but are not limited to, the following:

- Unexcused tardiness to school
- Unexcused tardiness to class
- Inappropriate behavior in the classroom, hallway, dining hall, or anywhere on campus
- Consuming food or drink in the academic building
- Violations of the dress code
- Failure to be in the designated, assigned class/area without a pass from the appropriate faculty/staff member
- Dismissal from class for any reason.

Suspension

Suspension is defined as a temporary separation of a student from the school community. The duration of the suspension will be determined by the seriousness of the infraction. Suspension will be assigned for a varying number of days and will include immediate parental/guardian contact by the Assistant Head of School for Community Life or the Head of School. Seniors applying for college must self-report any suspensions on the Common App.

Suspension is warranted in cases involving, but not limited to, any of the following serious offenses:

- Inappropriate, disrespectful, or abusive behavior directed toward school personnel or other students
- Excessive/Chronic Tardiness
- Any incident of Stealing or Vandalism
- Any Sexual or Pornographic material/images found on the student's cell phone, laptop, or iPad
- Any Drug or Alcohol Possession or Use on campus or at a school-sponsored event
- Any Use of Threatening Language
- Any Physical Fight with another student
- Any Possession of a Weapon of any kind or talking about weapons at school
- Violations of the Academic Integrity policy
- Violations of the Acceptable Use of Technology policy
- Truancy
- Leaving school grounds without permission instead of attending a school event or assembly
- Continued Violation of school policies
- Other Serious Offenses at the discretion of the administration.

In any of the above cases, the student and his/her parents will meet with the Assistant Head of School for Community Life and serious consequences for the student will result.

No credit will be given for the work missed by the student during his/her day(s) of suspension. Only with the direct approval of the administration may students be given any credit for major tests, projects, or papers due during the suspension. Students cannot participate in any athletic or extra-curricular activities during the suspension; this includes all-school functions.

Probation

Probation signifies that the continued presence of the student at Saint Joseph Prep is in jeopardy because of serious academic issues, discipline violations or because of a continued and irreversible pattern of violations of policy. Probation is generally formalized in a written document (i.e., behavior contract, academic contract) setting forth the terms of the probation. If the student does not honor the terms of the probation, he or she may not be invited to return for the next academic year.

Expulsion/Dismissal

Expulsion is the most serious disciplinary action taken by the school. Expulsion means that the student is required to withdraw from the school and will not be re-admitted or allowed to attend school functions. Dismissal will also result when a student is not accepting of or supportive of the school's mission and philosophy. All procedures that involve legal action may result in the immediate dismissal of the student. Any student who brings public disgrace to the school will be subject to disciplinary action including, when appropriate, dismissal.

STUDENT SERVICES

Campus Ministry

Saint Joseph Prep is a faith community that strives to "cultivate the intellect and make a special training of the heart." Saint Joseph Prep Campus Ministry plays a central role in realizing this mission of nurturing the heart. Campus Ministry deepens spirituality, encourages leadership and witness among students, and invites students, faculty and staff to identify and celebrate the presence of God in their lives. Many enthusiastic students work with the campus ministers, faculty, and the Campus Ministry Student Team to integrate this faith development and its responsibilities within the life of the school.

College and School Counseling

The College and School Counseling Department provides services to assist the student in designing an appropriate high school experience to maximize his/her development. Through our comprehensive program, the Director of Health Services, the College and School Counseling Team, and individual advisors will meet with students to discuss specific themes. These include:

Grade 9: Orientation and adjustment issues to help students make a smooth transition into the school community.

Grade 10: Self-evaluation in terms of abilities and achievements vs. interests, to help students recognize their strengths and weaknesses in preparation for future goals.

Grade 11: Career and college exploration with emphasis on decision-making.

Grade 12: College admissions process and post-secondary plans. All current seniors requesting transcripts for the college process must do so by using Naviance College Planning. All students and families receive Naviance account information and instructions several times throughout the academic year. It is mandatory that students utilize the Naviance system to help facilitate their post-high school planning process. Parents and students may consult with any member of the College and School Counseling staff for additional information about Naviance.

The Director of Health Services and the College and School Counseling Team are available to help the student and parents/guardians with any emotional concerns. Referrals to outside professional psychological agencies will be made on an individual basis.

Health Services

The Saint Joseph Prep Health Office is staffed each day by a Registered Nurse. She is certified as a School Nurse who has expertise in pediatrics, public health, and community health. The Health Services Department consults with the school's Medical Director as needed.

Records: In September, all students must provide a complete immunization record and report of a physical exam done within one year of entering Saint Joseph Prep. Athletes need an annual physical. In grades 10, 11 and 12, it is recommended that all students provide a complete immunization record and physical exam on a yearly basis.

Medications: Students are NOT ALLOWED to carry medications in school EXCEPT Inhalers, Epi-Pens, Diabetic medication/testing supplies and Enzyme medication. Contact the Health Office if your child has been prescribed these medications to develop an Individual Health Care Plan. The *Medication Permission/Student Health Information* form must be submitted yearly in order for your child to be administered over-the-counter medications like Ibuprofen (Advil) or Acetaminophen (Tylenol). All

Prescription Medications must be brought to the Health Office by an adult. Medications must come in the original container with the pharmacy label attached. Permission to administer medication must be submitted by the physician and parent prior to medication(s) being administered. All forms are available in the Health Office or on the website. Please contact the Health Office with any changes in your child's medical condition.

Illness at School: In the event that a student becomes ill, he/she should notify the teacher and report to the Health Office. The Nurse will provide appropriate care, and will contact the parents if the student needs to be dismissed.

Health Screenings: Saint Joseph Prep will provide the following health screenings as mandated by the Massachusetts Department of Public Health:

- Postural (spinal) screening in Grade 9;
- Vision, Hearing and BMI (body-mass index) screenings in Grade 10.

Parents will be notified of any deviation from normal that should be checked by a physician.

Health Insurance: Students are required to secure the minimum health and accident policy, as required by the Commonwealth of Massachusetts, through private insurers or governmental agencies. Saint Joseph Prep does not provide individual insurance.

AED: There are three automated external defibrillators located on campus. Most faculty members are trained in CPR/AED.

The Director of Health Services and the College and School Counseling Team are available to help students and parents/guardians with any emotional concerns. Referrals to outside professional psychological agencies will be made on an individual basis.

Learning Commons

The Learning Commons at Saint Joseph Prep is open to all members of the SJP community from 7:30 AM to 2:30 PM. Virtual High School students will report every day to the Learning Commons to attend their online courses, and students seeking academic support will meet with the faculty/staff of the Academic Enrichment Center.

If students wish to visit the Learning Commons during their study period, they must add their name to the daily electronic sign-up sheet by 7:45 am. The Librarian will forward the completed sign-up sheet to all faculty members at 7:45. Students must report to their assigned study hall and obtain a pass from their proctor prior to coming to the Learning Commons. Freshmen may sign-up for the Learning Commons after the first quarter.

The Saint Joseph Prep Learning Commons offers a variety of excellent print and electronic resources to support the curriculum. Students may borrow up to six items for a period of 30 days. If needed, students may renew borrowed materials. If the materials are not returned or renewed by the due date, the students will receive an overdue notice from the Librarian.

Students are encouraged to use all available databases, e-books, online and print resources when conducting research. They can access all electronic resources and the library's online public access catalog (OPAC) on the Learning Commons webpage (<https://www.saintjosephprep.org/academics/learning-commons>).

Across all disciplines, teachers have the opportunity to collaborate with the Librarian and bring their classes to the Learning Commons to work on research projects. The Librarian also provides instruction on the inquiry model research process, the MLA format, effective search techniques, and evaluating and organizing information. All freshmen participate in the Research Across the Curriculum program throughout the school year.

Additionally, the Learning Commons has an extensive circulating fiction and non-fiction collection and encourages everyone to become an active member of our reading community. Reading for pleasure has been shown to be beneficial for students' academic and personal development. Students who read for pleasure improve their literacy, text comprehension, vocabulary, and writing skills. Reading encourages them to develop their imagination as well as a curiosity about the world around them. The Librarian is happy to provide reader advisory services to everyone in our reading community.

The Learning Commons hosts a number of after school clubs, including:

- Student Lunchtime Book Club
- High School Quiz Show Team
- Knitting Club
- The TIE Newspaper Staff Meetings
- Parent-Faculty Book Club

Please see the Librarian to find out about participating in any of these clubs.

The Learning Commons provides a comfortable haven for students to study, read, research, collaborate, receive academic support and expand their academic horizons.

Read, imagine, discover and learn in the SJP Learning Commons!

International Students

Because of the unique educational challenges international students take on, Saint Joseph Prep has devised some specific policies to ensure the success of each student:

- All international students must have an approved local guardian prior to the start of their enrollment. Guardian and home stay information must be on file with the School.
- International students may not change guardians or home stays without prior approval of the School.
- International students may not live alone or with friends in an apartment. They must live with approved host parents or guardians.
- Electronic dictionaries and translators cannot be used during tests and quizzes. Students may use them during class time and lectures.
- In accordance with MIAA policy, any international student wishing to participate in athletics must obtain a waiver from the MIAA on a yearly basis. International student-athlete forms should be submitted to the Director of Athletics, along with transcripts, so that the request for a waiver can be completed.
- International students must have health insurance. Health insurance is required in the Commonwealth of Massachusetts.

Saint Joseph Prep reserves the right to revoke student's I-20 if the student/family does not comply with these policies.

Co-curricular Activities

In order to provide a fully rounded educational experience, Saint Joseph Prep offers a variety of co-curricular clubs and activities. Co-curricular opportunities are intended to enrich and complement academic life. Students are encouraged to participate in clubs or activities to explore their interests and talents, play a role in the Saint Joseph Prep community beyond the classroom and cultivate school spirit.

Interscholastic Athletics

All students who participate in athletics must adhere to all policies established by the MIAA, the Central Catholic League and the Saint Joseph Prep Athletics Participation Contract. These policies concern participation, academic integrity, eligibility, parental consent, practice and game attendance requirements, standards of sportsmanship, and chemical health. All students are required to carry health insurance and have a current physical on file to be eligible for participation. Students may participate in all sports whether or not they are specifically offered for their gender.

FALL

- Volleyball, Girls
- Soccer, Girls and Boys
- Golf, Boys
- Cross Country, Girls and Boys

WINTER

- Basketball, Girls and Boys
- Ice Hockey, Girls and Boys
- Swimming, Girls and Boys

SPRING

- Softball, Girls
- Lacrosse, Girls
- Baseball, Boys
- Tennis, Girls and Boys
- Track & Field, Girls and Boys

School Closing Announcements

Announcements regarding inclement weather are made via direct phone call to the student's home/parent/guardian through the School's AlertNow system and also on television channels 4, 5, and 7. Saint Joseph Prep will announce under Private School Closings. In cases of extreme weather conditions, students may be dismissed only after the AlertNow message has gone home and public announcements have been made on the television. Students and parents should not call the school to confirm a school closing.

Crisis Management/AlertNow

Saint Joseph Prep has a written crisis management protocol. The AlertNow system of notifying parents in an emergency is part of the Saint Joseph Prep Crisis Plan. Each year parents are required to provide contact phone numbers for the Emergency AlertNow Program. In case of an emergency, the AlertNow Program will send a computer-generated voice mail to these contact phone numbers.

Fire Drills

Students must follow the filing procedure posted in each classroom. If a student should be in any other area of the building when the fire signal sounds, he/she should go to the nearest exit. File quickly and silently to designated places away from the building and remain there until the signal is given to return. Faculty and Staff are responsible for closing all classroom windows and doors. Everyone must exit from the building.

Evacuation/Lockdown

Evacuation and Lockdown Drills are very serious aspects of the school's Crisis Management Plan. During these drills all students are required to comply with directives of school personnel. Directions for evacuation of the building are posted in each teaching space and office.

Police Walk-throughs

The administration will schedule periodic unannounced police walk-throughs of the school buildings.

Announcements

Announcements are made each morning and immediately prior to dismissal. All announcements to be read must be signed as approved by a faculty member or administrator. Students are required to be seated and silent during both morning and afternoon announcements.

Assemblies

Periodically during the year, full-school assemblies are conducted for academic, athletics, cultural, or religious purposes. Such opportunities are an integral part of the educational program of the school. All students are required to be in formal uniform for all school assemblies. If Saint Joseph Prep becomes aware of use of alcohol or drugs, off campus or outside of school, consistent with the mission of the School, appropriate disciplinary action will be taken.

Faculty Meetings

Faculty meetings are held regularly, usually on the first Wednesday of the month, as indicated in the school calendar. Faculty meetings take place from 1:45-3:00 PM. Students are dismissed at this time. Alternatively, students who remain at school will be supervised in Café Phoenix until 4:00pm.

Vending Machines

Students may use the vending machines to purchase snacks and beverages before and after school. Students must return cans to the back of the Dining Hall for recycling purposes. Saint Joseph Prep has a commitment to recycling whenever possible. Please note: food, candy, and beverages (except water) are never to be brought into the academic building. Use of these machines is a privilege. This privilege may be limited and/or prohibited for just cause.

Technology Resources

Computers are available in the CAD Lab and the Learning Commons. These computers are generally available to students whenever adult supervision is possible. Students may use them during studies or after school. Please refer to expectations of students as defined in the Acceptable Use of Technology Policy. Unauthorized uses, including accessing social networking sites, translation sites, and using proxy sites to circumvent school filters, will result in loss of privilege.

Dances

Periodically throughout the year, the school sponsors dances for students and their high-school aged guests. Directives for each dance are published in advance of the event. Guests will only be admitted in the presence of their Saint Joseph Prep hosts and must present an appropriate school ID or letter on school stationery signed by an administrator. Our students are responsible for the conduct of their guests. Parents must make arrangements to pick up students within twenty minutes of the end of the dance so that chaperones may leave the school property in a reasonable, timely manner. Saint Joseph Prep reserves the right to cancel or abbreviate an event when appropriate. Expectations for Proms and Semi-Formals are published separately.

Lockers

Lockers are the property of Saint Joseph Prep. All students are assigned a locker in the academic building and are responsible for all books and items stored in their lockers. Students who are not involved in athletics MAY NOT use the lockers in the Boys and Girls locker rooms. These lockers are designated for in-season athletes only.

Students may not share lockers with others or use unassigned lockers. Students must take responsibility for locking the locks on their lockers to ensure security of their belongings. Difficulty with locks and/or lockers should be reported to the appropriate administrator. These lockers are not security lockers. Although the school will investigate any reports of stolen property, it cannot be held responsible for items lost, damaged, or taken from the locker. Saint Joseph Prep is not responsible for items left on top of lockers. Lockers can and will be searched with reasonable cause, and the school reserves the right to search any and all items brought by a student onto the School campus, with or without cause. Students are financially responsible for removal of graffiti or repair of damage to the locker.

Lost and Found

Students finding lost articles are asked to bring them to the Main Office where the owner may claim them. Articles left for an extended period of time will be placed in the Dining Hall. If they are not taken at this time, the articles will be donated to charity.

Motor Vehicles/Parking/Seat Belts

Use of the School parking lot is designated first to faculty and staff and then the privilege is extended to a limited number of students. The first two (2) to three (3) rows in the parking lot are reserved for faculty and staff parking. Parking in fire lanes is not permitted at any time.

School personnel will indicate at the beginning of the year which spaces are available for student use. Students must register their cars with the Main Office and display a parking permit. Violators are subject to a fine and towing. Students may only park in spaces assigned for student use. Students may only use the student door to enter or exit the building. Failure to comply with this rule may result in the student's loss of parking privileges.

The School will not be responsible for fire, theft or other damage to vehicles that are parked or operated on school property. All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property.

Saint Joseph Prep requires that anyone driving on school property must do so slowly and safely. All drivers are expected to operate their vehicles according to the driving laws of the Commonwealth.

To avoid congestion before and after school, and to provide adequate, necessary space for the buses in the front driveway, students should never be dropped off or picked up in front of the gym building. Parents/friends who arrive at school to provide rides to students should meet students in the rear parking lot. Families may not drive through or park vehicles on the Motherhouse property.

Pedestrian safety is also a priority. All pedestrians should cross the street with the lights at designated crosswalks. Pedestrians should be aware of traffic entering and leaving the School property.

GENERAL INFORMATION

Students are not permitted to use a cell phone for any purpose at any time during the school day without express permission **except for during the lunch period**. This includes texting. Cell phones, picture and videophones, iPods and hand-held computers may not be used from 7:30 AM to 2:30 PM and must be secured in the **student's backpack**. Cell phones should be shut off. If students do not comply with this policy, teachers and staff members are required to confiscate these items and require that parents come to school to retrieve the item. In some instances, the administrator will review the contents of the item in the presence of the parents.

Students attempting to communicate using any of these devices during the school day are violating school policy and face serious disciplinary sanctions. Cameras, picture and videophones may not be used at any time without the express permission of an administrator and of the individuals being photographed. We respectfully request that parents refrain from calling or texting students on their cell phones during the school day. Phones are available in the school office.

Cell Phones and Exams

Cell phones, digital cameras, personal digital assistants (PDAs), BlackBerry smartphones, Bluetooth-enabled devices, MP3 players, email/messaging devices, and any other electronic or communication devices are prohibited in the exam room. If students are observed with any of these devices during testing or during breaks, he or she may be dismissed from the exam room. At the beginning of the exam period, the teacher will collect all electronic devices and hold them until the end of the exam at which time they will be returned to the students. Any student who uses an unauthorized electronic device during an exam will be required to meet with the Assistant Head of School for Community Life.

Use of School Telephones

Students may use the Main Office phone if an emergency arises or if he or she needs to reach a parent.

Student Employment

The School frequently receives requests from employers for part-time and full-time help. Students interested in employment opportunities should check the College and School Counseling Office bulletin board where the employment requests are posted.

Phoenix Family Association

All parents/guardians are automatically members of the Phoenix Family Association and are encouraged to participate in the meetings, programs and events of this vital component of our school community.

Passes

Students are expected to request a pass before leaving the classroom. Any student traveling in the hallways during class time should have a properly executed pass from a faculty member. Students without passes may receive a detention.

Senior Privilege

Seniors who have demonstrated responsibility by adhering to the punctuality, attendance, behavior, and academic requirements of the school may be granted Senior Privilege at the beginning of second quarter (or at a date determined by the Assistant Head of School for Community Life) with the permission of their parent/guardian. All permission forms must be filed with the Assistant Head of School for

Community Life before the privilege will be activated. Eligibility requirements for this program will be determined and reviewed regularly during the school year.

This privilege encompasses Late Arrival and Early Dismissal for those seniors that have Study Hall in their first or last block of the day. and may be granted by the administration if requested and deemed appropriate. Seniors who arrive late or leave early must check in with the Main Office. Failure to do so may result in the privilege being revoked.

Seniors who have after school commitments must report to the Dining Hall where they will be under the supervision of a faculty member. If they choose not to exercise the privilege, they must report to their assigned study hall.

Transfer from Saint Joseph Prep

In the event that a student wishes to transfer from Saint Joseph Prep, the parent should send a signed request to the Head of School before any transfer material will be processed. The student must meet all of his or her obligations: academic, civic, and financial before his or her transfer will be processed. Transferring students must return their school ID. Transfer and withdrawal paperwork can be obtained from the College and School Counseling Office. Once the administration has determined that a student has met all of his or her obligations, a complete transfer/withdrawal packet will be mailed to the student's new school (transcript, testing and attendance record, discipline report and health information).

The Head of School reserves the right to request or require that a student withdraw and may deny the student's re-registration if that student does not appear to be benefiting from attendance at Saint Joseph Prep or if his or her behavior is not consistent with the School's mission and expectations. The Head of School further reserves the right to require that a student withdraw from the school if his or her parents/guardians fail to meet their obligations (including financial) as outlined in the Handbook.

Visitors

Only those visitors who have legitimate business at the School will be allowed entrance. All guests and visitors must enter by the front door and register in the Main Office. Students who desire to bring a guest to school must request permission to do so from an administrator at least one day prior to the visit.

Knowledge of Regulations

Students and parents are held responsible for knowledge of all regulations published in the Handbook or issued during the academic year. Students should also be aware of regulations posted and/or communicated over the public address system. All students, regardless of age, must abide by the policies of the School as specified by this Handbook. Students are expected to comply with these regulations as soon as they are published.

All parents and students are required to:

- Read the Student Handbook;
- Sign the contract page acknowledging that both parents and the student have read the Handbook and agree to abide by the policies;
- Return within two (2) school days, the signed contract page agreeing to the policies in this Handbook including the Acceptable Use of Technology Policy.

It should be understood that these rules and regulations are not all encompassing, and that situations may arise that will require disciplinary sanctions/consequences as determined by school personnel. The Head of School is the final recourse in all disciplinary matters.

Right to Amend

Saint Joseph Prep reserves the right to amend this handbook. Notice of amendments will be sent, from the Head of School, in a letter to parents and guardians.

POLICY FOR ACCEPTABLE USE OF TECHNOLOGY

Overview

Saint Joseph Preparatory High School considers its stated mission, goals, and fundamental values in providing technology resources for students' use. By signing the *Student Handbook Agreement Form*, students and parents/guardians are agreeing to all of the expectations and regulations outlined in this policy. Please review this material carefully and be certain to understand—and to follow—guidelines detailed below. Saint Joseph Prep expects that each student user will demonstrate high moral and ethical standards.

Saint Joseph Prep makes no guarantees regarding availability of or access to its technological resources and will not be responsible for the accuracy, nature, or quality of information gathered through school provided use of the Internet. An Internet filtering program has been installed to eliminate the access of some materials. However, if students circumvent this filter, Saint Joseph Prep is not responsible for any unauthorized access to blocked sites. In addition, Saint Joseph Prep is not responsible for financial obligations incurred by students via school-provided access to the Internet.

Technology at Saint Joseph Prep is used to support, enhance, augment, and supplement teaching and learning; this is the sole purpose of technology at SJP. The use of laptops, tablets, cell phones, and other electronic devices at Saint Joseph Prep, as well as access to the Internet via the School's Wi-Fi network, are privileges. These are not rights. This includes the use of SJP email accounts as well as the access to various apps, sites, etc.

Students are responsible for all use made of their **Google and PowerSchool accounts**, network storage or Internet access. Students may not allow anyone to use your password to access any computer or network resource. **Using another person's password, or attempting to discover it, is a violation of the Acceptable Use Policy.** Should students discover someone's password accidentally, they are required to notify the person immediately so that it may be changed. **At all times, students must respect and preserve the privacy of others at Saint Joseph Prep.**

Social Media

To help students become good digital citizens and morally responsible users of technology, and also to protect both our students and our School from the dangers of social media, it is important to note the following:

- Everything that is posted on a social media account or via a social media platform can be saved (and distributed) with a screenshot and/or by other means; it does not disappear.
- Everything that is posted on a social media account or via a social media platform is the property of that site; it does not belong to the user.
- Virtually everything that is posted on a social media account or via a social media platform is, accessible and recoverable; essentially, it never goes away.

In regards to the use of social media, as with all forms of expression and discourse at Saint Joseph Prep, the following are strictly prohibited and may result in suspension, probation, and even withdrawal from the School:

- Any post, text, tweet, photo, video, story, or other message that targets, insults, belittles, demeans, degrades, or diminishes any member of the Saint Joseph Prep community.
- Any post, text, tweet, photo, video, story, or other message that targets, insults, belittles, demeans, degrades, or diminishes any particular group of individuals because of gender, age, school, race, religion, culture, creed, or color.
- Any post, text, tweet, photo, video, story, or other message that depicts, portrays, involves, or glorifies the use, consumption, or sale of alcohol or any other drug.
- Any post, text, tweet, photo, video, story, or other message that depicts, portrays, involves, or glorifies the kind of behavior that is inconsistent with the standards of Saint Joseph Prep.

Saint Joseph Prep is an authentic community built upon mutual trust and respect, wherein the dignity of each person is both sacred and protected. Furthermore, we are sponsored by the Sisters of St. Joseph of Boston, who continually remind us that “relationship is at the heart” of everything we do and are. In order to honor the sanctity of our relationships with one another, responsible use of social media is essential.

Academic Guidelines

By signing the *Student Handbook Agreement Form* and thereby consenting to this Acceptable Use of Technology Policy, students have permission to use technology resource provided by the School. Students also have permission to use their own devices in accordance with the rules of the Acceptable Use policy.

To help our scholars make the most of the educational opportunity being provided to them, and to prepare our young people for success in college and career, the School seeks to develop in our students the very best habits and practices concerning the use of technology. Therefore, Saint Joseph Prep provides these guidelines:

Cell Phones

- Cell phones are allowed on campus and at all school-related functions unless otherwise specified (i.e., a particular retreat).
- Cell phones must be stored in backpacks or lockers during the school day; they should be on “off” or “silent” mode.
- Cell phones are never to be used, accessed, or viewed in class without specific permission from the teacher.
- Students may use their cell phones before school, during lunch, after school, and in case of emergency.
- Individual teachers may create/devise their own policies, subject to approval by the administration, regarding the use of cell phones in class.
- Please also note that ear buds, headphones, etc. are not permitted for use during the school day unless directed by a teacher or administrator.

Laptops, Tablets, and Other Technology

- All laptops and tablets are to be kept in lockers or backpacks, and to be accessed during class only when directed by the teacher.

- Technology at Saint Joseph Prep is used to enhance learning; therefore, the use of laptops and tablets is directed to study and scholarship.
- Playing video games, watching sporting events, and messaging students, friends, or family members during the school day is strictly prohibited.
- Taking videos and/or photos during the school day is also prohibited, unless approved by a teacher or administrator for a specific academic/school purpose.
- Accessing inappropriate websites or engaging in other potentially harmful and destructive online behavior is strictly prohibited at all times.
- In the classroom, using a laptop, tablet, or phone to take notes, record lessons, or photograph images may be done with permission from the teacher.
- Using a device during class to access PowerSchool, Google Classroom, eBooks, websites, or other online content must be at the discretion of the teacher.

Appropriate Use

Whether they are in school or off campus, all students are expected to adhere to the School's Acceptable Use of Technology policy. Students must follow guidelines and meet the expectations of the appropriate behavior outlined in this policy when they are using electronic devices and when they are engaging in any online activity. As stated M.G.L. c. 71, §37 O, cyber-bullying is defined as:

"Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying."

Examples of unacceptable use of electronic devices include, but are not limited to the following:

- using technology resources for anything other than school-related purposes.
- attempting to access password protected systems or servers for which they do not have an assigned password.
- downloading software, music files, and other unauthorized programs.

- using technological informational resources for any illegal purpose, including plagiarism, copyright violations and illegal distribution of software.
- accessing, printing or distributing pornographic, obscene or sexually explicit materials or any material not considered to be of value in an educational setting.
- impersonating other individuals or misrepresenting themselves in any way.
- using technology resources for commercial purposes or political endorsements.
- attempting to harm or destroy data or equipment of the Saint Joseph Prep network, of another user, or of another agency connected through the Internet.
- uploading or disseminating unauthorized pictures, data, audio files, etc.
- using school-owned or any other computers, computer networks, cell phones, cameras of any kind, data or other electronic devices to harass, stalk, threaten, defame, bully or otherwise cause harm or damage to another person, institution, or company within or outside of the Saint Joseph Prep community.
- posting any images or statements that defame the school, its faculty, staff, administrators, or other students on any social networking site or anywhere else on the Internet.
- identifying themselves under the school name or in such ways that are not in keeping with the mission of Saint Joseph Prep.

Electronic messages and files stored on school-based computers will be treated like school lockers and are subject to access and monitoring. Administrators and faculty may review files and messages in order to maintain system integrity and to ensure that users are acting responsibly and ethically. Students must seek prior permission to use any computer, peripheral, presentation material belonging to the school and are responsible for their appropriate use.

School personnel will take disciplinary action appropriate to the gravity of any infraction of the Acceptable Use of Technology Policy. Sanctions include: verbal warning, written warning, loss of privilege of school owned resources, detention, suspension and expulsion. Lack of availability of a school computer does not excuse a student from the responsibility of completing all computer-generated assignments required in classes. As technology advances, Saint Joseph Prep reserves the right to judge new uses of technology and to amend this policy in light of the Mission of the school.

DAILY SCHEDULE

	A	B	C	D	E	F	G	H
Block 1 7:45-8:50 (65 min)	1	6	3	8	5	2	7	4
Block 2 8:55-10:00 (65 min)	2	7	4	1	6	3	8	5
Block 3 10:05-11:10 (65 min)	3	8	5	2	7	4	1	6
1st Lunch/Advisory	11:15 -11:40 - Grade 9 & 10 Lunch 11:15 - 11:45 - Grade 11 & 12 Advisory							
Lunch Prep / Sanitization 11:40 - 11:50								
2nd Lunch/Advisory	11:45 - 12:15 - Grade 9 & 10 Advisory 11:50 - 12:15 - Grade 11 & 12 Lunch							
Block 4 12:20-1:25 (65 min)	4	1	6	3	8	5	2	7
Block 5 1:30-2:40 (70 min) <i>(Announcements 2:35- 2:40)</i>	5	2	7	4	1	6	3	8
Office Hours/ ASP/ HoSS 2:45- 3:30								

Monday All-School Gathering Schedule
Block 1 7:45-8:45 (60 min)
All School Gathering 8:50-9:15 (25 min)
Block 2 9:20-10:20 (60 min)
Block 3 10:25-11:25 (60 min)
1st Lunch/Advisory 11:25 -11:50 - Grade 9 & 10 Lunch 11:25 - 11:55 - Grade 11 & 12 Advisory
Lunch Prep / Sanitization 11:50 - 12:00
2nd Lunch/Advisory 11:55 - 12:25 - Grade 9 & 10 Advisory 12:00 - 12:25 - Grade 11 & 12 Lunch
Block 4 12:30-1:30 (60 min)
Block 5 1:35-2:40 (65 min) <i>(note: announcements run 2:35 -2:40)</i>
Office Hours/ ASP 2:45- 3:30

Wednesday Schedule '21-'22
Block 1 7:45-8:40 (55 min)
Block 2 8:45-9:40 (55 min)
Block 3 9:45 - 10:40 (55 min)
1st Lunch/Advisory 10:45 - 11:10 - Grade 9 & 10 Lunch 10:45 – 11:15 - Grade 11 & 12 Advisory Period
2nd Lunch/Advisory 11:15 - 11:45 - Grade 9 & 10 Advisory Period 11:20 - 11:45 - Grade 11 & 12 Lunch
Block 4 11:50-12:45 (55 min)
Block 5 12:50 -1:45 (55 min)
Collaboration Time 2:00 - 2:45
ASP 2:45- 3:30

Morning Mass Schedule '21-'22
Block 1 7:45-8:40 (55 min)
Mass / Assembly 8:45-9:40 (55 min)
Block 2 9:45 - 10:40 (55 min)
1st Lunch/Advisory 10:45 - 11:10 - Grade 9 & 10 Lunch 10:45 – 11:15 - Grade 11 & 12 Advisory Period
2nd Lunch/Advisory 11:15 - 11:45 - Grade 9 & 10 Advisory Period 11:20 - 11:45 - Grade 11 & 12 Lunch
Block 3 11:50-12:45 (55 min)
Block 4 12:50 -1:45 (55 min)
Block 5 1:45 - 2:40 (55 min)
Office Hours/ ASP 2:45- 3:30

Phoenix Special Schedule '21-'22
<p>Block 1 7:45-8:40 (55 min)</p>
<p>Block 2 8:45-9:40 (55 min)</p>
<p>Block 3 9:45 - 10:40 (55 min)</p>
<p>1st Lunch/Advisory 10:45 - 11:10 - Grade 9 & 10 Lunch 10:45 – 11:15 - Grade 11 & 12 Advisory Period</p>
<p>2nd Lunch/Advisory 11:15 - 11:45 - Grade 9 & 10 Advisory Period 11:20 - 11:45 - Grade 11 & 12 Lunch</p>
<p>Block 4 11:50-12:45 (55 min)</p>
<p>Block 5 12:50 -1:45 (55 min)</p>
<p>Mass / Assembly Program 1:45 - 2:40 (55 min)</p>
<p>Office Hours/ ASP 2:45- 3:30</p>

CLUBS AND ACTIVITIES

Clubs and activities are an integral part of the Saint Joseph Prep experience. Therefore, all students are encouraged to participate in at least two clubs or activities. Certain organizations or activities, because of state or national affiliations, publish eligibility and dismissal procedures. Saint Joseph Prep is bound by such regulations and policies. The school also establishes similar policies and procedures for activities. The list below of possible clubs may be revised as the school year progresses.

Athletics Association — As members of any school team, students are also members of this club.

Art Club — Members work in various media to produce portfolios.

Big Brother/Big Sister — This program is a fantastic way for returning SJP students in grades 10-12 to mentor an incoming ninth grader. Throughout the year, these "siblings" will connect with each other both formally and informally to ensure a smooth transition to Saint Joseph Prep. All ninth graders will receive an older peer mentor, while returning students must apply to be a member of the Big Brother/Big Sister Program.

Book Club — Members meet to talk about and share book recommendations at weekly lunchtime meetings.

Campus Ministry — Student Team Members are trained to serve as Eucharistic Ministers, Lectors, and Retreat Team Leaders as well as to work on various service projects.

Chinese Chess Club — Students learn how to play Chinese Chess and compete against each other in a club tournament.

Choral Society — Students who choose Choir as one of their elective courses provide music at all school Masses and perform at two annual evening concerts.

Creative Writing — Students meet once a week to write. They respond to a weekly writing prompt and share what they have written for feedback. Students may explore publication opportunities.

Drama Club — Phoenix Players. Students produce and perform in two drama productions per year.

High School Quiz Show — A team of six students trains for WGBH's single elimination academic team competition and attends the annual Super Sunday event at the WGBH studios to compete for a spot in the current season's televised tournament.

International Club — The primary function of the club is to bring cultural awareness to the Saint Joseph Prep community.

Knitting Club — Students meet once a week to learn how to knit and to work on other stitchery projects. Students of all skill levels are welcome.

National Honor Society — Members are selected based on scholarship, leadership, service and character.

Photography Club — Students with an interest in photography hold regular meetings and take photographs around the school.

Prom Committee — Junior and senior students plan the Junior-Senior Prom under the guidance of the faculty moderator.

Robotics — The Robotics Club is part of a comprehensive program offered through FIRST (For Inspiration and Recognition of Science and Technology). It is open to students in grades 10 through 12 upon recommendation of the student's science teacher and approval of the Club Moderator. Using a hands-on-approach to design and problem solving, this program is designed to excite students about math, science, and engineering. During a three-month period, students design and build a robot to enter and compete in the FIRST Robotics Competition.

Science Club — Students choose activities/field trips that correspond to their interests in science.

Service Immersion School Trips — The Campus Ministry Department sponsors annual service trips to Camden, NJ and other locations.

Student Ambassadors — Students will assist at admissions events like high school fairs and open houses.

Student Council — The student body elects the members; the council is the student-run governing association of the student body.

The TIE — Student Newspaper. Students research and write articles, conduct interviews and polls, take photographs and layout monthly issues of the online student newspaper.

Yearbook Committee — The primary focus of the committee is the production of the Saint Joseph Prep Yearbook.

Depending on student interest and the availability of club faculty moderators, additional clubs and activities may be instituted or clubs and activities may be removed from this list.

COVID ADDENDUM

2021-2022 Student Handbook Covid Addendum Safety Protocols

In order to keep our community safe, it is essential that students follow safety protocols. These Covid protocols will be monitored regularly and may be adjusted throughout the school year based on guidance provided by DESE, the State of Massachusetts, the City of Boston, the Department of Health and other organizations. Updates to these policies will be communicated directly to SJP Families.

Masks:

Students are required to properly wear facial masks at all times while in the school building, or riding on school sponsored transportation. The only exception to this mask rule is as follows: students may remove their masks while sitting and eating lunch in Café Phoenix. Masks should be plain or have a modest design and should not have any words or slogans. Teachers/Advisors will continue to provide students with outdoor mask breaks as appropriate.

If a student is violating safety protocols they will in be spoken to initially by a faculty or staff member. After that, the following consequences will apply:

- ***1st Offense:*** The student will meet with the Assistant Head of School for Community Life
- ***2nd Offense:*** The student will meet with the Assistant Head of School for Community Life and parents/guardians will be notified.
- ***3rd Offense:*** The student will meet with the Head of School, parents/guardians will be notified, and the student will be sent home for a period of time (to be determined at time of meeting) and may require a behavior contract in order to return to school.

Lunch

Students will eat lunch in the cafeteria. There will be a maximum of four students at most tables. Several tables are set with plexiglass that allows six students. Students may remove their mask while at the table but must wear their masks at all times when entering the cafeteria, getting their lunch, moving about the space, and exiting. Students are encouraged to bring refillable water bottles and will have access to the touchless water filling station outside the cafeteria. Students must sanitize their hands as they enter the cafeteria and upon leaving before returning to class.