

2014–2015



**SAINT
JOSEPH**
Preparatory High School

Student/ Parent Handbook

Saint Joseph Preparatory High School

617 Cambridge Street
Boston, MA 02134-2460

Telephone: 617-254-8383



This Handbook belongs to:

Name

Address

City/Town Zip Code

Grade

Homeroom

2014–2015



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August 1, 2014

Dear Scholar,

Welcome to the 2014-15 Academic Year at Saint Joseph Prep!

Right from the start, know that we believe in you. We have confidence in you and we have faith in you. Yes, you will be challenged and stretched, and I believe you will work harder this year than you have ever worked before; it is my hope that, as a result of your efforts, this will be the most joyful and most successful academic experience of your life.

As 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 creating our community of learning and scholarship, a community in which it is cool to excel and in which college is the goal for every young person. This is a most exciting and exhilarating moment and I hope you are as thrilled as I am to get started. Together, let's *elevate everything*.

In September, you will enter (or re-enter) a community that will welcome, honor, support, and affirm you, a community that will also push you and call you to greatness. The Saint Joseph Prep Family welcomes you with open arms, and for you, Saint Joseph Prep will become a second home.

The charisms of the Sisters of St. Joseph—gracious hospitality, peaceful resolution of conflict, unity among all persons, and concern for the dear neighbor—are embraced here. We are called to live these core values. The world may not live this way. But we will.

The relationships that we have with one another are sacred. You must honor that. You are expected to treat each and every member of this family with dignity and love... always and everywhere. We all have rights, to be sure, but here the emphasis is on responsibilities. And the first responsibility is mutual respect; this is the cornerstone of life at Saint Joseph Prep. Each student, administrator, faculty and staff member will

respect every member of our community. We recognize the worth and 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.

The policies contained within the pages of this handbook are meant to guide you, protect you, and assist you; they are meant to help you in making the right decisions, 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 virtue, to right conduct and Christian morality, is the key to these guidelines.

This year, in particular, let us focus on what some call “the little things.” Getting to school, and to class, on time ... every day, every period. Being in dress code, and wearing your (full) uniform with pride, from the first bell to the last. Completing your work, each night in each class, to the best of your ability. These are the habits of successful scholars; in fact, they are the preconditions for success at almost any level. Do the little things well...and just watch what happens with the big things.

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. Let everyone know what it means to be The Phoenix!

We ask that you and your parents carefully review these guidelines. I am convinced that you will be inspired by this code of conduct and uphold these high standards of behavior. We are anxious not to “catch you in the wrong” but to “catch you in the right,” and to celebrate your character and integrity.

Once again, on behalf of all of us on the faculty and staff, welcome to Saint Joseph Prep.

Take care and God bless. You are in my thoughts and prayers. Go Phoenix!

Mr. Nunan
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 third 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 in* 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 sponsored ministry of the Sisters of Saint Joseph Boston, Saint Joseph Prep is a Catholic, co-ed, college-prep school, serving students in grades 9-12. Founded upon academic excellence, personal integrity, and Catholic tradition, the School seeks to educate the whole person—intellectually, morally, physically, socially, and spiritually—with a commitment to scholarship at the highest level. In our richly diverse, powerfully affirming community of mutual respect and reconciliation, students are welcomed, supported, challenged, stretched, known, and loved. Prepared with the skills they need to be college and career ready, our graduates are called to make a positive difference in the world through creative leadership and selfless service.

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.

Core Values

- Scholarship
- Leadership
- Community
- Diversity
- Character
- Service

Defining Characteristics

- *Charisms of the Sisters of Saint 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; character and integrity are essential; the Sisters of Saint 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 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 SmartBoards 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 iPad 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 sensitivity to 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, and 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 press the extension for individual offices.

Main Office	617- 254-8383
(for general information and to report absences)	
Head of School.....	Ext: 1301
Assistant Head of School for Community Life	Ext: 1224
Assistant Head of School for Academic Program	Ext: 1444
Business Office	Ext: 1332
Admissions.....	Ext: 1308
Advancement	Ext: 1240
Marketing and Communications.....	Ext: 1241
Counseling and Guidance Office.....	Ext: 1229
Library	Ext: 1559
Technology.....	Ext: 1554
Health Services.....	Ext: 1232
Athletics	Ext: 1129
Fax Number	617-254- 0240
Website Address	www.saintjosephprep.org
E-mail address	firstname.lastname@saintjosephprep.org
College Board Code	220241

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. Parents and guardians have the opportunity to select one of three payment plans:

- 1) Pay the full tuition by July 1. *This payment can be sent directly to the school.*
- 2) Pay half the tuition by July 1 and the other half by December 1. *These payments must be made through the FACTS online tuition management system.*

- 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. *These payments must be made through the FACTS online tuition management system.*

It is important to note that any scholarship and/or financial aid awards will be applied to this FACTS account. If the account is not activated, then no aid award can be applied.

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 contract 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 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 up-to-date 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 August 1, the family will receive a full refund of any tuition paid. After that date, the following rules apply: If enrollment is canceled on or after August 1, 2014, with or without consent from the Business Office, the family is responsible for paying half of the total tuition for the year. If enrollment is canceled on or after December 1, 2014, with or without consent from the Business Office, the family is responsible for paying the full tuition amount for the year.

Re-Registration

All current students planning to continue their education at the School must re-register by submitting a **completed** Registration Form **and** Registration Fee of \$250 by the middle of March. This fee reserves the student's place in the class and is non-refundable.

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 28 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 Scholarship and 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 applied 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.

Books

Each student is required to purchase all books assigned in the courses he/she is enrolled. Books may be purchased through Follett Virtual Bookstores. Follett will also “buy back,” for credit, used books still required at Saint Joseph Prep.

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 student fundraising program. To collect funds for any 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 Saint 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 another person's words.
- 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. 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 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, comprised of the Assistant Head of School for Academic Program, the Director of College Counseling and Guidance, the Director of the Academic Enrichment Center, and the Coordinator for the City Connects Program, 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 advisor who will follow her/him through her/his 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 College Counseling and Guidance, the Director of the Academic Enrichment Center, 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 at least 2:30 to 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: For students who may be consistently struggling with completing homework assignments, we require Head of School Study. Students assigned to Head of School Study are strongly encouraged to meet with the individual teachers. 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. In addition, if a student has two or more grades of D or below, in any quarter, the Assistant Head of School for Academic Program will assign students to HoSS. Student grades will be reassessed at the conclusion of the next marking period to determine whether or not they need the additional support offered by HoSS.

The student is required to report to HoSS immediately after school, regardless of other obligations, and to remain in HoSS for 1 hour and 15 minutes; this means HoSS runs from 2:45 to 4:00 PM. Here,

students have the opportunity to spend time completing missing and/or late assignments, work on upcoming assignments, and/or schedule a meeting time with their subject teachers for additional support.

Academic Support Program: For students who need more consistent, individualized academic support, our teachers are available. 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 any grade of D- or below for any quarter in any course, he/she is required to meet weekly with the teacher of that course. The Assistant Head of School for Academic Program monitors this process, and with his/her advisor, the student will develop a schedule for these weekly meetings. This academic support, usually in the form of tutoring sessions, can take place during a student's study period and either before or after school.

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 Director of College Counseling and Guidance and teachers to develop, implement, coordinate, and supervise academic support for our students. The AEC is open to all students every day from 7:30 to 3:30. The faculty/staff of the AEC assists those students seeking individualized academic support. Many teachers are also involved in offering support in specific subject areas (Writing, Math, Science, etc.) through the AEC. 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.

City Connects: A unique partnership with Boston College, *City Connects*, works with the Guidance Office at Saint Joseph Prep to provide comprehensive support services for students in Grades 9-11 and their families. This is a school-based, data-driven intervention program using a multi-faceted, collaborative approach to identify the strengths and needs of students. The program creates a uniquely tailored set of intervention, prevention, and enrichment services located in the school and community designed to help students learn and thrive.

Curriculum

The Saint Joseph Preparatory 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 at http://www.saintjoseph_prep.org/page.cfm?p=514.

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, Department Chairperson, Director of College Counseling and Guidance, 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. Decisions about placement in AP will be made with teacher recommendations and in consultation with the Assistant Head of School for Academic Program and the Director of College Counseling and Guidance. Students electing to enroll in an AP course(s) are required to take the AP exam(s) in May. Failure to take the exam will result in the following:

- the student will receive a grade of “**Incomplete**” for the course, and therefore the student's graduation will be in jeopardy.
- the student and his/her family will be billed for the test.

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 the Academic Program within the first two cycles of the academic year. Administrators will consult with the guidance 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
- 4 years Theology
- 4 years Math (including Algebra 1, Geometry and Algebra 2)
- 3 years of lab-based Science – 4 recommended for college preparation (including Biology, Chemistry & Physics)
- 3 consecutive years Foreign Language
- 3 years Social Studies (including World History and US History)
- 1 year STEM
- 1 year Fine Arts
- 1 year English Writing
- 3 Electives credits required (based upon student course load & 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.

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 for struggling students halfway through each quarter. These Interim Reports are available through the school's online grading system, PowerSchool. Parents are expected to sign and return Report Cards and Interim Report Forms within two days of receipt.

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 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 guidance 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 Director of College Counseling and Guidance, 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 any quarterly marking program will be ineligible for athletic competition. Participation in tryouts, practices, or scrimmages will be at the discretion of the administration and the Director of Athletics. The Director of Athletics will communicate with coaches regarding specific ineligibility policies per season.

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 her/his 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., Library and AEC), 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 the year and who have met all the other requirements set by a teacher for the 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 the Academic Program and the Director of College Counseling and Guidance.

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 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. 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

If a student fails a course, his or her parents will be notified, and the student will be required to make up the credit in an approved summer school program. The student may not take more than two summer school courses. A student who fails three or more courses in an academic year will not be eligible to return to Saint Joseph Prep. Students may not return to the School if all credits are not made up.

National Honor Society

Second semester sophomores, juniors, and seniors are eligible for membership in the school’s chapter of the National Honor Society. The student must also 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 Saint Joseph of Boston, Saint Joseph Prep has a commitment to help 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.

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 and/or evening sessions.
- Writing a comprehensive reflection paper.
- Connecting regularly with the assigned Faculty Mentor.

Attendance Policies

Importance of Attendance

Academic excellence is fostered by regular attendance. Consistent, punctual attendance directly impacts student performance. Statistics demonstrate that as the number of absences increases, a student's grade point average decreases. By ensuring that students are present in our learning community, we empower students to succeed and to excel in all of their endeavors. Massachusetts State Law requires that students 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 parents/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, field trips, 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. 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 Guidance Office and the 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 not documented by the appropriate authority (i.e., physician) is unexcused.

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 Director of College Counseling and Guidance at least one week prior to the absence.

Excessive Absences

Chronic absence adversely affects a student's academic performance and scholarly success; it may also adversely affect a student's intellectual and personal development. When a student has three excused or unexcused absences, he/she will be required to meet with his/her advisor. The advisor and student will create a plan of action to improve attendance. A meeting with the Assistant Head of School for Community Life, the advisor, the student, and the parent/guardian will be mandatory for any student who has 5 or more excused or unexcused absences in a quarter. Students with 5 or more unexcused absences are at risk for receiving a NC for all courses that quarter. Further disciplinary action may also be taken.

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 Guidance Office 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 in the fall to schedule campus tours, interviews, etc. Seniors are allowed an additional two excused absences for college visits/interviews per semester with prior approval from the Director of College Counseling and Guidance. 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.

Tardy Policy

Students who are late to school must report to the Main Office to receive a late pass. 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 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 when the bell rings to begin class, 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.

School Uniform

As a private school, Saint Joseph Prep has established a dress code/uniform for students. The school dress code reflects and promotes the formal academic atmosphere that establishes a scholarly learning environment and emphasizes the value and importance of the educational opportunities afforded to the students of Saint Joseph Prep. Students who are not in compliance with the school's dress code policy may be sent home.

Girls

- Plaid skirt*: not more than 4 inches above the knee.
- Pants: chino or khaki pants in tan from December through February. Cargo, carpenter or “skinny” pants are not permitted.
- Navy or maroon sweater*: cardigan or fine gauged V-neck.
- White shirt: long sleeve button-down oxford.
- Navy or wine solid tights or knee socks; NO nylon knee socks, ankle socks, or patterned leg-wear permitted.
- Shoes: dark brown, black, or navy; shoes must cover the entire foot and be flat-soled; sneakers are not permitted.
- OPTIONAL:
 - Polo with school logo in navy, white, or wine*. Polo shirts may be worn from September through November except during liturgies and special assemblies.
 - Navy Blue Blazer.

**Items marked with an asterisk must be purchased through JB Edwards.*

Boys

- Chino or khaki pants in tan: cargo, carpenter or “skinny” pants are not permitted.
- Navy or maroon sweater*: in cardigan or fine gauge V-neck.
- White shirt: long sleeve button-down oxford.

- Tie: diagonal striped necktie in maroon and navy.*
- Belt: **required**; brown, navy, or appropriate color/style.
- No inappropriate belt buckles should be worn.
- Shoes: dark brown, black, or navy; shoes must cover the entire foot and be flat-soled; work boots or sneakers are not permitted.
- OPTIONAL:
 - Polo with school logo in navy, white, or wine.* Polo shirts may be worn from September through November except during liturgies and special assemblies.
 - Navy Blue Blazer.

**Items marked with an asterisk must be purchased through JB Edwards.*

Special Reminders

- Oxford shirts and polo shirts must be ironed and clean. Layering is not permitted. Skirts may be hemmed to 4 inches above the knee and **may not** be rolled. **Short-sleeved oxfords are not permitted.**
- Tight fitting clothing is not permitted.
- Jewelry may be worn, but only in moderation. No expensive jewelry should be worn to school. Body or facial piercing and body art are not allowed.
- Tattoos should be covered.
- Girls may use make-up moderately and tastefully. Boys are expected to be clean-shaven. Extreme hairstyles, unnatural hair colors, and excessive make-up are not permitted.
- No hats, caps, scarves, headphones or ear buds are to be worn in the school building.
- High heels, boots, clogs without backs, flip-flops, slippers, Uggs boots, Uggs slippers, work boots, and sneakers are not acceptable footwear. Dark brown, black or navy moccasins, Toms or boat shoes are permitted.

A student should be in correct uniform at all times unless the school has announced a uniform holiday. 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 is out of uniform will be issued a detention to be served **THAT DAY**.

Attire on Spirit 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, skirts that are shorter than 5 inches off the ground when the student is kneeling. 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, vulgarity or reflect derogatory remarks regarding race, ethnicity or sexual orientation are prohibited. The School prohibits body piercing anywhere but the ears. Students, who choose to pierce any place besides the ears, will be asked to have the jewelry removed.

Sanctions for Uniform Violations

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 service. 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 Saint 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 buses;
- Using unacceptable or vulgar language in any public area, including the buses;
- Smoking/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 meet 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.
- 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 7:00 AM and 5:00 PM.

Before School: When students arrive in the morning, any time after 7:00 AM, they report directly to the Dining Hall 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 2:30 to 3:30 PM. In order to provide students and teachers with sufficient time to utilize/provide that extra help, Saint Joseph Prep is working towards a policy of starting athletic and extra-curricular activities 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 2:30 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. The Dining Hall is open from 2:30 to 5:00 PM for all students, with adult supervision. Students who remain in the academic building after 2:30 PM must be under the direct supervision of an adult.

Dining Hall

Students report to the Dining Hall when they arrive after 7:00 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 Dining Hall. In consideration for others, students are expected to leave Dining Hall tables clean. All students must report to the Dining Hall for their assigned lunch period. Students must remain in the Dining Hall until they are dismissed.

Food and beverages are not to be removed from the Dining Hall at any point (including during after-school/evening activities). Open containers and food may not be brought into the school building at any time.

Behavior in the Dining Hall 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 the Dining Hall to go to their lockers.

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.

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.

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 the Guidance/Counseling Department 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 or pipes) and a controlled substance on school grounds, regardless of the quantity he/she possesses, may be expelled and legal authorities contacted. A parent is 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 Preparatory High School. 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." According 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 the telephone and 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 2:30 to 3:15 PM. Students who are assigned to Detention that day 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 are listed, but 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 understood 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 Head of School.

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 school's iPad
- Any Drug or Alcohol Possession or Use on campus or at a school-sponsored event
- Any Use of Threatening Language
- Any Possession of a Weapon of any kind
- Violations of the Academic Integrity policy
- Truancy
- Continued Violation of school policies.

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 (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 be subject to immediate dismissal. 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 Counseling and Guidance

The College Counseling and Guidance 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, Director of College Counseling and Guidance, Associate Director of College Counseling 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 the 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. You may consult with any member of the College Counseling and Guidance staff for additional information about Naviance.

The Director of Health Services and the Director of College Counseling and Guidance 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

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.

Medications: Students are not allowed to carry medicines in school except inhalers and epi-pens. All other meds should be brought to the Health Office. If students need a pain reliever such as Advil (ibuprofen) or Tylenol (acetaminophen) they can obtain this from the Nurse if they have permission on file in the form called PERMISSION FOR IBUPROFEN OR ACETAMINOPHEN. The Nurse will be able to medicate your child from school supplies. If a student needs to take any other medicine during school hours, including all prescription medicine as well as over-the-counter remedies for colds, cough, stomach upset etc., they must bring it from home, along with a completed form called MEDICATION PERMISSION FORM. Both forms are available in the Health Office and on our website.

Illness at School: In the event that a student becomes ill, s/he 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 provides health screenings for students as required by the Massachusetts Department of Public Health. This includes vision, hearing and postural screenings for 9th graders, as well as height/weight/BMI screening for 10th graders.

Health Insurance: Students are required to secure the minimum health & 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 Director of College Counseling and Guidance 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.

Library

The Library at Saint Joseph Prep is open to all members of the School community. Students may visit the library during study hall, before or after school. Teachers may collaborate with the Librarian on research projects and bring their classes to the Library to work on said projects. The Librarian also provides instruction on the inquiry model research process, the MLA format, effective search techniques, and evaluating and organizing information.

The Saint Joseph Prep Library collection includes a variety of excellent print and electronic resources to support the curriculum. Students are encouraged to use all available databases, e-books and print resources when conducting research. They can access all electronic resources on their iPads via the Library website. All Library computers should be used for academic purposes only.

The Library also 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.

Students may borrow up to six items for a period of 30 days. If needed, students may renew Library materials. If materials are not returned or renewed by the due date, they will be considered overdue and a fine of ten cents per school day will accrue until the student returns the overdue materials. The overdue fine will be capped at \$5.00.

Virtual High School students report every day to the Library to attend their online courses. VHS students work under the supervision of the VHS Site Coordinator in the Library.

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 athletic director, 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 Catholic Conference 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.

FALL

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

WINTER

- Basketball, Girls and Boys
- Ice Hockey, Girls and Boys
- Cheerleading, Girls
- Swimming, Girls and Boys
- Winter Track, Girls and Boys

SPRING

- Softball, Girls
- Baseball, Boys
- Tennis, Girls
- 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/Alert Now

Saint Joseph Prep has a written crisis management protocol. The Alert Now 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 Alert Now Program. In case of an emergency, the Alert Now 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.

Faculty Meetings

Faculty meetings are held regularly, usually on the first Thursday of the month, as indicated in the School Calendar. In order to preserve class time and to minimize after-school conflicts, Faculty Meetings take place from 7:30 to 8:50 AM. Students are free to come to school at the usual time; the Dining Hall is open and supervised, beginning at 7:00 AM. This time may be used to catch up on homework or to relax with friends. All students must report to school no later than 8:50 AM in order to be on time for First Block, which starts promptly at 9:00 AM. There is no Advisory Period on Faculty Meeting days.

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.

Computer Resources

Saint Joseph Prep has a computer lab, as well as computers in the library and in classrooms. 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 receive locker assignments and are responsible for all books and items stored in their lockers. 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 privilege.

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, especially in light of the fact that the school shares the campus with a pre-school. 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. Neither may they park in the parking area allotted to the pre-school located at the rear of Saint Joseph Prep 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

Electronic Devices

Students are not permitted to use a cell phone for any purpose at any time during the school day without express permission. This includes texting. Cell phones, picture and videophones, I-pods and hand-held computers may not be used from 7:30 AM to 2:30 PM and must be secured in the **student's locked locker**. 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 Guidance Office bulletin board where the employment requests are posted.

Phoenix Family Association

All parents/guardians are encouraged to become members of the Phoenix Family Association and 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

This privilege encompasses Late Arrival and Early Dismissal 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.

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.

Seniors who have demonstrated responsibility by adhering to the punctuality, attendance, behavior, and academic requirements of the school may be granted Senior Privilege 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 during the school year.

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.

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 School 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 Parent - Student Handbook;
- Sign the contract page acknowledging that both parents and 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

Saint Joseph Preparatory High School considers its stated mission, goals, and fundamental values in providing technology resources for students' use. In supervising students and in monitoring their online activities, the school complies with the requirements of the Children's Internet Protection Act of April 5, 2001 and the provisions of M.G.L. c. 71, §37O regarding bullying. 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.

Computers and Internet access are used to support learning and to enhance instruction. Use of school equipment, the school network and the Internet is a privilege, not a right. Use and access entail responsibility. At the beginning of each academic year, all students

and their parents/guardians are required to sign the Acceptable Use of Technology

Agreement grants permission to the student to use technology resources provided by the school. Whether students are in school or not, they are expected to adhere to the school's expectations of appropriate behavior while they are online and/or using any other electronic devices. As stated in Saint Joseph Prep's *Bullying Prevention and Intervention Plan*, any and all forms of cyber-bullying and retaliation will not be tolerated.

Pursuant to 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.

2014–2015

Daily Schedule

7:45 to 8:29	Block One
8:33 to 9:17	Block Two
9:21 to 9:45	Advisory
9:49 to 10:49	Block Three
10:53 to 11:37	Block Four
11:41 to 12:25	Block Five (SL)
12:12 to 12:56	Block Five (FL)
11:41 to 12:08	First Lunch
12:29 to 12:56	Second Lunch
1:00 to 1:44	Block Six
1:48 to 2:32	Block Seven
2:32 to 2:34	Announcements

Note: The schedule operates on an 8-day, 8-period rotating cycle with one period dropped each day. All periods are 45 minutes long. There is a passing time of 4 minutes between classes.

2014–2015

School Calendar

August

18	Football Begins
21	Fall Sports Begin
26	Opening Faculty Meeting
27	Faculty/Staff Retreat
28-29	Faculty Professional Development

September

1	Labor Day
2	Faculty Professional Development
2	International Student Orientation (2-4:00 PM)
3	Gr. 9 Orientation/Gr. 10, 11, 12 Class Trips
4	First Full Day of Classes/First Quarter Begins
5	Opening of School Mass (9:15 AM/Maroon Schedule)
5	Back to School Cook-out (6:00 PM)
13	ACT Testing
15	School Picture Day
18	Back to School Night (6:30-8:30 PM)
19	Final Day to Make Course Changes
24	College Information Night (6-7:30 PM)
26	Gr. 9 Retreat

October

2	Foundation of CSJs in Boston 1873
2	Faculty Meeting (7:30 AM)/Classes Begin at 9 AM
3	First Friday Mass (9:15 AM)/Maroon Schedule
4	HSPT Prep Course (9-11:30 AM)
4	Homecoming Dance (7-10:00 PM)
6-10	Spirit Week
9	Phoenix Family Association Parent Social (6:30-8:00 PM)
10	Spirit Assembly (1:30 PM)/Navy Schedule
11	SAT Test Date
13	Columbus Day (No School)
15	Senior College Visit Day/PSAT Testing Day (Grade 9, 10, 11)
17-18	Senior Retreat
18	MSJA Reunion/HSPT Prep Course (9-11:30 AM)

2014–2015

SJP Calendar (continued)

25	ACT Testing Date/HSPT Prep Course (9-11:30 AM)
26	Open House (1-4:00 PM)
27	Faculty Professional Day (No School)
31	First Quarter Ends
31	Halloween

November

1	HSPT Prep Course (9-11:30 AM)
3	Second Quarter Begins
5	Quarter 1 Grades Posted
6	Faculty Meeting/Classes Begin at 9 AM
8	HSPT Prep Course (9-11:30 AM)/SAT Testing Date
10	Academic Awards Ceremony (9:15 AM)/Maroon Schedule
11	Veteran's Day (no school)
13	Parent-Teacher Conferences (6-8:00 PM)
14-16	Kairos Retreat
15	High School Placement Test (8:15-11:15 AM)
19	Fall Sports Banquet (6:30-8:30 PM)
21-22	Fall Musical (7-10:00 PM)
22	International Thanksgiving Dinner (2-4:00 PM)
25	Thanksgiving Liturgy (1:30 PM)
26-28	Thanksgiving Break
27	Thanksgiving/Football Game (10:00 AM)

December

1	Winter Sports Begin
3	Quarter 2 Interim Reports
4	Faculty Meeting (7:30 AM)/Classes Begin at 9 AM
6	SAT Testing Date
8	Feast of the Immaculate Conception Mass (9:15 AM)/ Maroon Schedule
10	MEFA Night (College Financing) (6-7:00 PM)
13	High School Placement Test (8:15-11:45 AM)
13	ACT Test Date
14	Christmas Tea and Choral Concert (2-4:00 PM)



School Calendar (continued)

15	Prospective Student Application Deadline
16	PSAT Interpretation/Junior Kick-off Night (6-7 PM)
18-19	Oxfam Fast
18	Oxfam Talent Show (6-7:00 PM)
19	Christmas Program (12-1:00 PM)/1:00 PM Dismissal
22-Ja 2	Christmas Vacation
25	Christmas Day
31	Prospective Students Financial Aid Applications Due

January

5	Classes Resume
12	Review Day/Quarter 2 Ends
13-16	Mid-term Exams
19	Martin Luther King Jr. Day (No School)
20	Faculty Professional Day (No school)
21	Quarter 2 Grades posted
22	Third Quarter Begins
22-25	Camden Service Trip
24	SAT Test Date
26-30	Catholic Schools Week
26	Catholic Schools Week Mass (9:15 AM)/Maroon Schedule
27	Academic Awards Ceremony (9:15 AM)/Maroon Schedule
30	Re-registration Period Begins for 2015-16 Academic Year
31	Trivia Night (6:30-9:30 PM)

February

3	Admissions Decisions Mailed
5	Faculty Meeting (7:30 AM)/Classes Begin at 9 AM
6	Multicultural Day
7	ACT Testing Date
7	Winter Semi-formal Dance (7-10:00 PM)
16-20	Winter Vacation (No School)
18	Ash Wednesday
23	Classes Resume
24	Admitted Student Visiting Day

2014–2015

SJP Calendar (continued)

- 25 Admitted Student Reception (6:30-8:30 PM)
- 26 Admitted Student Reception Snow Date (6:30-8:30 PM)
- 27 Re-registrations and Financial Aid Applications Due
- 27 Quarter 3 Interim Reports

March

- 3 Admitted Student Visiting Day
- 4 College Information Night for Classes of 2017 & 2018 (6-7:00 PM)
- 5 Faculty Meeting (7:30 PM)/Classes Begin at 9 AM
- 5 Winter Team Sports Banquet (6:30-8:30 PM)
- 6 First Friday Mass (9:15 AM)/Maroon Schedule
- 9 Interim Assessments for Seniors
- 10 Admitted Student Visiting Day
- 12 Parent-Teacher Conferences (6-8:00 PM)
- 13 Spring Musical (7-10:00 PM)
- 14 Spring Musical (7:00-10:00 PM)/SAT Testing Date
- 16 New Student Registration Due/Spring Sports Begin
- 19 Scholar's Breakfast (8:00 to 9:00 AM)
- 19 Mass for the Feast of St. Joseph (9:15 -10:15 AM)
- 20-22 Kairos Retreat
- 27 Third Quarter Ends (Gr. 9-11)
- 30 Fourth Quarter Begins (Gr. 9-11)

April

- 1 Deadline for Class of 2015 to confirm Service Placement
- 1 Quarter 3 Grades Posted
- 2 Faculty Meeting (7:30 AM)/Classes Begin at 9 AM
- 2 Holy Thursday Prayer Service (9:15 AM)/Maroon Schedule
- 3 Good Friday (No School)
- 5 Easter
- 6 Easter Monday (No School)
- 7-10 Spirit Week
- 7 Academic Awards (9:15 AM)/Maroon Schedule
- 10 Spirit Assembly (1:30 PM)/Navy Schedule

SJP Calendar (continued)

13-17	Senior Exams
14	Choir Spring Concert (7-8:00 PM)
16	Junior Retreat
18	ACT Testing Date
20-24	Spring Break (No School)
27	Class of 2015 Senior Service Begins
27	Senior Service Commissioning Mass (8-9:00 AM)
29	Quarter 4 Interim Reports

May

1	Sophomore Retreat
2	SAT Testing Date
4-15	AP Tests
7	Faculty Meeting (7:30 AM)/Classes Begin at 9 AM
14	Feast of the Ascension Mass (9:15 AM)/Maroon Schedule
14	Arts Night (6-8:00 PM)
16	Junior/Senior Prom
21	NHS Induction Ceremony and Undergraduates Awards Night (7:00 PM)
22	Class of 2015 Senior Service Program Ends
25	Memorial Day (No School)
27	*Senior Breakfast and Senior Service Presentations (8-11:00 AM)

June

3	*Baccalaureate Mass (5:00 PM)
3	*Senior/Parent Dinner (6-8:30 PM)
4	*Class of 2015 Commencement (6:30 PM)
5	Study Day (No School)/Fourth Quarter Ends
6	SAT Testing Date
8-11	Final Exams
11	Follett Book Buy-Back
12	Final Faculty Meeting
13	ACT Testing Date

* *Subject to Change*

2014–2015

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.

Book Club — Members meet to discuss novels and/or short stories read in preparation for monthly meetings.

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

Creative Writing Club — Students respond to writing prompts at weekly meetings and use Book Creator app to create iBooks of their work.

Drama Club — The primary functions of the club are the drama productions.

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

Japanime — Students discuss and share their interest in Japanese manga and anime; the unique animated art form that is produced in graphic novels and cartoons.

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

Newspaper — The primary function is the production of the student newspaper.

Origami Club — Club members meet once a week to work on origami projects. The origami sculptures are displayed at the school art fair.

Prom Committee — Junior and Senior students are selected by their home-rooms to plan the Junior-Senior Prom.



Clubs and Activities (continued)

Rachel's Challenge — Students engage in affirming, community-building exercises to promote the positive, inclusive, supportive school family that Rachel envisioned.

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.

S.A.D.D. — Students provide information and activities to assist Saint Joseph Prep community members regarding drinking and driving.

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

Social Justice Club — The primary focus of the club is service to others and the elimination of injustices throughout the world.

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 lay-out monthly issues of the 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.