



THE
PREP

St. Joseph's
Preparatory School

2019-2020
Student Handbook

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MISSION STATEMENT

“The mission of Saint Joseph’s Prep as a Catholic, Jesuit, urban, college preparatory school is to develop the minds, hearts, souls, and characters of young men in their pursuit of becoming men for and with others.”

Explanation and Interpretation

By “Catholic” we mean that the Prep is grounded in the person and teachings of Jesus Christ who established a Church that has a tradition, creed, body of doctrine, moral code, and sacramental system that are essential to the life and culture of this school.

Because we are Catholic, we strive for a personal relationship of friendship with Jesus Christ so that we may, in the words of St. Ignatius Loyola, “love him more intensely and follow him more closely” (Sp.Ex. # 104).

Because we are Catholic, instruction and formation in religion, rooted in both Scripture and Tradition, covers Catholic faith and morals while opening the minds of students to an ecumenical outlook and an appreciation of, and respect for, other faith traditions.

Because we are Catholic, we foster in students a consciousness of their shared sonship under God and their brotherhood with men and women of all races, nations, and cultures of the world.

Because we are Catholic, we instruct our students in their responsibilities as stewards of God’s creation.

Because we are Catholic, it is our aim to form leaders—men of competence, conscience, and compassionate commitment—who choose to order their lives in a radical way toward God, as modeled for us by Jesus Christ in love and service to others, all for the greater glory of God.

By “Jesuit” we mean that the Prep has its founding vision in the person and spirituality of St. Ignatius of Loyola, the founder of the Jesuits, who saw education as an end in itself believing that one can “seek God in all things.” Ignatius also saw education as a preferred means to the end of “helping souls.” His book of Spiritual Exercises (an outline of a guided retreat for a person of faith seeking to align his or her will with the will of God) offers principles that shape a Jesuit “style” in education characterized by experience, reflection, action and evaluation. (The Ignatian Pedagogy – A Practical Approach, 1993)

Because we are Jesuit, our education and formation are rooted in Ignatian spirituality. Because we are Jesuit, our work is characterized by loyalty to the Church, availability for service, and a high-hearted love of Christ.

Because we are Jesuit, the education we provide is marked by “*cura personalis*,” which means attention to the individual student and respect for the individual’s potential and pace in learning. Jesuit education is characterized by adaptability to individual differences and needs, as well as to wider needs determined by a reading of the “signs of the times.”

Because we are Jesuit, we routinely engage in the practice of discernment, an effort to choose wisely in worldly matters by striving to align personal and institutional choice with the will of God. We share this practice with our students, helping them to choose wisely and well as they mature into men for and with others.

By “urban” we mean that our geographic location places us in the middle of an urban context (where we chose to remain after fire destroyed our former facilities in 1966). Our outlook ranges quite literally from the urban downtown skyline of a major city, across acres of urban decay and renewal, and places us within reach of persons both rich and poor, elderly and young, immigrant and native, homeless and housed, healthy and ill, addicted and free, educated and illiterate, hungry and well-nourished, employed and unemployed.

Because we are urban, we guide student reflection on (1) the root causes of the problems they see in the city, (2) the solutions that they may someday contribute toward the elimination of these problems, and (3) we provide them with appropriate community service opportunities to assist the needy as well as internship opportunities that a major urban center has to offer where classroom learning can be linked to practical experience.

Because our urban location puts us in proximity to the disadvantaged poor, we make a special effort to attract students from disadvantaged communities and thus add to the diversity of our student body.

By “college preparatory” we mean academic rigor in a curriculum that forms the learner in five dimensions: (1) open to growth, (2) intellectually competent, (3) religious, (4) loving, and (5) committed to doing justice.

Because we are college preparatory, we are engaged in the work of character formation. This requires a well-designed curriculum accompanied by diverse extra- and co-curricular activities.

Because our work is college preparatory, we offer to our students in the personal example of faculty and staff, models of lifelong learning and motivation to learn. We are motivated by the Ignatian *magis*—the drive to excel in all things and to give *greater* glory to God.

Because we are college preparatory, we encourage students to understand that their learning will, in the final analysis, be self-motivated activity. We therefore hold them accountable and responsible for their academic progress.

By “men for and with others,” we incorporate into our mission statement the words of the late Superior General of the Jesuit Order, Father Pedro Arrupe, who said in 1973, “Today our prime educational objective must be to form men for others.” Fr. Arrupe’s successor, Father Peter Hans Kolvenbach, introduced the notion of “men with” as well as “for” others in order to make the point that Jesuits and those moved by Ignatian spirituality are in solidarity with those they help and can learn from them. We, therefore, encourage our students to be men for others who are also conscious of being “with” those to whom they reach out in service. At the Prep, “men for others” is a shorthand phrase that includes “being with” and serves as a motto that reminds the entire Prep community of its purpose in education.

[This “explanation and interpretation” is the product of reflection and discussion that led to consensus among two groups—13 faculty and staff members who met for a full day on July 31, 2006, and 42 faculty and staff, together with five students, who met for a full day on August 24, 2006. These days of “Apostolic Discernment and Mission Renewal” were co-chaired by Bruce Maivelett, S.J., Director of Ignatian Identity; Michael Egan, Executive Vice President; and Stewart Barbera, Director of Guidance. The Board of Trustees unanimously approved the Mission Statement Explanation and Interpretation on 26 September 2006.]



Student Directives

INTRODUCTION

St. Joseph's Preparatory School strives to develop the minds, hearts and souls of young men in their pursuit of becoming "Men For and With Others." Rules help to create a safe, orderly and welcoming environment in which that development may occur. Students learn and interact in a community which exhibits concern and respect without the distractions of fear or improper influences. Some procedures and rules are very specific in order to promote the order necessary day to day. Other rules, because of the nature of the activity, are more general, requiring the students to apply principles using their good judgment. Penalties are intended to support good order but also have a pedagogical value by imposing some cost for violation of that good order.

Once a student enters St. Joseph's Preparatory School, he is responsible for his actions both in and out of school during his entire tenure at the Prep, including summer vacations and other time off school. Any serious violation of school policy, and/or legal laws could result in serious disciplinary action. St. Joseph's Preparatory School reserves the right to respond as it sees fit to the misbehavior of its students when it deems it appropriate to do so, even if those actions take place outside school hours and away from school or activities.

RESPECT FOR OTHERS

STUDENT ANTI-BULLYING AND HARASSMENT POLICY

I. Introduction

St. Joseph's Preparatory School (the "Prep") is committed to ensuring respect and protecting the dignity of all members of the Prep community. Everyone has the right to work, study and engage in co-curricular activities without harassment, intimidation or bullying. With this right comes the responsibility to respect the right of everyone else to work, study and engage in co-curricular activities without harassment, intimidation, or bullying.

The Prep's Student Anti-Bullying and Harassment Policy (the "Policy"), set forth below, is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process. This Policy outlines the Prep's comprehensive approach to addressing bullying, cyber-bullying, harassment, and retaliation.

The Policy is consistent with and intended to supplement broader protections at the Prep against discrimination, harassment, bullying, and retaliation that appear elsewhere in the Student Directives. This Policy shall apply to all students upon matriculation at the Prep through graduation and shall apply to behavior occurring before, during, and after school hours, on weekends, over summer months and on breaks and holiday

II. Definitions

Under the Policy, the below terms shall have the following meanings:

Administration. For purposes of this Policy, the Administration shall include the President, Principal and the Assistant Principals.

Aggressor. An aggressor is a student who engages in bullying, cyber-bullying, harassment, or retaliation.

Bullying. Bullying is defined as an unwelcome act or series of acts by one or more students of a written, verbal or electronic expression; a physical act or gesture; or any combination thereof, directed at a target that:

- causes physical or emotional harm to the targeted student or damage to the targeted student's property;
- places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates the potential for a hostile environment at school for the targeted student;
- infringes on the rights of the targeted student at school; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

Committee. Committee shall refer to the faculty and staff members who comprise the Anti- Bullying & Harassment Committee each year, a list of whom shall be posted in the Student Directives.

Counseling Department. The Counseling Department shall refer to guidance counselors, and not members of the college counseling office.

Cyber-bullying. Cyber-bullying is bullying (as defined above) done through the use of technology or electronic devices such as telephones, cell phones, computers, and the internet. It includes, but is not limited to the following behavior: e-mail, instant messages, text messages, and internet postings, whether on a webpage, in a blog, social networking, or otherwise.

Dean's Office. Dean's Office shall refer to the Dean of Students and the Assistant Dean.

Harassment. Harassment is defined as bullying or cyber-bullying (as defined above) regarding any of the following characteristics:

- age;
- race;
- religion;
- national origin;
- physical disability;
- mental disability;

- gender;
- sexual orientation;
- Any other characteristic protected by applicable laws.

Hostile Environment. A hostile environment is a situation in which bullying, cyber-bullying, or harassment causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Response Team. Response Team shall consist of three people, one from each of the following: (a) Dean's Office; (b) Counseling Department; and (c) Committee.

Retaliation. Retaliation is any form of intimidation, reprisal or harassment directed against a student who reports bullying, cyber-bullying, or harassment, provides information during an investigation of bullying, cyber-bullying, or harassment, or witnesses or has reliable information about bullying, cyber-bullying, or harassment.

Staff. The staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, and athletic coaches, advisors to co-curricular activities, support staff, volunteers, clergy, vendors, or paraprofessionals.

Target. A target is a student against whom bullying, cyber-bullying, harassment, or retaliation has been or is being perpetrated.

III. Policy against Bullying, Cyber-Bullying, Harassment and Retaliation

The Prep will not tolerate any form of bullying, cyber-bullying, or harassment, nor will we tolerate retaliation against any person who reports bullying, cyber-bullying, or harassment, provides information during an investigation of bullying, cyber-bullying, or harassment, or witnesses or has reliable information about bullying, cyber-bullying, or harassment.

Bullying, cyber-bullying, and harassment are prohibited on school grounds and at school-sponsored events, activities, functions, and programs. Bullying, cyber-bullying, and harassment also are prohibited at school bus stops and train stops, on school buses, trains, and other vehicles owned, leased, or used by the school, and through use of technology or an electronic device owned, leased, or used by the school.

In addition, bullying, cyber-bullying, and harassment are prohibited at any location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the conduct creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the Prep or any other educational institutions.

IV. Prevention of Bullying, Cyber-Bullying, Harassment, and Retaliation

The young men who graduate from the Prep strive to complete a program of formation that endeavors to develop in each person the characteristics and qualities that reflect the tradition and ideals of Jesuit education. Each student is provided with, and upon graduation, must demonstrate that he has responded generously to the challenge of becoming a young man who is open to growth, intellectually competent, religious, loving, and committed to doing justice.

The characteristics of the Graduate at Graduation are continually discussed and reviewed with students throughout their educational experience at the Prep.

At the start of each academic year, the Policy and any changes thereto shall be presented to the students by the Dean's Office or Counseling Department. Each student shall sign an Acknowledgement Form attesting that he understands the intent and content of the Policy; the definitions of bullying, cyber-bullying, harassment and retaliation; and the potential consequences for any violation of the Policy. A copy of the Acknowledgement Form is attached hereto. In addition, athletic coaches and co-curricular advisors are required to review the Policy with all potential participants.

The Committee shall make efforts to coordinate presentations concerning this Policy and offering further education on this Policy with members of the Mission & Ministry Office, Counseling Department and other Staff.

V. Reports of Bullying, Cyber-Bullying, Harassment and Retaliation

A. Making a Report

Anyone who is the target of bullying, cyber-bullying, harassment or retaliation or who has witnessed or knows of an incident of bullying, cyber-bullying, harassment or retaliation or otherwise has relevant information about bullying, cyber-bullying, harassment, or retaliation prohibited by this Policy is strongly encouraged to promptly report the matter orally or in writing to the Dean's Office or to any other Staff member with whom the student is comfortable speaking.

Any student or parent of a student who is the target of bullying, cyber-bullying, harassment or retaliation or who has witnessed or knows of an incident of bullying, cyber-bullying, harassment, or retaliation or otherwise has relevant information about bullying, cyber-bullying, harassment or retaliation prohibited by this Policy wherein the aggressor is a Staff member should report the matter directly to the Administration.

Any Staff member, who is not a member of the Counseling Department, with information regarding a potential violation of this Policy is required to report it immediately to the Principal. The Counseling Department is exempt from the mandatory reporting requirement in order to preserve the student-counselor relationship. Any relevant information brought to the Counseling Department where the student is reluctant to make a report under this Policy shall be documented, which shall include the name of the aggressor. In addition, the Counseling Department shall encourage all parties involved to report the behavior for further investigation.

Staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of a possible violation of this Policy.

B. Anonymity and Confidentiality

Anonymity refers to reports where the identity of the person making the report is unknown to anyone, including members of the Administration, Counseling Department, and Staff.

Confidentiality refers to reports where the identity of the person making the report is known, subject to the paragraphs below, by the person receiving the report, the Response Team and the Dean's Office.

The Prep recognizes that targets of bullying, cyber-bullying, harassment, or retaliation may be reluctant to make a report of a violation of the Policy. The same may be true for some witnesses and parents. Nevertheless, the Prep urges students and parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that the Prep takes its policy against retaliation seriously and will make every effort to respect requests for confidentiality. The Prep, however, cannot promise strict confidentiality because information must be shared in order to conduct an effective investigation. The Prep will divulge information concerning complaints of bullying, cyber-bullying, harassment and retaliation only on a need-to-know basis.

Staff may not make reports under this Policy anonymously. As set forth above and subject to the goals of the Policy, the Prep will respect any request from a member of the Staff for confidentiality to the extent possible.

VI. Responding to a Report of Bullying, Cyber-Bullying, Harassment or Retaliation

A. Preliminary Considerations

When a complaint of bullying, cyber-bullying, harassment or retaliation is brought to the attention of the Dean's Office, an assessment may be made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyber-bullying, harassment or retaliation during an investigation.

B. Investigation

The following is an outline of the procedure that, when necessary, may be pursued once a complaint has been brought to the attention of the Dean's Office or an appropriate designee:

An impartial investigation of the complaint shall be conducted by a Response Team. No person shall serve on a Response Team for a complaint he or she received from the person making the complaint or instigated himself or herself. The investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, the student who was the target of the alleged bullying, cyber-bullying, harassment or retaliation, the person or persons against whom the complaint was made, and any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident or incidents.

Depending on the circumstances, the Response Team may choose to consult with additional health and educational professionals.

C. Resolution

If a Response Team determines that a reported case rises to the level of harassment as defined herein, the matter shall be reported to the Principal and the Director of Diversity.

All reported cases of bullying, cyber-bullying, harassment or retaliation will be treated seriously, and if necessary, investigated with care and with all possible confidentiality. Respect will be shown to the person making the complaint, to the aggressor and to the target.

Following interviews and any other investigation undertaken, as the Prep deems appropriate, the Response Team will determine whether and to what extent the allegation of bullying, cyber-bullying, harassment, or retaliation has been substantiated. If it is determined that the Policy has been violated, the Response Team may request that the Dean's Office order any of the following:

- a. Counseling;
- b. Education;
- c. In-school Detention;
- d. Restriction or removal from athletics or co-curricular activities;
- e. Out-of-school suspension;
- f. Voluntary withdraw;
- g. Expulsion.

In appropriate circumstances, such as when a crime may have been committed, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation, the Response Team shall meet individually with the student or students who were the target or targets and the student or students against whom the complaint was made and their parents to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student records.

Follow-up contacts will be made with any student found to have been targeted in violation of this Policy and his parents to inquire as to whether there have been any further incidents.

VII. Conclusion

This Policy is intended to ensure the respect of, and protect the dignity of, all members of the Prep community through the prevention of bullying, cyber-bullying, harassment and retaliation. The Policy's comprehensive approach, including the procedure for filing a report, the investigation of possible violations, and an outline of disciplinary action, serves to provide and protect the Prep community members with a right to work, study, and engage in co-curricular activities without harassment, intimidation, or bullying. As a school community, we expect all members to be supportive of each other.

The Policy is subject to review and may be updated to reflect changes in federal, state or school regulations.

STUDENT BEHAVIOR

Faculty and staff members should always be addressed in a polite and respectful manner. The student is expected to comply with whatever regulations or discipline measure that the teacher may impose. Arguing with a teacher in the presence of other students in the class is unacceptable. A student who is asked to leave a class by the teacher for disruptive behavior must report to the Dean of Students' Office immediately. A student who is removed from his class will be required to serve three days detention and may be suspended at the discretion of the Dean. Students who fail to report to the Dean's office when asked to leave class will be suspended.

Students are to show respect to each other and to faculty and staff and are to refrain from the following:

- Using derogatory names and epithets which are intended to or tend to inflame;
- Pushing, shoving or fighting (including play fighting);
- Disrupting class;
- Stealing another student's property or the property of the school;
- Bullying, cyber bullying and any form of harassment in or out of school

ATHLETIC CONTESTS

Sports are contests of training, skill and determination intended to build character, not to tear it down. Both student-athletes and fans should conduct themselves in a sportsman-like manner. Fans support their team by cheering for them, not by insulting their opponents. Any student found in violation of this policy will be held accountable for his actions and will be punished at the discretion of the Dean.

SAINT JOSEPH'S PREPARATORY SCHOOL EXTRA-CURRICULAR PROGRAM

Extra-Curricular Program Mission Statement

Saint Joseph's Preparatory School extracurricular programs are created to provide all students with an opportunity to participate in extracurricular activities. The mission of these programs is to develop student participants who value and promote teamwork and community pride within the framework of the Grad-at-Grad, while developing their knowledge and skills through practice, performance and competition to be successful in their endeavor to become men for and with others.

The mission of the SJP extra-curricular programs (of which athletics is a part) is divided into three components. The first component is that all SJP students should have opportunities to participate in extracurricular activities. When a student considers all that is offered in our extra-curricular programs, the student should be able to find an extracurricular activity that can meet his unique needs.

The second component is the development of student participants who value and promote teamwork and community pride while developing the minds, hearts, souls and character of the student-athlete. SJP coaches are expected to teach, enforce and model the character traits of respect, responsibility, caring, fairness, trustworthiness and citizenship.

The third component is development of skills and techniques so that SJP students and teams can be competitive in their endeavors. SJP coaches will provide your son and your son's team with quality instruction and teaching.

A Note to Parents

The rewards and responsibilities of parenting are often complicated when a student participates in a demanding extra-curricular activity. Hopefully this section will assist your understanding of the SJP extra-curricular offerings, objectives, policies, procedures and guidelines, and insight into some of the responsibilities of student participants and parents. Please take the time to review the information in this handbook with your son.

Every school year, approximately 85% of our students participate in an extra-curricular program, club sport or PIAA team. The administration and coaching staff are proud of the life experiences and life lessons that can be taught to our students through participating on club or athletic teams.

As the SJP extra-curricular program has grown, the need to communicate the following information; 1) mission and objectives of the SJP program, 2) the role of the administration, coaches, players and parents and 3) SJP policies, procedures and guidelines to the parents of participants has become very important to the success of our extra-curricular programs. The goal of this section is to effectively communicate the role of the administration, coaches, participants and parents in administering a successful extra-curricular program.

Objectives of Participation for Students

Athletics and clubs are an extension of the extra-curricular programs. Student-athletes participating in the SJP athletic program should receive the following benefits from participation.

1. To be taught and role modeled Respect, Responsibility, Trustworthiness, Fairness, Concern for Others and Citizenship by the coaching staff, while being taught the fundamentals of the sport and part of a competitive interscholastic athletic team.
2. To provide opportunities that will allow the program to serve as a forum where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The experience should provide adequate and natural opportunities to:
 - A. Grow physically, mentally emotionally and socially.
 - B. Acquire and develop special skills in activities of each student's choice.
 - C. Be taught that team success is more important than individual success.
 - D. Learn self-discipline, self-motivation, excellence, and the ideals of good sportsmanship which teach winning and losing with honor.
 - E. Participate in an activity that will generate interest and a feeling of unity for the student body, faculty and community.
 - F. Develop high levels of fitness.
3. To provide opportunity for a student to experience team and individual success.
4. To create a desire to succeed and excel in all areas of the student-athletes life.
5. To provide for the student's worthy use of leisure time now and in the future.

Relationships

The Parent-Player Relationship:

The attitude of the parent is a very influential factor in determining if a student has a rewarding or a disappointing interscholastic athletic experience. The attitude of the parent can be more influential than the talent level of the student, the amount of playing time, the attitude of the coach, the attitude of the players or the team's win-loss record.

Many student-athletes describe the "worst 15 minutes of the day" as the ride home in the car after the practice or competition, if a parent displays a negative attitude toward the student-athlete, the coach or the teammates.

What student-athletes need the most is unconditional love and support from the parents no matter what happens during practices or games.

The Player-Coach Relationship:

Through the growth of youth sports during the past 25 years, many adults believe they understand or perhaps know more than coaches. Many parents believe they have a degree of expertise from playing or coaching experience. While this knowledge may heighten your appreciation of the sport, as a parent, you are not the coach.

The player-coach relationship is perhaps the most critical relationship in athletics. A parent can have a pronounced effect on this very important and delicate relationship. While you may not agree with all decisions of a coach, how and when you express your feelings can have a profound effect upon your son.

If you express a negative opinion in front of your son, you need to remember that he may return to practice the next day and carry with him your convictions. Your son will then have to interact with his coach. You, as a parent, can greatly affect this delicate relationship.

The Parent-Coach Relationship:

In your role as a parent, you obviously love and are concerned about your son's welfare and success. You want the best for him. But the athlete can have only one coach. Allowing the coach to instruct and guide the team is crucial to the success of the team.

Should you have questions or concerns, do not approach the coach at the conclusion of a contest or during a practice. At this time, coaches have other responsibilities and may be very emotional. Call and make an appointment for a later time and approach the meeting in a calm, courteous and logical manner.

Parent-Official Relationship:

The age-old question often used by irate fans to coaches and athletic directors is "Where did you find these officials?" Most sports have an "officials' assignor" who assigns officials for every game in that sport for the entire season.

Officials agree to and follow a code of ethics. They really do not care or have an interest in which team wins the contest. It is important to know that a game cannot be played without a PIAA certified official.

As in any vocation, there are great, good, and average officials. However, each official is doing his or her best to provide a safe, unbiased and structured environment for the student-athletes.

As a parent, nothing positive will result in yelling at the officials. In fact, many negative actions can occur by a parent yelling at the officials. They are 1) you will appear foolish, 2) you will embarrass your son, 3) you will set a poor example that others may follow, escalating a negative environment, 4) you may be removed from the competition.

Parent-Athletic Director Relationship:

The athletic director supervises the administering of all athletic teams. Prior to approaching the athletic director regarding the management of an athletic team, a parent should first speak to the coach.

If the parent is not satisfied with the discussion with the coach, the parent may request a meeting with the athletic director and the coach. However, the issues of playing time, techniques and strategies are not appropriate topics of discussion with the coach or athletic director.

PARENT/COACH COMMUNICATION PLAN

Both parenting and coaching can be difficult vocations. By better understanding each other, we are better able to accept the actions of the other and provide greater benefit to student-athletes. As parents, when your son becomes involved on SJP interscholastic athletic teams, you have the right to understand what expectations are placed on you and your son. This begins with clear communication from the coach of your son's athletic team or club activity.

Communication Parents Should Expect From SJP Athletic Coaches

1. Philosophy of the coach.
2. Expectations the coach has for student-athletes.
3. Locations and times of all practices and contests.
4. Team and school requirements – behavioral and academic.
5. Procedure if student-athletes are injured during participation and insurance information.
6. Actions that could lead to discipline, which may result in the denial of student-athlete participation.

How to Handle an Athletic Team Concern

1. Encourage your son to speak directly to the coach. Many concerns can be resolved through this process.
2. Contact the coach to schedule an appointment.
3. If a coach cannot be reached, contact the athletic director.
4. Do not present your concerns to a coach before a contest, after a contest or during a practice.
5. If the meeting with the coach does not provide a resolution, contact the athletic director to discuss the situation.

Appropriate Concerns to Discuss With Coaches

1. Treatment of your son.
2. Ways to help your son improve.
3. Concerns about your son's behavior or academic performance

It is difficult to accept your son not playing as much as you would hope. Coaches are professionals and they make judgments based on what they believe to be best for the team. As you have seen from the above list, certain topics can be and should be discussed with a coach. Other topics, such as playing time, coaching strategies, and concerns about other student-athletes must be left to the discretion of the coach.

Requirements for SJP students to participate on extra-curricular teams/clubs.

It is important to understand that participation on a SJP extra-curricular team/club is a privilege not a right. Being on and maintaining one's membership on the team means accepting all the responsibilities of a student-athlete. However, unlike recreation or intramural teams, equal or guaranteed playing time does not exist. In an effort to be competitive, a coach will use players best suited to the conditions or demands of the contest at that time.

Below is a list of requirements for students to participate on SJP athletic teams.

1. The student must have a pre-participation athletic physical (dated June 1st or later) and if the student has been injured in a previous season a recertification may be required. Physical and Pre-participation forms are available on our school website.
2. The student must meet academic eligibility requirements. SJP academic requirements supersede all other eligibility requirements.

3. A student must exhibit good behavior in the classroom and on the athletic team. A coach has the authority to deny a student-athlete from trying-out or participating on an athletic team if the student-athlete has exhibited behavior that is detrimental to the management and/or cohesion of the team.

Transportation of Student-Athletes

All SJP student-athletes should ride school transportation to away games where it is provided. Exceptions are 1) There is a conflict with a school activity. 2) Written permission regarding a family emergency. In both cases, the head coach must be given notice prior to the date of the contest and the coach must approve the request.

Hazing Policy (Full Policy on page 38)

Hazing is an issue that the Saint Joseph's Preparatory School administration and coaches take very seriously. Hazing is generally defined as "any humiliating or dangerous activity expected of a person to join a group, regardless of the person's willingness to participate in the activity." Hazing is a negative activity and it is not acceptable behavior for anyone associated with Saint Joseph's Preparatory School.

There are several misconceptions regarding hazing:

1. *"Hazing includes harmless pranks that can be dismissed as traditions."*

The truth is that hazing is physically and emotionally harmful for any student. Hazing is a form of abuse.

2. *"If someone agrees to participate in an activity, it cannot be considered hazing."*

The truth is that consent of the victim cannot be used as a defense for hazing activities.

3. *"Hazing teaches respect and develops discipline."*

The truth is that respect is earned, not taught. Victims of hazing do not respect the individuals responsible for the hazing. Hazing teaches mistrust and creates alienation.

The following steps will be taken at SJP to eliminate hazing:

1. Every head coach is to read the definition of hazing to the team and discuss the destructive nature of hazing and the consequences of hazing. (Team discipline, school discipline, etc.)

2. If a student-athlete is aware of a hazing incident, the student-athlete is expected to report the incident to a coach or school administrator immediately.

3. If a coach is aware of a hazing incident, the coach must report the incident to a school administrator immediately.

4. All reported incidents of hazing are investigated by school administration.

Guidelines

Complaint Procedure:

1. When a student believes that he has knowledge of an actual or potential hazing incident, or has been subject to hazing, the student shall promptly report the incident, orally or in writing, to any coach, moderator, staff member or administrator who upon receipt of a report of hazing shall immediately inform the Dean of Students.

2. The Dean of Students shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing and report the incident to the Principal.

3. The Dean of Students shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. In the event the hazing incident involves, or will involve, illegal activity, the appropriate policing agencies shall be notified.

If the investigation results in a substantiated finding of hazing, the following disciplinary measures may be imposed:

1. A student found to be in violation of this policy shall be subject to disciplinary measures set forth at the discretion of the administration including, but not limited to:

- a) JUG
- b) suspension from all extracurricular and co-curricular activities, including all interscholastic teams.
- c) suspension or expulsion from school.
- d) referral to policing agency if appropriate.

2. In addition, other disciplinary measures may be applicable and/or appropriate as defined in the Student Directives policies.

3. Failure to report a substantiated finding of hazing may result in disciplinary action.

4. A student found to have made false statements in connection with this policy shall be subject to the same disciplinary measures as those found to have actually violated the policy.

This policy shall be applicable to any and all incidents of hazing involving Saint Joseph's Prep students participating in organizations recognized by the school regardless of whether they occurred on or off school grounds and/or outside of the normally scheduled school year, including without limitation during summer recess months and other non-school days. While the consequences may appear to be stern, we want to be clear that Saint Joseph's Preparatory School will not tolerate hazing under any circumstances.

CONCUSSION POLICY:

I. Concussions sustained during participation in a Prep sports activity

Initial Evaluation

- Any athlete suspected of concussion must be immediately removed from play/activity. If a head trauma is sustained and a concussion is suspected, during play, the Medical Staff/Trainer should make the head coach aware and the head coach is then obligated to notify officials to stop play and allow for athlete to leave to be medically evaluated.
- Any athlete suspected of a concussion must be medically evaluated and observed for a minimum of ten minutes. Upon follow up evaluation medical personnel will clear or hold athlete from play. No athlete may be placed back into play without direct notification by medical staff to acting head coach.

Follow-up Evaluation

- At the discretion of the Athletic Trainer, all concussion victims will be ImPACT tested within a 24 hour period of sustained head trauma.

Notification of Family, Faculty, Nurse, and Administration

- The Trainer will contact the family and notify them of the suspected concussion, explain how the injury occurred, and describe the symptoms. Student athletes sustaining a suspected concussion must be evaluated by an appropriate medical professional. The trainer will recommend several options for a concussion evaluation. These options could include the following: Neurologist, Neurosurgeon, Sports Medicine Physician, Certified Concussion Specialist, or a Family Physician who has been trained to diagnose concussions.
- After speaking with student's parents The Trainer will then notify the designated Concussion Support Specialist (CSS) in the school (currently Dr. John Berna). The Trainer will explain how the injury occurred, describe the symptoms, and provide any possible ImpACT test results. The CSS will then contact the parents, and ask about current symptoms, estimate what step the student is on within the Prep Return to Learn Protocol, and confirm that an appointment has been made or will be made for an evaluation by a physician. The CSS will maintain daily contact with the parents until the student is able to return to school.
- The CSS will send an email notification to student's teachers, the appropriate counselor, the dean, the school nurse, the principal, and the assistant principal regarding what has happened and the student's current status (e.g., current symptoms, Return to Learn Protocol).

Return to Learn Follow-up

- The CSS will maintain daily contact with the parents until the student is able to return to school based on the return to Learn Protocol. The parents are instructed to send copies of concussion evaluation reports to the CSS.
- Once the student is able to attend school on a partial or full-day schedule, the CSS will update the teachers, counselor, and nurse as to when the student will be returning.
 - At that time, the student's counselor will work directly with the student, teachers, and parents to develop an academic plan using the Return to Learn Protocol as a guide. The counselor should also maintain daily contact with the student until he is able to fully participate in his classes.

II. Concussions sustained outside of the Prep

Notification of School

- Parents should notify the Dean of Students office whenever their child sustains an injury that may result in absence from school. This would include concussions.

Notification of Family, Faculty, Nurse, and Administration

- The Dean will contact the Concussion Support Specialist regarding the parent report of the student's concussion.
- The CSS will then contact the parents, and ask about current symptoms, estimate what step the student is on within the Prep Return to Learn Protocol, and confirm that an appointment has been made or will be made for an evaluation by a physician. If an evaluation has not been conducted or scheduled, the CSS will recommend several options for a concussion evaluation. These options could include the following: Neurologist, Neurosurgeon, Sports Medicine Physician, Certified Concussion Specialist, or a Family Physician who has been trained to diagnose concussions.

- The CSS send an email notification to student’s teachers, the appropriate counselor, the dean, the school nurse, the principal, and the assistant principal regarding what has happened and the student's current status (e.g., current symptoms, Return to Learn Protocol).

Return to Learn Follow-up

- The CSS will maintain daily contact with the parents until the student is able to return to school based on the return to Learn Protocol. The parents are instructed to send copies of concussion evaluation reports to the CSS.
- Once the student is able to attend school on a partial or full-day schedule, the CSS will update the teachers, counselor, and nurse as to when the student will be returning.
 - At that time, the student’s counselor will work directly with the student, teachers, and parents to develop an academic plan using the Return to Learn Protocol as a guide. The counselor should also maintain daily contact with the student until he is able to fully participate in his classes.

III. St. Joseph's Preparatory School Return to Learn Protocol for Students with Concussions

This protocol was developed in consultation with a pediatric sports medicine specialist at The Children’s Hospital of Philadelphia (CHOP). It represents a modified version of CHOP’s Return to Learn Plan and is based on current research and practice that focuses on the treatment of youth concussions.

What Is the Treatment for a Concussion?

Initial treatment for a head injury or concussion is REST, both mental and physical. It is important to allow for sufficient brain rest so that the brain is able to heal. Physical rest: Initially, no activity that could cause sweating, sustained increased heart rate or head trauma. Brain rest: In the first few days following injury, the student should stay home from school until his symptoms are significantly improved. Mental activity should be introduced slowly as the student feels better.

When Can the Student Return to School?

It will depend on the student. Every injury and recovery is unique and requires careful observation from parents and doctors. Following the Return to Learn plan below can promote recovery and prevent ongoing symptoms. Each student will move through the plan at his own pace.

Return to Learn Plan

Step 1: Immediately after a concussion, complete cognitive (thinking, processing) rest for up to few days is beneficial.

- This may mean no school, no homework, no reading, no computer, no texting and no video games and maybe even no television if it makes symptoms worse. In general, it is beneficial to minimize screen time.
- As symptoms improve, slowly reintroduce light cognitive activity. Initial appropriate activities may include watching television, listening to audio books, drawing and cooking as long as they do not increase symptoms.

Step 2: Light cognitive activity is resumed once the student has had a significant improvement in symptoms at rest.

- The student may do activities that do not cause symptoms to get worse.
- Initially, the student may only tolerate 5 to 15 minutes of work at a time. Stop the activity when moderate symptoms develop.

- The student may increase the length of cognitive activity as long as symptoms do not worsen significantly or as long as symptoms improve with less than a 30 minute break.

Step 3: School-specific activity should be increased gradually.

- When feeling better, the student should try to do some schoolwork at home and increase the duration as tolerated. The student should continue to participate in this activity in short bursts of time (up to 30 minutes) as tolerated and then work up to longer time periods.
 - At this point the student may consider coming back to school for part of the school day (e.g., 2-3 classes with quiet breaks in between).
 - If symptoms develop while the student is at school, then he should take a break in a quiet, supervised area until symptoms resolve. When symptoms resolve, he may return to class. *If symptoms do not resolve, the student should go home.*
 - If the symptoms develop while commuting to school (e.g., by bus, train, or car) then he should rest until the symptoms resolve before going any classes. *If symptoms do not resolve, then the student should go home.*
 - Light aerobic physical activity (walking, exercise bike) is recommended at this stage.

Step 4: Follow these guidelines to determine when the student is ready to return to school full-time:

- When the student is able to do 1 to 2 hours of homework at home for 1 to 2 days, he may try to increase his time in school as tolerated.
- Alternately, if the student is able to do 3 hours of homework at home for 1 to 2 days, should be able to return to school for a full day.

If symptoms develop while the student is at school, he should take a break in a quiet, supervised area until symptoms resolve. When symptoms resolve, he may return to class. *If symptoms do not resolve, then the student should go home.*

Additional recommendations regarding classroom, testing, and workload accommodations may be made by the student's physician and designated counselor based on the student's pattern of symptoms and progress through the steps. Needed accommodations may vary by course. The student, parent, counselor, and teachers are encouraged to discuss and establish accommodations with the school on a class-by-class basis.

The student may be asked to report to a designated counselor each morning before HR during his transition back to school. The student will provide an update regarding his symptoms and monitor his progress. If symptoms develop while the student is at school, he should report to his designated counselor or the school nurse. The student may also be asked to meet with the counselor after his last class to review the day.

Parents may be asked to contact the designated counselor on a regular basis as the student progresses through the steps in order to review the student's progress. This will help to determine which step the student is on and provide potentially important information that can be communicated to his teachers.

Light aerobic exercise (walking, cycling, jogging) is recommended for students prior to returning full-time to school. Of course, if any physical activity causes symptoms to develop, then the student should reduce or eliminate such activity.

IV. St. Joseph's Preparatory Return to Play Protocol

Any athlete suspected of concussion must be immediately removed from the field of play. If a head trauma is sustained and a concussion is suspected, during play, the medical staff are to make the head coach aware and the head coach is then obligated to notify officials to stop play and allow for athlete to leave field to be medically evaluated.

Any athlete suspected of a concussion must be medically evaluated and observed for a minimum of ten minutes. Upon follow up evaluation medical personnel will clear or hold athlete from play. No athlete may be placed back into play without direct notification by medical staff to acting head coach.

At the discretion of the Athletic Trainer all concussion victims will be IMPACT tested within a 24 hour period of sustained head trauma.

Concussion victims must be seen by an appropriate physician before being cleared to return to play.

Appropriate Physicians

- Neurologist
- Neurosurgeon
- Sports Medicine Physician
- Certified Concussion Specialist

NOTE: pediatricians and family practice physicians are not appropriate doctors to care for concussions unless certified to see concussions.

Return to Play

Returning to play after a concussion must be stepwise progression to ensure the athletes safety. The final decision on return to play will be given by the athletic trainer. The athletic trainer cannot shorten the prescribed time designated by the overseeing physician for athlete to be withheld from activity. However, the athletic trainer can refuse to clear athlete to play if the athlete has not recovered within the prescribed time. This meaning, if symptoms continue after the physician clearance, for the safety of the athlete the athletic trainer must withhold the athlete until the treating physician is notified and a new timeline is devised. The below progression should be supervised and followed without exception.

Return to Play Progression

(Adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC website in collaboration with Temple University Sports Medicine Concussion Program)

Return to play should occur in a gradual step-wise fashion over a minimum of 5-7 days. Pay close attention to symptoms including headache, ability to focus/ concentrate, and nausea. If you experience any symptoms, DO NOT progress to the next phase.

Phase I (day 1-2): Low level physical activity (phase I begins only when the athlete is asymptomatic at rest. Activities should include: walking, light jogging, light stationary bike; light weightlifting (no squatting or max weight; low weight high repetition only)

Phase II (Day 3-4): Moderate physical activity: progress to more intensity in similar activities as phase I, moderate pace jogging, brief sprinting and heavier lifting.

Phase III (Day 5) Heavy NON-CONTACT physical activity: Sprinting, progress to normal weightlifting routine. Progress to sport specific activities on 2nd day (agility drills)

Phase IV: (Day 6): Full contact in practice or controlled drills (game warm-up)

Phase V (Day 7): Return to competition

V. ImPACT Testing

All athletes should have a baseline ImPACT done prior to first practice. This tool is most effective when a baseline is recorded. The ImPACT is a tool used to track the severity and recovery of the concussion suffered. It is only one part of the evaluation in a concussion. The immediate neurocognitive evaluation performed immediately after concussion should be the gold standard in determining the occurrence of concussion and should be used to determine the athlete's readiness to return to play.

Pennsylvania House Bill 200

Bill 200 requires that all coaches (head and all assistants) must complete a concussion awareness program. Coaches must have a proof of completion on file with both the Athletic Director and the Sports Medicine office at St. Joseph's Prep.

As Stated in the PIAA Sports Medicine Handbook

An athlete with a diagnosed concussion should not be allowed to return to play on the day of injury. No athlete should return to play until cleared by a licensed Physician of medicine or osteopathic medicine (MD or DO) comfortable with current concussion management principles.

Return to play after a concussion should not occur until an athlete is asymptomatic off medications with an unremarkable physical examination and neurocognitive testing (if available). A stepwise progression is recommended beginning with light aerobic exercise and advancing every 24 hours through the following stages: sports specific exercise, non-contact training drills, full contact Practice, and competition. If symptoms recur at any point during this stepwise progression, the athlete should return to the previous level and wait for 24 hours before attempting further advancement.

This protocol is individualized frequently depending on the needs of the athlete and demands of the sport. A more conservative approach is needed when dealing with young athletes with developing brains (athletes < 18 years of age) as little is known in regard to the long term effects of concussion in this age group.

RESPECT FOR BUILDING AND RESOURCES

People, not buildings, make The Prep what it is. Buildings, however, provide the space and atmosphere necessary for academic and extracurricular activities. In general, students must respect the buildings and furnishings by using them as they were intended, not abusing, defacing or breaking them. Any acts of vandalism will result in suspension by the Dean of Students.

Food and Beverages are only allowed in the dining hall and student lounges. There is to be no food or beverages in the Fieldhouse.

Students are required to properly dispose of all trash when they are finished eating. Bottled water is permitted in the halls and classrooms, but may only be consumed at the discretion of the teacher. For special occasions, teachers may allow food in a classroom. Students will receive detention if they fail to clean up after themselves. Food cannot be purchased from outside vendors and delivered to the Prep without the permission of the Dean of Students. Any student in violation of this policy will receive a Saturday Detention and the food will be confiscated.

Building Use: Students are not allowed in the wrestling gym, theatre and/or athletic locker areas during the school day. After school, students may not be in a classroom without a teacher present or without appropriate permission. Seniors may go outside to The Prep Plaza area, but may not go to the parking lots during the school day without the explicit permission of the Dean's Office. Student seen going to their cars during school hours will receive detention.

Students are not permitted to have in their possession school keys, faculty/staff ID cards, official request forms, late slips or other official school documents. The unauthorized use of the aforementioned things will lead to suspension or expulsion.

Hanging Signs: Signs are to be hung on the many bulletin boards placed throughout the building. Signs are not to be hung on the building walls, doors or windows. Any sign hung in the building must first be approved by the moderator of the student's club or organization. The unauthorized posting of signs is vandalism and will therefore be treated as such. Penalties for posting inappropriate signs without the Dean or Assistant Dean's permission will range from detention to suspension to expulsion.

Student Lounges: The student body should be aware that the lounges are to be kept clean at all times. If the lounges are not kept clean, the privilege of having food in these areas will be taken away. Furthermore, if cleanliness should continue to be a problem, the furniture in the lounges will be taken away.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Guidelines and Policy:

The purpose of this document is to set forth Saint Joseph's Preparatory School's (SJP) administrative policy and provide guidance relating to responsible use of the school's electronic information systems. This policy does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The use of Saint Joseph's Prep's electronic information systems is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The failure of any user to follow the terms of this policy may result in the loss of privileges, disciplinary action, and/or appropriate legal action. Any use of the electronic information systems will be monitored by school officials.

It is the policy of Saint Joseph's Prep to (a) prohibit user access over its electronic information systems to, or transmission of, inappropriate material via the Internet, electronic mail or other forms of electronic communications; (b) prohibit unauthorized access and other unlawful activity; and (c) prohibit unauthorized disclosure, use, or dissemination of personal identification information of students, staff and all employees, including contract employees. The Principal and/or the Dean of Students will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time.

St. Joseph's Preparatory School administration and faculty advocate the use of the Internet as an educational tool. Access to information, research sources, people, and the World Wide Web is available to students.

Total control of all this information by the faculty and administration is impossible. Therefore, all users who access the Internet through the SJPREP networks are required to adhere to strict ethical and legal guidelines. If any SJPREP users violate any of these provisions, their access via the school may be terminated and future access may be denied. Other consequences can include detention, suspension or even expulsion.

The use of the SJPREP network is a privilege and inappropriate use will result in cancellation of those privileges. The network security is designed to allow access to certain areas by designated users; however, the files stored on the SJPREP network are not 100% private. The Prep administrators will deem what is inappropriate and their decisions are final. The system administrators may close the access of any user at any time as required. Any student found to have created a "tunnel" to get to web sites off limits to Prep students will be suspended from school for 3 days.

Definitions:

For purposes of this policy, the following definitions shall apply:

- a) **"Electronic information systems"** means and includes, but is not limited to, computers, networks, servers, and other similar devices that are administered by or for Saint Joseph's Preparatory School and for which Saint Joseph's Preparatory School is responsible, as well as any electronic communications transmitted, received, or viewed on and electronic devices accessed or used on such devices. "Networks" shall mean and include video, voice, and data networks, routers, and storage devices.
- b) **"Electronic communications"** means and includes, but is not limited to, the communicating or posting of information or material by way of electronic mail, bulletin boards, World Wide Web (Internet), intranets, or other such electronic tools.
- c) **"Electronic devices"** means and includes, but is not limited to, regular, mobile, and smart telephones; computers; laptops; electronic notebooks; tablets; audio and video equipment; flash drives; memory sticks; iPods; MP3 players; and other wireless equipment.
- d) **"User"** is defined as any person who accesses or uses Saint Joseph's Prep's electronic information systems with or without authorization.

PRIVILEGES AND ACCEPTABLE USE:

All use of Saint Joseph's Prep's electronic information systems shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Access to the electronic information systems must be for the purpose of education or research and be consistent with the educational objectives of the school.

Users are expected to use Saint Joseph's Prep's electronic information systems:

1. For school-related activities and to facilitate the efficient exchange of information.
2. To support learning in ways that are consistent with the mission of the school;
3. To conduct research using the Internet for instructional purposes related to class curriculum and personal interest and development;
4. To access information that will facilitate their selection of the college or university that they want to attend;
5. To increase their awareness of career path opportunities;
6. To infuse technology into their course work;
7. To improve their information literacy and research skills;
8. To find ways to use technology for service to others.

Electronic devices, including personal electronic devices, should be used in the building following guidelines that promote the utmost respect of decency, civilized behavior, and common courtesy.

Devices should not be used to conduct audio/video conversations except in authorized areas or with the specific permission of an adult. Notifications and other alerts should be set to silent or vibrate at all times unless requested by an adult.

Use of electronic devices and electronic communications (including but not limited to chat, telephone, e-mail, texting, and social networking) should follow guidelines of personal decency and decorum in accordance with this Policy.

Electronic devices should not be used in violation of any school policy or direction given by a classroom teacher or other Saint Joseph's Preparatory School employee. Use of electronic devices for entertainment or recreational use may be limited by staff, teachers, or administrators if the activity is distracting to classroom instruction.

SECURITY:

Security on Saint Joseph's Prep's electronic information systems is a priority. Any user who identifies a security problem on the electronic information systems is expected to notify a teacher or any member of our Technology ("IT") Department. A user who identifies a problem is prohibited from demonstrating the problem to anyone other than a network administrator and from trying to bypass the problem by using another user's account. Users may not use accounts or passwords belonging to other users, or misrepresent or impersonate others on the electronic information systems. Users are prohibited from knowingly attempting to log in to the electronic information systems or any components thereof as a system administrator without prior authorization. At any time as required for administrative or technical reasons a network administrator may limit or preclude access to the electronic information systems with or without prior notice.

The school makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The school will not be responsible for any damage a user may suffer, including but not limited to, loss of data or interruptions of service. SJP is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

Due to the evolutionary nature of technology, it is imperative for students to realize that our policies, rules, and regulations regarding the use of technology in our community will also be evolutionary.

We ask all students to employ their best judgment when it comes to the use of school technology and keep in mind that our policies, rules, and regulations related to technology are not meant to supersede our other school policies, but rather to complement them. Although Saint Joseph's Prep provides certain technologies, we recognize that members and guests of our community also have their own technology devices that they bring to our campus and school events.

Our rules and regulations address the appropriate use of both technologies provided by the school and personally owned technological devices.

Please read the rules and regulations below before using our network and computers, because by using our technology you agree to be bound by the terms, conditions and regulations below.

I. Supervision and Personal Responsibility

All guests visiting our campus are also subject to the terms and conditions of this Technology Use Policy. All students and their parent or guardian must sign a contract before they can utilize any school technologies. This contract must be signed on an annual basis at the beginning of every school year.

2. Personal Responsibility

The use of school and personally owned technology on school property or at school events comes with personal responsibilities and if you violate the responsible use of any school technologies, your access may be revoked and/or suspended.

3. Privacy

SJP reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events.

We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through the school's network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Students have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

4. Filtering

All access to the Internet is filtered and monitored. The school cannot monitor every activity, but retains the right to monitor activities that utilize school owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including pornography.

5. Right to Update

Since technology is continually evolving, our school reserves the right to change, update, and edit its technology rules and regulations at any time in order to continually protect the safety and well-being of our students and community. To this end, the school may add additional rules, restrictions, and guidelines at any time.

6. Termination of Accounts and Access

Upon graduation or other termination of your official status as a student at SJP, you will no longer have access to the school network, files stored on the school network, or your school-provided email account. Prior to graduation or transfer, we recommend saving all personal data stored on school technology to a removable hard drive and set up an alternative email account.

7. Purposes and Use Expectations for Technology

The use of all school-owned technologies including the school network and its Internet connection is limited to educational purposes during the school day. Educational purposes include classroom activities, career development, communication with experts, homework and limited high quality self-discovery activities.

Commercial use of school technology resources is prohibited. Students may not utilize school technology to sell, purchase, or barter products or services. Students may not resell their network resources to others, including, but not limited to, disk storage space. During the school day, students may not utilize school technology to play games, visit social networking websites, or send instant messages or e-mails unrelated to the educational purposes stated above. The school is not responsible for any damages, injuries, and claims resulting from violations of responsible use of technology.

Recreational uses of school technology will be limited to before or after school hours.

Allowable recreational uses of school technology include: playing appropriate and non-offensive games, non-school-related research, communicating with friends and/or family members, updating profiles or accounts on social networking websites, looking at pictures, similar activities that do not otherwise violate school policy. If recreational use interferes with another's educational use, you will be asked to refrain from your activity.

8. Personal Responsibility

Devices should be charged and ready to use. Students are responsible for replacing devices if they are lost, stolen or damaged.

We expect our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by the school to its students. Students bear the burden of responsibility to inquire with the IT Department or other school administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

9. School Provided Technology Resources

Network storage is a finite school resource and we expect students to be respectful of other users and limit the amount of space and memory taken up on school computers and on the school network. Each student has a limited amount of space to save files on our network.

All students are provided with a school e-mail account. All e-mails sent from this account are representative of the school and students should keep in mind school policies regarding appropriate language use, bullying, stalking, and other policies and laws. Student e-mail accounts are subject to monitoring and have limited privacy. Students are sharing resources such as bandwidth and server space with others and downloading large files utilizes finite resources. Abusing these resources can result in the loss of this privilege. Please delete old e-mails and save large attachments elsewhere to limit the amount of storage space your e-mail account is using. Each student is provided with a limited amount of storage space.

Saint Joseph's Prep has wireless Internet that is protected by a password. Students will access to manage, monitor and control all devices and accounts.

Saint Joseph's Prep provides individual technology accounts for students to keep track of their technology use. Users must log off when they are finished using a school computer. Failing to log off may allow others to use your account, and students are responsible for any activity that occurs through their personal account whether they are logged on or not.

Cell phones are permitted on campus, but are not to be used during academic hours except during a student's lunch or free period in designated areas (dining hall and library only). Cell phones may be used for class assignments only if approved by the instructor.

UNACCEPTABLE USES OF TECHNOLOGY

1. Recording, Video, and Photography

Cameras and video recorders are permitted on campus, but should be used in a safe and appropriate manner. Students are expected to receive explicit permission from any faculty, staff or student before capturing a photo, recording video or posting an image of anyone other than themselves on the internet.

Devices capable of capturing, transmitting, or storing images or recordings may never be accessed, turned on or operated in classrooms (unless authorized by the teacher), restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy.

2. Social Networking and Website Usage

The use of all school-owned technologies including the school network and its Internet connection is limited to educational purposes. Students may have social networking profiles or accounts, but these profiles/accounts may not be accessed during academic hours from either personally owned or school owned technology.

During class hours, students are not permitted to access from a school-owned computer or through the school's technology any photography sharing websites including, but not limited to, Snapchat, Instagram, Tumblr, Photo Bucket, and Flickr.

Students are not permitted to access from the school's technology any rating or dating websites including, but not limited to Match.com, eHarmony, Christian Mingle, Black Planet, RateMyTeacher.com, RateMyCoach.com.

Students may not access material that is offensive, profane, or obscene including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation, or appearance (such as height, weight, and hair color).

3. Communication: Instant Messaging, E-mail, Postings, Blogs

During academic hours students are not permitted to access through the school's technology any instant messenger services including, but not limited to, AOL, AIM, FaceTime, Skype, Yahoo! Messenger, MSN Messenger, and Gtalk. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Inappropriate communication includes, but is not limited to the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If you are told by another person to stop sending communications, you must stop.

Students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of the school is subject to disciplinary action.

Some examples of unacceptable uses are (but not limited to):

- Use for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State of Pennsylvania law or regulation
- Any form of plagiarism – for example, appropriating another's work through the Internet and claiming it as one's own
- Use for private or commercial advertising or financial gain
- Use of Anonymous Proxies, Caching Servers, or any other means to avoid restrictions placed on the IT network and/or Internet access
- Invading the privacy of other individuals, including bullying, cyber bullying, and harassment
- Posting anonymous messages
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, illegal material or personal information of staff or students
- Gaining intentional access to material, maintaining access to materials or distributing materials which utilize or encourage excessive use of violence, blood, gore, or the diminishment of the value of life
- Unauthorized downloading of software, regardless of whether it is copyrighted or nonviral
- Any form of vandalism, including but not limited to stealing or damaging computers, computer systems, or networks, and/or disrupting the operation of the network

- Intentionally installing or accepting spyware, malware, or other disruptive, intrusive, or destructive programs
- Attempting to gain access to or gaining access to network hardware (including wall jacks, wires, switches, routers, servers, access points, etc.). This includes placing unauthorized devices onto the school's wired or wireless network
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks
- Failing to obey school or classroom policies, procedures or rules, including technology use rules
- Use of school or personal electronic devices to perform unethical actions including, but not limited to, cheating, unauthorized collaboration, or plagiarism (e.g., cell phone texting answers or taking pictures of exams) or to invade the rights of others (e.g., taking or transmitting unauthorized photographs or videos)
- Wastefully using resources, such as file space
- Using the electronic information systems while privileges are suspended or revoked.

RISKS

The educational community of Saint Joseph's Preparatory School (SJP) makes no warranties of any kind, whether expressed or implied, for the service it is providing through the electronic information systems and is not responsible for any damages the user may suffer by access or use. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions. The user is responsible for evaluating any information obtained from the Internet. SJP specifically denies any responsibility for the accuracy or quality of information obtained through its electronic information systems. Additionally, SJP will not be responsible for unauthorized financial obligations resulting from providing users access to the Internet.

NO EXPECTATION OF PRIVACY

The users of Saint Joseph's Prep's electronic information systems agree that by use they waive any right to privacy that they may have for such use, including use through personal electronic devices. Users have no right to privacy as to any file or other information created, maintained, transmitted, or stored in or on Saint Joseph's Prep's electronic information systems or other property, including on personal devices used on or through the electronic information systems.

Saint Joseph's Prep may monitor use of its electronic information systems and may also examine all activities on the electronic information systems in which the user participates. Users should know that inappropriate or illegal content (including, but not limited to, sexual comments or images; racial slurs or other offensive comments; and defamatory, discriminatory or harassing materials) transmitted, accessed or downloaded through the electronic information systems could expose users to legal liability as well as to disciplinary action.

Saint Joseph's Prep reserves the right to inspect the content of any and all electronic devices, including personal electronic devices, brought to any School-sponsored activity, used to access the electronic information systems, or used to interact in real or delayed time with SJP community members. Any such electronic device may be taken and held in the Deans' Office until a parent or guardian picks it up and information found within may lead to disciplinary consequences or contact to law enforcement.

VIOLATIONS AND SANCTIONS

Saint Joseph's Prep endeavors to create an atmosphere which fosters academic achievement, personal responsibility, and respectful relationships among students, faculty, staff, administrators, families, and other members of the SJP community. Any behavior or action contrary to SJP's purposes, including any violation of this policy, is considered an infraction and may result in the immediate and/or permanent loss of access to the electronic information systems and/or further disciplinary actions, to include but not limited to, JUG, suspension and or expulsion. Any student found to have created a "tunnel" to get to websites off limits to Prep students will be suspended from school for 3 days.

Note regarding Twitter, Facebook & and other social networking sites:

Students should be aware that they are responsible and will be held accountable for what they post, re-tweet, favor or like on public websites. Also students should refrain from posing as faculty/staff online or creating accounts (Twitter, Facebook, etc.) using another person's identity or personal information. Anything inappropriate, not in line with the values and beliefs of St. Joseph's Prep, that is brought to the attention of the Dean of Students will lead to the student receiving detention, being suspended, or dismissed.

LIBRARY

The mission of the library program at St. Joseph's Preparatory School is to build a community of readers and thinkers by ensuring that all members of our learning community, students and adults, have access to a wide variety of literary and scholarly materials in many formats and become effective users of ideas and information.

The student-centered library program strives to foster the independent critical thinking and research skills that students need to interact effectively with information and to construct meaningful knowledge, as well as to encourage the continuation of recreational reading. With the development of these skills, students can become independent, ethical, lifelong learners who can make responsible and productive contributions to St. Joseph's and the society as a whole.

The McShain Library is open Monday-Thursday 7:30am - 5:00pm, Friday 7:30am - 4:00pm

Library Expectations

1. Respect the rights of others by working quietly.
2. Respect the library staff by listening and following directions.
3. Respect the space by picking up garbage and not writing on tables/desks.
4. READ! Ask the librarian for suggestions.

Library Guidelines

1. Food from cafeteria stays in cafeteria.
2. Put a cover or lid on your drinks.
3. Do not make or receive phone calls during school hours.
4. Use headphones to listen to music, videos, movies or games. Headphones are available at the circulation desk.
5. Four to a table during lunch periods.
6. Freshmen and Sophomores work on first floor only.

Circulation

Books: One month

Calculators: In school use only

Headphones: In school use only

Fines

There are no fines

Copier

Students may use the black & white copier for free.

Printing

Students need to use the desktops for printing.

Printing is free and only in black & white.

30 pages at a time can be printed. Break larger jobs into smaller chunks.

To print multiple copies use copy machine.

FIELDHOUSE

Only basketball shoes may be worn on the Field house floor. Students who do not follow the rules of the Fieldhouse will receive JUG or be restricted from using the Fieldhouse. Food and drinks are not allowed inside the Fieldhouse. The Prep assumes no liability for those who play in the Field house without prior approval.

LOCKERS

Lockers are school properties that are entrusted to the students for their convenience. The lockers remain the property of the school and are therefore subject to inspection by school authorities if reasonable cause exists. A student who, without permission, uses a locker that is not assigned to him will have the contents confiscated and will receive detention. Locks are distributed to freshmen in the beginning of the school year. These locks remain the students' property for their time at The Prep. Lost locks can be replaced for a charge of \$8. Students are responsible for the contents of the locker assigned to them at the beginning of the year.

Books and other belongings are to be kept in your locker, a sports locker room, or on your person. Book bags or back packs are not to be left on the floors in the Dining Hall, field house, library or hallways.

ALCOHOL AND DRUGS

The entire administration, faculty, and staff of St. Joseph's Prep strive to fulfill the Ignatian ideal of Cura Personalis, i.e., we commit ourselves to care for and educate the student's whole person: his spiritual, emotional, mental and physical well-being. As a direct result of this commitment, and in full and fruitful partnership with our parents, we work to create an environment which encourages all our students to make behavior choices that promote the health, well-being, and safety of all members of that community. For these compelling reasons, all of us at the Prep are seriously concerned about student drug and alcohol use/abuse and therefore have designed the following Drug and Alcohol Policy.

Any student who freely approaches a counselor, administrator, teacher, coach, Student Assistance Program (SAP) team member or other staff member for help regarding a drug/alcohol problem (not influenced by prior knowledge of an offense) will be assisted in the spirit of counseling. The same will be true for students referred to any staff member by friends and/or family members for intervention. These cases will not be considered as disciplinary matters and will be referred to a counselor, the student assistance program (SAP) and to the in-school intervention specialist.

Since we commit ourselves to maintaining a drug-free school community, the distribution of and/or sale of alcoholic beverages or drugs on or off campus by any student will result in immediate dismissal of that student. Hosting parties where drugs and/or alcohol are provided will be viewed as distribution, regardless of parental presence.

Use of drugs and/or alcohol by a student is illegal, and is considered a serious offense wherever it occurs, including gatherings at locations away from the school.

This includes, but is not limited to, school sponsored trips and private parties at homes and outdoor venues including Fairmount Park. Students found violating our policy pertaining to usage of drugs and/or alcohol are liable for dismissal.

To help ensure a safe and healthy environment which protects our community, St. Joseph's Prep will randomly drug test students throughout the school year. Additionally, St. Joseph's Prep reserves the right to require its students to be tested for drugs (including steroids) when the Administration has reasonable cause to believe a student is using drugs or alcohol.

Students testing positive for the first time are subject to the following stipulations:

1. Automatic referral to the Student Assistance Program and subsequent assessment.
2. Regularly scheduled meetings with school counselor.
3. Mandated Drug and Alcohol Counseling outside school which includes a final report and recommendations submitted to the school upon completion.
4. **Subsequent drug testing (whose results must be negative) every 90 days for a period of 1 calendar year from the date of infraction.** The cost of these follow-up drug tests will be paid for by the student's family.

Refusal to submit to any drug or alcohol test will be treated as a positive test and the student will then be subject to the preceding mandatory regulations.

Students who choose not to abide by the stipulations stated above will be dismissed.

Students testing positive for a second time may be dismissed.

St. Joseph's Prep reserves the right to conduct random and specific drug and alcohol testing at any and all school events. If an incident involving drugs or alcohol occurs at a Prep function, the student will be isolated while awaiting pick-up by a parent. Students who are discovered using drugs and/or alcohol at any school event will incur a minimum 3-day suspension, (either in or out of school), followed by a subsequent 7-day probationary period which includes suspension from any and all extra-curricular activities. All mandatory regulations outlined in the above Random Drug Testing Policy also apply.

No student should carry prescription drugs on his person while at school. Medications taken at St. Joseph's Prep may not be carried by a student or stored in his locker. All medications must be kept in the nurse's office or Dean of Students Office. Violation of this policy will be determined by the Dean of Students. (Exceptions to this policy may be granted due to certain extenuating circumstances and will only be granted upon receipt of a specific written request submitted by the student's parent/guardian and physician.)

The approach of this policy is to continue our community's commitment to caring for and educating our student's whole person in conjunction with providing a safe environment for our entire community.

SMOKING OR USE OF TOBACCO PRODUCTS

The use or possession of any type of tobacco product is forbidden in any part of The Prep's buildings or grounds, and at any school sponsored activity. Any student who violates the tobacco policy will receive a Saturday detention for a first offence, be suspended for a second offence and considered for dismissal for a third offense.

Note: e-cigarettes and vaporizers are considered drug paraphernalia and the possession of these or similar products will result in suspension.

PARAPHERNALIA is any equipment, product or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. This includes but is not limited to pipes, water pipes (hookahs), rolling papers, roach clips, scales, electronic cigarettes and vaporizers. Since these items can be used for drugs other than nicotine, Saint Joseph's Prep views possession as a drug violation.

GAMBLING

Gambling is not permitted on school premises at any time. This includes but is not limited to card playing and NCAA Tournament pools. Any student who places or accepts bets of any kind will face severe disciplinary action in the form of immediate suspension or expulsion. Any electronic device such as a cell phone, I-pod, laptop or any other form of technology will be confiscated if found to be used in gambling or the placing of bets. Card playing (not involving money) is permitted only after sixth period. Students found playing cards (not involving money) prior to the final school bell will receive detention.

SAFE COMMUNITY

Student friendships and fellowship inside and outside of school are essential parts of The Prep experience. Students are expected to be positive influences on each other. Student conduct which shows a blatant disregard of the ideals and good order of The Prep community may lead to expulsion from The Prep. The Prep maintains a zero tolerance for the possession of weapons on school grounds and at school events. Violators will be dismissed.

Actions in or out of school that may lead to expulsion from The Prep on a first offense include but are not limited to:

- Violence including serious threats, intimidation and assaults
- Vandalism or destruction of property
- Sale/Intent to sell or distribution of drugs
- Stealing
- Serious types of bullying/harassment

PERSONAL APPEARANCE/DRESS CODE

One hallmark of a Prep Student is his neat and proper appearance. As part of the educational process carried out at St. Joseph's Prep, and to meet the reasonable expectations of the student body, faculty, and others associated with the school, The Prep reserves the right to set norms for the dress and appearance of its students. Any form of appearance violating the basic norms of neatness and cleanliness, even though conforming to the specific guidelines, is out of order and subject to sanction. Some interpretation and judgment in these matters are obviously necessary. The administration of the school will be the final judge of what is or is not acceptable.

The primary norm is that a student's appearance must be worn appropriately to the serious academic purpose of the school. There is a distinct difference between dress worn for learning and for recreation.

Therefore, dress or grooming which is too casual or which draws too much attention is not acceptable. Torn and excessively worn clothing is not acceptable. Clothing and jewelry with offensive or otherwise inappropriate messages are not allowed at school and may be confiscated.

A suit/sport coat, tie, dress shirt, dress pants, belt, dress shoes and socks are to be worn from the moment the student steps on to campus until the sixth period bell sounds signaling the conclusion of the school day. The only exception is that students may leave their suit/sport coat in their locker when the school day is over.

Students may do so with the understanding that they go immediately to their lockers upon entering the building in the morning to put their jackets on and change into full dress code. Cargo pants, painter pants, Hawaiian shirts, flannel shirts, are not acceptable. Clothes should be neat, clean and in good repair – i.e., no holes, tears, etc.

Sloppy dress is unacceptable and will result in detention for each violation. Shirts must be completely tucked into pants, top shirt buttons fastened and tie properly knotted at the collar, at all times. Sweatshirts, pullovers, and fleeces are not to be worn underneath suit coats. Sweatshirts, pullovers, and fleeces may not be worn at any time during the school day. Long-sleeved shirts are not to be worn under short-sleeved dress shirts.

Hair and facial hair are to be kept neat and clean. Bizarre hairstyles are not allowed. Hair may not extend below the shirt collar or over the eyes. No Mohawks, ponytails, large afros, line cuts, on initials or numerals maybe cut into student's hair. Hair is to be its natural color. The Dean of Students will determine whether a student's clothing or hairstyle is acceptable.

Hats and earrings are prohibited during school hours. Band aids may not be worn to cover earrings. Tattoos should not be visible during school hours.

Sneakers and sneaker look-a-likes are not permitted. Boots, slippers, sandals and flip flops are not permitted. Students must have their dress shoes on when they enter the building. In the event a student has a foot injury, a doctor's note must be presented directly to the Dean upon the student's arrival to school.

Students should be aware that teachers will check for dress code violations and will send students who are in violation of the dress code requirements to the Dean of Students. Dress code is in effect for all students until the end of sixth period. This rule applies to students who do not have a sixth period class as well.

The aforementioned Dress Code violations will earn a detention for each violation. Continued disregard for the Dress Code will result in two detentions. Further disregard for the Dress code may lead to a Saturday Detention, suspension or expulsion. The Dean of Students reserves the right to send any student home who is found to be in gross violation of these Dress Code Directives.

The Administration is the absolute and final arbiter of all issues surrounding the dress code. The statements above are intended to help guide the decisions about dress. In no way are they intended to cover all possibilities. **If a student is uncertain about an article of clothing, he should ask the Dean of Students before wearing it or accept appropriate consequences.**

CELL PHONES AND IPODS

The use of a cell phone for text messaging and internet use, along with other non-calling non-noise making activities is permitted from the time the student walks in the door until homeroom begins at 8:20. The cell phone is also permitted during free periods only in the dining hall (between the entrances to the dining hall to the exit of the dining hall) and the library. If found with a phone during an unapproved time or unapproved area, penalties are as follows:

First offense- device will immediately be confiscated and submitted to the Dean of Students Office. The student can pick up their device in the Deans Office after School. The Student will receive a one-day detention for this violation.

Second Offense- device will be confiscated, he will receive 3 days of detention, a parent/guardian must retrieve the item and the student may no longer have the item in school.

All violations thereafter-the student will be suspended from school for having the device on his person

Technology: Tests, Quizzes and Exams

In order to insure that all test, quizzes and exams are in complete compliance with the established principles of academic integrity, it is recommended that all students place their cell phones on the desk of the teacher or put them away in their book bag before any test or quiz. No student is permitted to have a cell phone on their person during a test, quiz or exam. Failure to do so will result in disciplinary action.

ID CARDS

Students are required to have ID badges properly displayed and visible at all times while inside of the building. ID's must be displayed via a lanyard or clip. It will be needed to gain access to the school building. The ID must be given to any teacher who requests it. Students in need of a new ID card should report to the Dean's Office.

Failure to have badge properly displayed is a Level I violation under the Student Code of Conduct. Any student who does not have their ID properly displayed will receive JUG. Repeat offenders will receive additional consequences at the discretion of the Dean of Students.

TRANSPORTATION

Buses, Trains and School Vans

St. Joseph's Prep, as well as a number of local school districts, helps provide transportation for students. The Prep also operates vans and buses which pick up and transport students between The Prep and Center City, as well as various points in the Delaware Valley. Since students are representatives of The Prep, it is assumed that their behavior will reflect those values which The Prep believes to be most important. Therefore, any report of improper behavior will be investigated thoroughly and appropriate action will be taken. Misbehaving on a bus, train, or van will result in detention, suspension, or expulsion depending on the magnitude of the violation. It can also result in removal from the bus in question.

Driving and Parking Privileges

Driving to and from school is a privilege. Students who choose to use this privilege must obey all laws to which they are obligated and conduct themselves appropriately when driving. Any report of improper behavior and/or reckless driving will be investigated thoroughly and appropriate action will be taken.

Students will be sold parking permits for specific student lots. No student may park in the courtyard in front of the Gesu or in the faculty lot directly across 18th street. The permits are available from the Dean's Office and must immediately be hung from the rear view mirror. The car must be parked where assigned. Violators will receive consequences as determined by the Dean.

School Procedures

ABSENCE PROCEDURES

Class attendance is an essential part of the community building and educational process of St. Joseph's Preparatory School. Absences occur, but it is vital that the student and his parents work to ensure that they happen as infrequently as possible and are truly unavoidable. The student who is absent from class, misses a significant portion of academic discussion and personal interaction with the teacher and other students and this cannot be replaced through make-up work.

If a student is absent from school because of illness or family emergency, or if it is known that a student will be late, then a parent or guardian must notify the Dean of Students' Office BEFORE 8:15 a.m. The phone number to call is (215) 978-1969. If the school is not called, we will make every effort to contact the parents to insure the student's safety. If parents or guardians do not call in an absence, and if the school is unable to contact them, and/or if no official note is produced upon the student's return, the absence will be treated as truancy.

Any student who is absent from school may not attend or participate that day in any extracurricular activity. Exceptions will be made by the Dean for those students who document their absence for one of the following reasons: 1) a pre-excused cause; 2) for a college interview; 3) to attend the funeral of a relative or close friend. A full day is one in which the student arrives to school by the conclusion of 4th period. Any student violating this policy will be suspended by the Dean of Students.

On the day after an absence, the student MUST present a written explanation to the Dean's Office. If a student is absent three (3) or more consecutive days, a doctor's certificate is required upon returning to school. Students are expected to make arrangements to complete any missed school work on the first day after returning from an absence. It is the student's responsibility to contact his teachers or classmates for assignments. Faculty may be contacted via email.

A student who accumulates fifteen (15) absences may jeopardize his promotion at the end of the year. Parents will be contacted when a series of absences occurs. In addition, each student's attendance record will be reviewed on a regular basis. Parents will be informed if their son's absences or lateness are a cause for concern. Students should be mindful that teachers, who notice a trend of absences, especially on test days, will inform the Dean of Students, who will investigate the matter.

Students are not allowed to leave the school campus during the school day without permission from the Dean of Students. Permission to leave school before the end of the school day will be granted only for a serious reason. A note from a parent or guardian must be submitted to the Dean's Office before the beginning of that same school day. If a student is ill and needs to leave school early, he must receive a dismissal slip from the Dean's Office. Any student who leaves the building without following these procedures will be subject to a 3 day suspension.

Only juniors and seniors are permitted to take college visits on a school day. Juniors are permitted two (2) school days. Seniors are limited to three (3) school days. Any junior or senior planning to miss a day of school for a college visit should notify the Dean of Students office as soon as those plans are made so that it can be noted in Power School. After each visit, upon returning to school, the student is required to supply the Dean's Office with a letter from a college representative verifying the visit.

It is the student's responsibility to inform a teacher of an anticipated absence. If family plans necessitate that a student be absent for two or more days of school, his parents are required to inform the Dean in writing at least three (3) school days before the absence. The student will be provided with a form which states that he is responsible for all assignments. He will be required to have each of his teachers sign a Planned Absence form which can be obtained in the Dean of Students Office. A teacher will have an opportunity to comment on the form regarding the proposed absence. It will be returned to the Dean before the absence. If any concerns are noted, the Dean will relay that information to the student's parents. Absences from school, for whatever reason, do not excuse a student from the obligation to complete all schoolwork. No teacher is required to make special arrangements since the student bears full responsibility for the implications of his absence.

The Dean of Students is the school's final arbiter of the legitimacy of absence and lateness and for decisions regarding excused or unexcused absences.

LATENESS

Homeroom begins promptly at 8:25 a.m. Being in school twenty (20) minutes earlier is recommended. Latecomers are not permitted to enter class without a pass from the Dean's Office. After the fourth unexcused lateness of the year students will begin to receive JUG for being late. Please note that traffic is not a valid reason for an excused lateness to school, nor is "not hearing the bell" for an excused lateness to class. Excessive excused absence or lateness could lead to detention or suspension.

EARLY DISMISSAL

St. Joseph's Preparatory School reserves the right to dismiss school early in case of bad weather or some other emergency.

OUT OF CLASS

During class time, students may not leave the classroom without the teacher's permission and should only excuse themselves for a serious medical reason. Before reporting to the school nurse, students requiring attention must first report to the Dean's Office for a pass. Before returning to class the pass must be stamped in the Dean's Office and presented to the student's teacher.

No student may miss a class unless he has the permission of the teacher and the Dean of Students. Students who cannot account for their absence from the whole or part of a class are cutting that period and will be issued a Saturday JUG for their first offence, face suspension for a second offence, and may be put before the Discipline Board should they be guilty of missing class a third time without sufficient reason. Seniors are permitted to leave school after fifth period if they do not have a scheduled sixth period class only if they provide the Dean's Office with written permission from their parents.

Absent an excused absence, any student who cuts a class on a test day will receive a grade of 0 for the assessment. Students who cut the class are not excused and will not be given an opportunity for a make-up.

CONSEQUENCES

Any student who violates any of the directives given here or amended by the Dean will be subjected to the following consequences:

Daily JUG

For any minor offense, a student will be given detention (also called JUG). Detention will be given for all non-classroom infractions for a number of days deemed appropriate by the Dean of Students. Failure to attend an assigned JUG will result in a Saturday JUG. Students who receive detention will serve it the day after receiving it. A list of those who will serve in detention will be posted each day by 6 p.m. on the bulletin board outside the Dean's Office. Detention may be served after school from 2:50 p.m. until 3:30 p.m. Students are required to remain in Dress Code for detention. Failure to report on time and in Dress Code will result in additional detention(s). Misbehaving and/or talking during detention will result in additional day of detention(s) as well. An appeal system is in place for students; please consult the process before attempting an appeal.

When given JUG students should not argue with the teacher or administrator. If you argue your JUG and disrespect the teacher or administrator, you will not be able to appeal your JUG. Meet with the dean before the end of the following school day to discuss why you believe you think your JUG is excessive or undeserved. Lastly, remember to always be respectful while appealing your JUG. It shows that as a student, you are more than willing to have open communication with the administration.

Understand that this system is not necessarily designed for appeals on the deservedness of JUG for dress code violations. For instance, if a student receives 1 day of JUG for not having a belt, he should not expect to be able to appeal the JUG. However if a student receives what he believes is an excessive amount of JUG for a dress code violation, the appeal process would be a viable option for that student.

Saturday JUG

Saturday JUG will be held from 9 AM until noon. The student must attend the next assigned Saturday JUG after their violation. A student will only be permitted to reschedule if they are signed up for the SATs on the same day as the Saturday detention.

Failure to report to an assigned Saturday JUG will result in a three-day, in-school detention. Saturday JUG may also be issued at the discretion of the Dean of Students for multiple or serious infractions. Students are not required to attend Saturday detention in Dress Code unless instructed otherwise.

Probation

For repeated minor offenses, or a single serious offense, a student will be placed on probation. During the period of probation a student is ineligible for participation in any extracurricular or school sponsored functions. Probation is imposed by the Dean of Students. Parents will be informed of the probation by the Dean of Students.

In-school Detention:

The student will report to the Dean of Students Office whenever he does not have a class (this includes all lunch and free periods). The student will report to the Dean's Office to serve JUG at the conclusion of the school day. The student will be required to leave the building immediately after school. During any detention period, the student will remain ineligible for participation in any extra-curricular or school sponsored functions.

Suspension

For any serious offense, or series of multiple offenses, a student will be suspended from school. The suspended student is excluded from curricular, extracurricular and school sponsored activities. The Dean of Students will inform parents of the terms of the suspension.

Out-of-school suspension: The student will remain out of school for the duration of the suspension. After the suspension, he will report to the Dean of Students. Following suspension, the student will remain ineligible for participation in any extracurricular or school sponsored functions until the completion of the suspension (this would include any weekends). Students are responsible for all school work missed during their suspension.

Dismissal

For any serious offense, or series of multiple offenses, a student may be dismissed from The Prep. The Dean will present the recommendation to the Principal, who will then render a decision. Should the Principal deem it necessary, he will put the matter before the Discipline Review Board. The Discipline Board will be comprised of a group of five faculty and staff members, elected annually by the faculty. The recommendation of the Discipline Board is then presented to the Principal, who will make a final decision. Students may have their parents/guardians present for the Discipline Board hearing. If it is deemed helpful, the committee may seek input from a limited number of references. Also, the student may ask a faculty and/or staff member for a reference letter to the committee on his behalf. The student or his parents have the right to appeal this decision to the President of St. Joseph's Preparatory School. The appeal must be made directly to the President within seven (7) days of the dismissal.

Community Hour:

Class Advisory - A grouping of students based on Alpha by last name with two Faculty/Staff Advisors. The Advisory will be a grouping of students that are maintained through all four years of schooling. One day out of the cycle will be designated as a Class Advisory Day. This will include but is not limited to; class assemblies, homeroom assemblies, full school gathering, and grade specific informative programming.

Faculty Advisor - Faculty or Staff that aid in the development and guidance of students during the Community Hour. This includes ensuring students are attending an Advisory Event and disseminating information during Class Advisory Period. An advisory will be supervised by a pair of Faculty Advisors, each advisor should be of different disciplines.

Departmental Tutoring Day - Each discipline will be assigned a letter day. On the determined letter day the entire department will make themselves available for discipline specific work. This will allow for consistent access to Faculty for class specific help. This is not required for students to attend but will allow for a predictable schedule by which students can gain additional help/ review. This will also help with departmental scheduling of events/ work.

Activity/ Club/Intramural - Activities and Clubs can provide “sign-up” times during the community period. This can be as often as the moderator deems necessary but takes into account that student may choose to utilize this time for extra study or to take advantage of Academic Enrichment or Departmental Advisory time. This is not a time for mandatory participation activities or teams.

Academic Enrichment - Encompasses all other academic needs and includes but is not limited to; Study hall, test make-up, NHS tutoring, Academic Counseling appointments, additional faculty-offered review, SAT/PSAT prep classes, and college representative visits.

***Please Note: Attendance at Community Hour is mandatory. No student has a “free period” during any Community Hour and must attend each scheduled session. Failure to do so will be treated the same as cutting class and the appropriate disciplinary consequence will be administered.**

STUDENT CODE OF CONDUCT

Philosophy

Our school behavior code has a three-fold purpose. First, we wish to create a safe school environment where orderly instruction can take place. Next, by making clear what is desired behavior we hope to encourage self-discipline and maturity among our students. Finally, through the application of certain rules, we hope to maintain a climate for developing good citizenship. Our intention is not to create punitive measures; it is to provide positive guidelines for desired behavior.

LEVEL 1 - Interventions to these offenses include, but are not limited to: 1 to 5 days of JUG (detention), confiscation of inappropriate items, Saturday JUG, mandatory parent meetings, exclusion from extracurricular and field trip activities, or suspension.

- Disobeying school rules on field trip learning experiences
- Violating Safety Rules
- Dress code violations
- Violating extracurricular standards of behavior.
- Engaging in teasing, insults, name calling
- Disrupting classroom instruction / Disrespectful behaviors
- Being tardy to school or class
- Chewing gum in school
- Failure to dispose of trash during lunch
- Failure to follow instructions
- Displaying or using any type of electronic device, CD/cassette/IPOD/MP3 players, electronic games, or any similar electronic device, that does not have or is not being used for an instructional purpose under the direction of the teacher
- Displaying, using, or having a cellular phone, iPod, or any similar electronic device, that does not have an instructional purpose
- Cutting class

LEVEL 2 - Interventions to these offenses include, but are not limited to: 3 to 5 days of JUG, 1 to 3 days of suspension, and/or referral to the Student Disciplinary Board. Interventions may also include additional level 1 interventions.

- Being excessively tardy to school or class (multiple violations)
- Being truant, skipping school or cutting class without parent's knowledge or permission.
- Engaging in any conduct that can cause injury to another person or property. Including horse playing, play fighting, or other verbal or physical acts.
- Engaging in conduct that is considered to be of a threatening nature, which includes, but is not limited to, verbal remarks, gestures, or other intimidating physical behaviors.
- Multiple "disrupting classroom instruction" violations
- Dress code or grooming violations (long hair, improper shoes, etc.)
- Displaying or using any type of electronic device, CD/cassette/IPOD/MP3 players, electronic games, or any similar electronic device, that does not have or is not being used for an instructional purpose under the direction of the teacher
- Writing, publishing, or distributing unauthorized materials
- Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent or guardian
- Leaving school grounds or school sponsored events without permission
- Unauthorized physical contact, pushing, shoving, or any form of hitting

- Failing to comply with directives given by school personnel
- Retaliation of any kind against another student
- Use of profanity (3 JUGS)
- Using lewd or vulgar language, or obscene gestures
- Engaging in verbal abuse or derogatory or offensive remarks addressed to others
- Sending or posting messages that are abusive, obscene, sexually oriented, threatening, or harassing
- Behaving in any way that disrupts the school environment or educational process
- Inappropriate use of an electronic device, (including but not limited to cameras, cell phone, etc.)
- Engaging in bullying behaviors, whether physical, emotional, or social
- Engaging in multiple violations of Level 1 offenses
- Failure to follow an Administrator's instructions
- Using school telephones or computers without permission

LEVEL 3 - Interventions to these offenses include, but are not limited to: 1 to 5 days of suspension. Interventions may also include additional level 1 and level 2 interventions.

- Stealing property of any kind
- Committing extortion, coercion, or blackmail. Forcing an individual to act through the use of force or threat of force
- Making ethnic, racial or religious slurs
- Defacing or damaging school property: Including textbooks, furniture, and other equipment
- Engaging in inappropriate sexual contact, including but not limited to, kissing, touching, etc.
- Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
- Attempting to fight
- Engaging in any conduct that constitutes sexual harassment or sexual abuse whether that conduct is written, by word, gesture, or any other sexual conduct
- Possessing or viewing pornographic materials, printed or electronic
- Possessing published or electronic materials, or using e-mail or websites at school that are designed to promote or encourage illegal behavior or could threaten school safety
- Using cell phones, cameras, MP3 players, iPods, or computers to record or distribute inappropriate photographs, video, audio, messages or conversations
- Using cell phones, cameras, MP3 players, iPods, or computers to record or distribute photographs, videos, audio, messages or conversations of staff or students without their explicit consent.
- Engaging in conduct containing elements of assault as defined by the Pennsylvania Department of Education.
- Engaging in gambling of any kind (multiple offenses)
- Possessing, smoking, or using tobacco products
- Using or exhibiting school supplies (pencils, pens, scissors, etc.) or any other item as a weapon, or used in a manner that threatens to inflict or actually inflicts bodily harm to another person including making threats to bring a weapon to school, participation in bomb threats or other similar conduct
- Gambling
- Engaging in multiple violations of level 1 and/or level 2 offenses

LEVEL 4 - Interventions to these offenses include, but are not limited to: 1 to 10 days of suspension and recommendation for expulsion. Interventions may also include additional level 1, level 2, and level 3 interventions.

- Possessing ammunition
- Possessing a knife, including a pocketknife
- Fighting/Mutual Combat (zero tolerance)

- Bringing or calling outside people to school to fight or confront/threaten students or staff
- Engaging in explicit sexual activity of any kind
- Distributing nonprescription or over the counter drugs
- Gambling
- Committing or assisting in a robbery or burglary
- Engaging in gambling of any kind (second/multiple offenses)
- Possessing or selling look-alike weapons, toy guns, or metal chains
- Engaging in deadly conduct
- Engaging in conduct punishable as a felony
- Committing an assault as defined by the Pennsylvania Department of Education
- Committing an indecent assault/indecent exposure
- Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous/illegal drug in an amount not constituting a felony offense
- Sells, gives, or delivers to another person or possesses, uses, or is under the influence of an alcoholic beverage
- Encouraging or requesting others to come to school or off-site learning experience location with the intent to cause harm, intimidate, or threaten another person
- Motioning in a threatening manner, or assaulting a staff member or school visitor
- Engaging in conduct that contains the elements of retaliation against any school employee or volunteer on or off school grounds
- Possessing, using, giving, or selling drug paraphernalia
- Possessing or using a firearm, pellet gun, stun gun, or any other similar type air powered weapon
- Possessing/discharging mace or pepper spray
- Propping or opening the school doors to unauthorized visitors or students.

HAZING POLICY

Purpose:

The opportunity for students to participate in extracurricular and co-curricular activities and interscholastic athletics sponsored by Saint Joseph's Preparatory School (SJP) is a privilege extended to all students, which may be suspended or revoked under certain circumstances. SJP shall strive to provide a safe, positive education and environment, which includes extracurricular, co-curricular, and interscholastic athletic offerings. Hazing, as defined in this policy, regardless of the form it takes, shall not be tolerated. Behavior, which constitutes hazing, shall be disciplined and governed by the provisions of this policy.

Definitions:

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with or as a condition for continued membership in any organization recognized by SJP.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; shaving of heads; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or any activity that induces, causes or requires a student to perform a duty or task which involves the commission of a crime; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Authority:

Saint Joseph's Preparatory School does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach or moderator shall plan, direct, encourage, assist or engage in any hazing activity.

Saint Joseph's Prep directs that no administrator, teacher, coach or moderator shall permit, condone or tolerate any form of hazing.

Saint Joseph's Prep encourages students who have knowledge of an actual or potential hazing incident, or have been subjected to hazing, to promptly report such incidents to any coach, moderator, staff member or administrator who shall immediately notify the Dean of Students.

The Dean of Students will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

Delegation of Responsibility:

It shall be the responsibility of all employees, including without limitation, teachers, coaches, moderators, staff and administrators to protect the rights, safety, and welfare of all students and to ensure an atmosphere free from all forms of hazing. Any and all information received by such individuals and all knowledge or reports of hazing, or anticipated hazing, shall be reported to the Dean of Students.

If a student obtains information or hears about an actual or potential hazing incident the student shall immediately report this information to the appropriate adult supervisor of the activity. The teacher, coach, moderator or staff member shall immediately notify the Dean of Students who will, in turn, initiate immediate measure to address the situation, as set forth in this policy.

The administration shall annually inform students, parents/guardians, coaches, moderators and school staff that hazing of students is prohibited, by means of distribution of written policy, publication in handbooks and verbal instructions by the coach or moderator at the start of the season or program.

There are several misconceptions regarding hazing:

1. "Hazing includes harmless pranks that can be dismissed as traditions."

The truth is that hazing is physically and emotionally harmful for any student. Hazing is a form of abuse.

2. "If someone agrees to participate in an activity, it cannot be considered hazing." The truth is that consent of the victim cannot be used as a defense for hazing activities.

3. "Hazing teaches respect and develops discipline."

The truth is that respect is earned, not taught. Victims of hazing do not respect the individuals responsible for the hazing. Hazing teaches mistrust and creates alienation.

Guidelines:

Complaint Procedure:

1. When a student believes that he has knowledge of an actual or potential hazing incident, or have been subject to hazing, the student shall promptly report the incident, orally or in writing, to any coach, sponsor of any school-sponsored activity, volunteer or administrator who upon receipt of a report of hazing shall immediately inform the Dean of Students.
2. The Dean of Students shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing and report the incident to the Principal.
3. The Dean of Students shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. In the event the hazing incident involves, or will involve, illegal activity, the appropriate policing agencies shall be notified.

If the investigation results in a substantiated finding of hazing, the following disciplinary measures may be imposed:

1. A student found to be in violation of this policy shall be subject to disciplinary measures set forth at the discretion of the administration including, but not limited to:
 - a) JUG
 - b) Suspension from all extracurricular and co-curricular activities, including all interscholastic teams.
 - c) Suspension or expulsion from school.
 - d) Referral to policing agency if appropriate.
2. In addition, other disciplinary measures may be applicable and/or appropriate as defined in the Student Directives policies.
3. Failure to report a substantiated finding of hazing may result in disciplinary action.
4. A student found to have made false statements in connection with this policy shall be subject to the same disciplinary measures as those found to have actually violated the policy.

This policy shall be applicable to any and all incidents of hazing involving Saint Joseph's Prep students participating in organizations recognized by the school regardless of whether they occurred on or off school grounds and/or outside of the normally scheduled school year, including without limitation during summer recess months and other non-school days. While the consequences may appear to be stern, we want to be clear that Saint Joseph's Preparatory School will not tolerate hazing under any circumstances.

SUSPENSION AND EXPULSION:

Saint Joseph's Preparatory School Suspension and Expulsion Policy are seen as a last resort for dealing with students who continually exhibit inappropriate behaviors despite our interventions. When the established Code of Conduct, as outlined in the Student Directives has been violated, it may be necessary to suspend or expel a student from regular classroom instruction and school-related activities.

Administrators, teachers and support staff shall enforce the policies and rules promoting honesty, integrity, and respect. Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detentions and suspension held during and after school hours, community service, Saturday JUG, and in the most extreme cases, suspension or expulsion.

The school administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

SUSPENSION AND EXPULSION PROCEDURES:

Suspensions shall be initiated according to the following procedures:

1. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school.

2. Suspension Time Limits/Recommendation for Placement/Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed ten (10) consecutive school days per suspension. Upon a recommendation of Expulsion by the school administrator or designee, the student and the student's guardian or representative will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing.

This determination will be made by the Principal upon either of the following determinations: 1) the student's presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

DISMISSAL / EXPULSION PROCEDURES:

For any serious offense, or series of multiple offenses, a student may be dismissed from Saint Joseph's Preparatory School. Should the Dean deem it necessary, he will put the matter before the Discipline Review Board. The Discipline Board will be comprised of a group of five faculty and staff members, elected annually by the faculty.

The recommendation of the Discipline Board is then presented to the Principal, who will make a final decision. Students may have their parents/guardians present for the Discipline Board hearing.

If it is deemed helpful, the committee may seek input from a limited number of references. Also, the student may ask a faculty and/or staff member for a reference letter to the committee on his behalf. The student or his parents have the right to appeal this decision to the President of St. Joseph's Preparatory School.

Appeal of a Student Expulsion

In the unfortunate case of an expulsion of a student for a serious discipline infraction, a parent or guardian may appeal the expulsion to the President.

Grounds for Appeal

The only topic in an appeal letter that will be considered by the President is a fact or facts about the behavior of the student, who was expelled, **during** the discipline incident that were unknown to the Dean of Students and the Principal. The only discretion available to the President is to determine whether that fact(s) is (are) substantive enough to call for a review of the expulsion. No other matters presented in the appeal letter will be considered.

Process

- The appeal must be presented in writing within seven days of the expulsion.
- This appeal should be sent by email to Tara McFadden, Director of the Office of the President at tmcfadden@sjprep.org.
- The appeal will be reviewed by the President.
- A final decision will be communicated by the Dean of Students to the parent or guardian who submitted the appeal.

ACADEMIC HONESTY:

Introduction

St. Joseph's Preparatory School is very concerned with top quality academic performance. We are more concerned, however, that every student understands the critical importance of honesty and integrity in these academic pursuits and is committed to putting this understanding into action. It is the school's sincerest hope that everyone understands the notion that no grade, test, or paper is ever worth the slightest compromise of one's personal integrity.

Learning, to have true value, must be linked to honesty and integrity. Personal and communal integrity have always been fundamental to Jesuit education, and honor must be alive in every activity at St. Joseph's Preparatory School. Each student has the responsibility to submit work that is uniquely his own. All of his work must be done in accordance with established principles of academic integrity. Our rules regarding Academic Honesty are applicable during the regular school year and during any summer school classes.

Part I: Infractions/Violations:

I. St. Joseph's Prep considers cheating, copying, or the offering or receiving of unauthorized assistance or information in examinations, tests, quizzes, reports, lab reports, homework, papers or projects as a violation of academic honesty. Some examples of these violations include:

- Leaving books or notebooks open during a test period,
- Using or being in possession of a crib-sheet with study notes,
- Possession of cell phone or other prohibited device during a quiz, test or exam (use of device is irrelevant)
- Unauthorized use of the Internet
- Writing answers on desk tops, or on hands, legs, arms or any part of the body,
- Looking at another's test paper,
- Talking with another student during a test period,
- Copying answers from another when tests are handed in,
- Talking with students from previous class periods in order to give / receive test information,
- Copying answers verbatim when working on lab reports, homework, papers or projects together,
- Giving and/or receiving answers during examinations, tests, or quizzes using unauthorized technology including cell phones and programmable calculators,
- Leaving the classroom during exams, tests, or quizzes to gain or provide answers.

There are also clearly dishonest actions on written / creative assignments such as:

- Turning in a paper / project which has been composed / created by another person,
- Submitting a paper or assignment in a foreign language class that has been translated by another person or any electronic translating device (e.g. Internet websites, pocket translators, etc.),
- Handing in a paper/ project for credit that has already been graded in another class without the approval of both teachers.

2. Plagiarism, the intentional or unintentional appropriation of information, ideas, or the languages of other persons or writers as the submission of one's own, is also a violation of academic honesty. *The Scott Foresman Handbook with Writing Guide* defines plagiarism as “representing the words or ideas of a source as your own” (Hairston and Ruszkiewicz 553). Compositions, term papers, or computer programs acquired from commercial sources or from other students and submitted as student’s own original work are considered plagiarism.

Such instances of plagiarism include:

- Papers or passages of papers which are copied verbatim from primary and/or secondary sources,
- Papers which are copies of a fellow or former student’s work.

Both the complete documentation (e.g., a bibliography of sources) and the specific documentation (e.g., a footnote) are essential to avoid the suspicion of plagiarism.

If a student quotes a source word-for-word, he must place this quote within quotation marks. Then he must attribute the quote to its source by identifying the author, work, publisher, date, and location of the quote through documentation (e.g., in-text citation, footnote). He must do both: the quotation marks tell that “these are not his words or ideas”; the attributing tells the reader whose words or ideas they are.

Another type of plagiarism that needs to be addressed is un-attributed paraphrasing and summarizing. Paraphrasing and summarizing involve more than changing one or two words. They recount another’s ideas in a student’s own words and his own style. It may or may not be shorter than the original work—for the purpose is not so much to condense as to retell a work in the student’s own words and style. Thus, it is evident that even here a student needs to attribute the ideas to their source. Although the text is the student’s, the ideas are not his.

To clarify, St. Joseph’s Prep defines plagiarism as the use of words, ideas, or information of another without informing the reader / listener of the source of these words, ideas, or information. Any time a student does not attribute information to a source, he is committing plagiarism. He must document all sources used in composing a paper, report, or presentation and within that paper, report or presentation acknowledge when a particular idea stems from another source.

3. Stealing a copy of a quiz, test, or exam or obtaining such a copy without the teacher’s knowledge or permission is a serious offense. It will automatically be considered a second infraction. (See below.)

Part II: Consequences of Academic Dishonesty

In cases of academic dishonesty, the student will be referred to the Assistant Principal for Academics and Faculty Development. St. Joseph’s Prep wants to support the student and help him learn from his experience while still holding him accountable to the seriousness of cheating. The consequences of the infractions are listed below.

National Honor Society Eligibility: Students who violate the academic honesty policy may not be eligible for NHS depending on the severity of the cheating incident in accordance with the policies stated above and as determined by the Assistant Principal in consultation with the Administration when evaluating the case.

First Infraction

Academic: The student will receive a zero for the assignment, quiz, test or examination.

Disciplinary: Depending on the severity of the situation determined by the Assistant Principal, and in consultation with the Administration, the student’s disciplinary consequence will be three days of in-school detention or out-of-school suspension.

Counseling: The Assistant Principal will meet with the student and his parents and try to learn the cause of the dishonesty and set up a plan to try to ensure that the infraction does not happen again - peer tutoring, study skills class, extra help from the teacher, etc. The student will meet with his counselor to continue the reflection on the experience. The counselor will decide if the student should participate in the Student Assistance Program.

Second Infraction

Academic: The student will receive a zero for the assignment, quiz, test, or examination.

Disciplinary: After consulting with the Assistant Principal, the Principal will decide, depending on the severity of the two infractions, whether or not the student should remain at St. Joseph's Prep. Should the principal deem it necessary, he will put the matter before the Academic Honesty Review Board, comprised of five members from the Academic Council. The recommendation of this consultative review board is then presented to the Principal, who will make the final decision. If the student is allowed to remain as a member of the SJP community, his disciplinary consequences will include a three-day out-of-school suspension plus an additional seven days suspension from all extracurricular activities.

Counseling: If the student remains at St. Joseph's Prep, the Assistant Principal will work with the student and his parents and try again to learn the cause of the dishonesty and set up a plan to try to ensure that the infraction does not happen again—peer tutoring, study skills class, extra help from the teacher, etc. The student will meet with his counselor to continue the reflection on the experience and will participate in the Student Assistance Program.

If the student is given a third chance and he again violates the SJP academic honesty policy, he will be dismissed from St. Joseph's Prep.

Note to Students: How to Avoid Academic Dishonesty

Please review this document and become familiar with the above descriptions. Speak with your parents about the importance of academic integrity. Should you have any questions concerning this document, please ask your teacher or an administrator. Remember, you attend St. Joseph's Prep to learn how to think critically and creatively, communicate clearly with confidence, and make decisions with competence, conscience, and compassion. Remind yourself that cheating in any way will not help you achieve any of these goals.

Manage your time wisely and prepare in advance for the assessments given to you by your instructors. Proper preparation will help you avoid putting yourself in a situation where you will be tempted to cheat.

During any in-class assessment, avoid talking, looking toward another student's work, or any other action that will give the teacher the impression of cheating.

Should you have any doubt about what is considered academic dishonesty concerning any homework or group project/report, ask your teacher. What may be acceptable for one teacher may not be acceptable to another.

MID-TERM AND FINAL EXAM PROCEDURES

You must take all exams at the scheduled times. If you are not scheduled or if you are exempt from an exam, you are not required to attend school during that time. You are expected to be in dress code in order to take an exam.

No student will take more than 2 exams in one day. The exam periods are 8:30 AM-10:30 AM and 11:30 AM-1:30 PM.

If you have two exams scheduled at the same time, you must meet with the Assistant Principal or Dean of Students prior to the start of exams to set-up your exam schedule.

If you are absent during exam week, you must make-up the missed exam at your next available open exam time. You must contact the Dean of Students or Assistant Principal to establish your revised exam schedule. If you are sick and unable to take a scheduled exam, please follow the same Absence Procedures that you follow during a normal school day whereby your Parent or Guardian calls the Dean's Office (215-978-1967) before 8:15 AM to notify us of your absence. **During the exam period, you are required to bring a doctor's note upon your return to school.**

No exam will be taken prior to the scheduled time.

If you fail to take an assigned exam without the proper permission, you may receive a grade as low as a 0 on the exam and have to attend a Saturday detention.

STUDENT ACADEMIC ELIGIBILITY

The focus of the Academic Support Program is as follows:

1. To develop a program for struggling students that is motivational and preventative.
2. To provide time and additional resources for struggling students.
3. To be aware of and address the importance of the whole student and his interests and abilities.

The purpose of this program is not intended to be punitive but it is designed to aid the student in the warning period so that his grades will improve.

If a student becomes ineligible, the stronger sanction of removing extracurricular participation is intended to provide the student with more time to focus on his studies for the period he may remain ineligible. During this period, the parents, teachers, counselors, coaches and moderators will partner to encourage the student's focus and progress.

Key Definitions and Levels

1. **Academic Warning:** A student will be placed on Academic Warning at the mid-quarter of each quarter if the student has a total of 4 points on the following scale: 2 points for each F and 1 point for each D. This warning will mean that a student **MUST ATTEND** a study hall program. The student will be responsible to attend a study session with his teacher. This obligation requires 45 minutes per day (morning or afternoon) Monday through Thursday, or during the Community Hour. After the study session obligation has been met, the student will have no other activity restrictions during the warning period. This warning period will last for a minimum of two cycles. After the initial two cycles, a review will occur every cycle to see if the student is still having academic difficulty.

2. **Academic Ineligibility:** If a student has four points accrued as mentioned above at the end of a quarter, the student will become **academically ineligible and all extracurricular activities will be stopped for three cycles.** A student may become eligible after two cycles if the student has less than four points at the end of the two cycle review period. After the initial two cycles, a review will occur every to see if the student is still having academic difficulty. The grading periods used for determining ineligibility are Q1, S1, Q3.

If a student is found academically ineligible at the end of the year, he will begin the following school year in academic warning and his progress will be monitored.

3. Academic Probation: During the course of an academic year, a student's progress will be subject to periodic review. Students with a term GPA below a 1.7 at the end of the first semester or at the end of the academic year will be reviewed by the Assistant Principal and counseling department and the student will be placed on academic probation.

Students may be required to withdraw from St. Joseph's Preparatory School after two semesters of probation. The Principal will be responsible for this decision following review and recommendation of the Assistant Principal and the counseling staff.

End of Year Failures

Students who receive failing grades for the year in more than two subjects will be required to withdraw from the school.

Students who receive an "F" for a final average must make up the failure in summer school here at St. Joseph's Prep. If a student does not pass the summer make-up course, he will be required to withdraw from the school.

Seniors must complete and pass all courses in their fourth year in order to receive a diploma from the school. If a senior does not complete and pass all courses by the end of the school year, then he will be required to complete his graduation requirements during the summer following graduation. **All senior failures or incompletes MUST be satisfied by the end of the high school summer session in July.**

MARKING SYSTEM

A record of each student's progress is filed in the Principal's Office twice each semester. Grades are reported by letters according to the following norms: Grade range, Letter & Quality Point.

Grading Scale: (effective September 1, 2016)

Grade Range	Grade	Quality Point	Grade Range	Grade	Quality Point
100 – 93%	A	4.0	79 – 77%	C+	2.3
92 – 90%	A-	3.7	76 – 73%	C	2.0
89 – 87%	B+	3.3	72 – 70%	C-	1.7
86 – 83%	B	3.0	69 – 67%	D+	1.3
82 – 80%	B-	2.7	66 – 65%	D	1.0
			Below 65%	F	0.0
			I	The student's work is incomplete	

Previous Grading Scale (in effect until August 31, 2016)

Grade Range	Grade	Quality Point	Grade Range	Grade	Quality Point
100 – 93%	A	4.0	76 – 73%	D+	1.5
92 – 89%	B+	3.5	72 – 70%	D	1.0
88 – 85%	B	3.0	Below 70%	F	0.0
84 – 81%	C+	2.5	I	The student's work is incomplete	
80 – 77%	C	2.0			

At the discretion of the teacher, comments on student performance may be noted on the quarter or semester report cards or on the mid-quarter reports. Copies of each of these reports are sent electronically four (4) times during the school year.

Parents are invited to confer with the respective teachers periodically regarding the progress of their sons. Normally, parent-teacher conferences are scheduled twice each year; however, parents are encouraged to request a personal interview with the counselor and/or teacher when necessary.

Courses are organized on either a semester (i.e. two marking periods) or yearly basis (i.e. four marking periods). Comprehensive examinations are held at the end of each semester. Those students who receive failing grades for the year in more than two subjects will be required to withdraw from the school.

Final grades are determined by the teacher, and may not necessarily be an average of the quarters and semester exams. Students who receive an "F" for a final average must make up the failure in summer school here at The Prep. If a student does not pass the summer make-up course, he will be required to withdraw from The Prep.

Further, seniors must complete satisfactorily all courses in fourth year in order to receive a diploma from the school. Transcripts of grades will be sent upon request; however, no records will be issued unless tuition bills and all outstanding fees have been paid.

The Prep reserves the right to withhold transcripts and other student records in the event that a student's account is not kept current in payments or is otherwise delinquent. This includes, but is not limited to, tuition and fees for books, technology, equipment, athletic apparel and other such fees not specifically listed herein.

ADVANCED PLACEMENT EXAMS

Students who are enrolled in an AP designated course are required to take the AP examination in May. Parents are responsible for the cost of each exam which is approximately \$95 per exam. Parents will be billed in the fall of the academic year.

SEMESTER EXAMS

Two-hour comprehensive exams are to be given to students before the Christmas break and at the end of the year. The examination grade will constitute one-fifth (20%) of the semester average for all students.

GUIDELINES FOR EXEMPTIONS

Students may be exempt from final examinations according to the department policies stated below. The exemption privilege may be withdrawn by the Principal for sufficient reason, such as excessive absence from school.

Please note that these requirements apply to all courses:

CLASSICS

All years: Grade of A in each of the four marking periods, as well as the mid-term examination.

COMPUTER SCIENCE

All years: No exemptions.

ENGLISH

All years: An **A** average for the entire year; an **A** in the third and fourth marking periods.

HISTORY

All years: An **A** average for the first semester; an **A** in the first semester examination; an **A** in the third and fourth marking periods.

MATHEMATICS - All years: No exemptions

MODERN LANGUAGES

Final: Students may be exempt from the Final if all of the following are met:

- Student has an **A** in each marking period and the mid-term
- Student receives approval of teacher for exemption:

Please note: The teacher has right of refusal if student has not demonstrated a high level of oral communication skills throughout the year. The teacher has right of refusal if student has been a discipline problem or has not been a positive contributor to the classroom environment.

RELIGIOUS STUDIES

Year-long courses: An **A** average for the year.

Semester courses: An **A** in each of the two marking periods.

SCIENCE

All years: An **A** in all four marking periods, as well as the mid-term examination.

PREP SCHOLARS

At the conclusion of each semester, students with a Grade Point Average (G.P.A.) of 3.50 or above are designated Prep Scholars First Honors Recipients. Students with a G.P.A. of 3.30-3.49 are designated as recipients of Second Honors. Each scholar receives a personal certificate of commendation.

NATIONAL HONOR SOCIETY REQUIREMENTS

A senior who has achieved a cumulative grade point average of 3.500 or higher at the conclusion of his junior year is eligible for induction in the Joseph A. Mattern Chapter of the National Honor Society. Additional requirements for membership include completion of a minimum of ten hours of tutoring through our Assist program; signing an ethical pledge and submitting a character essay. The Induction ceremony is scheduled for early November at the beginning of a class day. Seniors who have met the grade point requirement will be notified at the start of their senior year regarding final steps for induction as mentioned above.

TESTING DAYS

A and/or D and/or G Days: Classics, Comp Science, History/Social Sciences, Religious Studies

B and/or E and/or H Days: English and Math

C and/or F Days: Fine Arts

B and/or C and/or F Days: Modern Language

C and/or F and/or H Days: Science

COMMENCEMENT DRESS STANDARDS AND EXPECTATIONS

The high school commencement symbolizes the end of one era and the beginning of another. Inappropriate attire and behavior throughout the Commencement Ceremony demeans the significance of this occasion. Consequently, Saint Joseph's Preparatory School directs that appropriate conduct and dress and grooming standards for this Ceremony be established for the benefit of the graduates as they embark in this new era of their lives.

In regards to student conduct and dress and grooming choices at Commencement, all students and parents are encouraged to exercise good judgment, exhibit responsible behavior, and endeavor to reflect respect for themselves, their fellow students, their school, and all attending guests and participants.

Definition:

Commencement Ceremony refers to the entire duration of the graduation exercise, e.g., from when students are expected to arrive, through the opening processional, through the entire program, and through the completion of the recessional.

Policy:

Commencement Exercises are a required part of the educational process; therefore, students must comply with the school policy listed below and not treat the ceremony lightly or disrespectfully. In regards to the Commencement Ceremony, students are expected to comply with the following guidelines:

1. Students are required to follow the school's "Dress Code Standards" and wear the attire as selected by the Saint Joseph's Preparatory School without additional ornamentation or decoration. In addition, all students must wear appropriate dress shoes. Sandals, flip-flops, boots, etc. are strictly prohibited. The Dean of Students will have the final determination regarding appropriateness.
2. Students shall exhibit proper respect, conduct, and behavior throughout the Commencement Ceremony. Disrupting, distracting, or degrading activities or behavior shall not be tolerated. This includes wearing or displaying props, mask, facial disguises, sun glasses or anything similar while seated in the audience or on stage and being presented their diploma.
3. Students shall not wear any unauthorized items, e.g., clothing, accessories, jewelry, etc., that draw undue attention or detract from the dignity and decorum of the occasion. Mantles, cords, insignias, medals, etc., signifying achievement, honor, or recognition, are restricted to awards issued and approved for display at graduation by Saint Joseph's Preparatory School.
4. **Students who do not comply or violate these guidelines will have their diplomas withheld and will be required to pick it up at the school.**

BELL SCHEDULES 2017 - 2018

REGULAR SCHEDULE			MEETING SCHEDULE (WEDNESDAYS)		
Warning Bell	8:20		Colleagues on Mission Meeting	8:25	9:10
Prayer/Announcements	8:25	8:30	Warning Bell	9:10	
1st Class Period	8:30	9:15	Prayer/Announcements	9:15	9:20
2nd Class Period	9:15	10:00	1st Class Period	9:20	10:00
Community Hour (CH)	10:00	10:50	2nd Class Period	10:00	10:40
Lunch 1			Community Hour (CH)	10:40	11:05
3rd Class Period	10:50	11:35	Lunch 1		
Lunch	11:35	12:05	3rd Class Period	11:05	11:45
4th Class Period	12:05	1:10	Lunch	11:45	12:15
Lunch 2			4th Class Period	12:15	1:20
3rd Class Period	10:50	11:55	Lunch 2		
Lunch	11:55	12:25	3rd Class Period	11:05	12:10
4th Class Period	12:25	1:10	Lunch	12:10	12:40
Lunch 3			4th Class Period	12:40	1:20
3rd Class Period	10:50	11:55	Lunch 3		
4th Class Period	11:55	12:40	3rd Class Period	11:05	12:10
Lunch	12:40	1:10	4th Class Period	12:10	12:50
5th Class Period	1:10	1:55	Lunch	12:50	1:20
6th Class Period	1:55	2:40	5th Class Period	1:20	2:00
MASS SCHEDULE			6th Class Period	2:00	2:40
Warning Bell	8:20		EVENT SCHEDULE (*SNOW DELAY SCHEDULE)		
Prayer/Announcements	8:25	8:30	Warning Bell	8:20	
1st Class Period	8:30	9:10	Advisory (Prayer/Announcements)	8:25	8:35
2nd Class Period	9:10	9:50	Assembly	8:35	9:45
Advisory	9:50	10:00	1st Class Period	9:45	10:25
Mass	10:00	11:00	2nd Class Period	10:25	11:05
Break	11:00	11:05	Lunch 1		
Lunch 1			3rd Class Period	11:05	11:45
3rd Class Period	11:05	11:45	Lunch	11:45	12:15
Lunch	11:45	12:15	4th Class Period	12:15	1:20
4th Class Period	12:15	1:20	Lunch 2		
Lunch 2			3rd Class Period	11:05	12:10
3rd Class Period	11:05	12:10	Lunch	12:10	12:40
Lunch	12:10	12:40	4th Class Period	12:40	1:20
4th Class Period	12:40	1:20	Lunch 3		
Lunch 3			3rd Class Period	11:05	12:10
3rd Class Period	11:05	12:10	4th Class Period	12:10	12:50
4th Class Period	12:10	12:50	Lunch	12:50	1:20
Lunch	12:50	1:20	5th Class Period	1:20	2:00
5th Class Period	1:20	2:00	6th Class Period	2:00	2:40
6th Class Period	2:00	2:40	*Snow Delay Schedule - Classes start at 9:45am with 1st period.		

AFTER CLASSES ASSEMBLY

Warning Bell	8:20
Prayer/Announcements	8:25 - 8:30
1st class period	8:30 - 9:10
2nd class period	9:10 - 9:50

Lunch 1

3rd class period	9:50 - 10:30
Lunch	10:30 - 11:00
4th class period	11:00 - 12:00

Lunch 2

3rd class period	9:50 - 10:50
Lunch	10:50 - 11:20
4th class period	11:20 - 12:00

Lunch 3

3rd class period	9:50 - 10:50
4th class period	10:50 - 11:30
Lunch	11:30 - 12:00

5th class period	12:00 - 12:40
6th class period	12:40 - 1:20
Assembly	1:20 - 2:40

SCHOOL CLOSING INFORMATION

From time to time, poor weather conditions or other emergencies may force us to cancel or delay the start of school. At that time, we will engage an alert system which will allow us to contact all members of our community within seconds in case of inclement weather or any emergency at school when communication is vital. To ensure that you receive the alerts, please keep our Main Office informed of any changes to your designated phone number(s). For snow closings and other weather-related information, we will continue to utilize the regular TV outlets and the Prep Website (www.sjprep.org) along with this new technology. In addition, official notification is given to local television stations. Such notifications will be given by 5:45 a.m. The television stations scroll school closing/delayed start information by school name across the bottom of the screen. In addition, most TV stations list school closings on the Web.

The announcement would usually indicate one of two options:

1. classes are cancelled for the day;
2. classes start at 9:45am with 1st period

FAQ'S About School Closings:

What happens to bus schedules if the Prep begins on a snow delay schedule?

Students who ride Prep buses will be picked up 30 minutes later than the usual pick-up time. This will allow some of the city traffic to clear, while also providing extra time for the trip. Students who ride to the Prep on buses provided by their public school district should check with their public school district's website or social media page. If you do not know the snow emergency code number for your public school district, please contact the Transportation Office in your district.

What can I do if I missed the school closing announcements on the radio or the phone call?

In addition to watching the local television stations, you can also go to the Prep website at: www.sjprep.org

CONCLUSION

It should be understood that some situations may take place which go beyond those immediately covered in these directives. The Prep reserves the right, therefore, to respond appropriately to those situations, especially to any which contradict the philosophy and values held sacred by the school. St. Joseph's Prep reserves the right to dismiss at any time any student whose effort or conduct -- even off the premises of the school-- it considers being inconsistent with the ideals and goals of St. Joseph's Prep. Parents are expected to cooperate with the school in teaching those human and moral values which lie at the basis of the school's guidelines.

Standard Consequences

The following examples of violations make a student subject to JUG, probation, suspension or dismissal:

Unexcused lateness to homeroom or class	1 day JUG
Frequent/Repeated unexcused lateness to homeroom or class	Saturday JUG, In-School Detention or Suspension
Failure to report to Dean's Office on Late Arrival	2 days JUG
Dress code violations	1 day JUG, In-School Detention
Use of profanity	10 JUGS
Frequent dress code violations	Saturday JUG, In School Detention or Suspension
Food or drink outside of dining hall or lounge areas	1 day JUG, In-School Detention
Put out of class	3 days JUG
Cut class, assembly, Mass, etc. (1 st Offense)	Saturday JUG
Cut class, assembly, Mass, etc. (2 nd Offense)	In-School Detention, Suspension
Cut class, assembly, Mass, etc. (3 rd Offense)	Dismissal
Cut School	Suspension
Skip JUG	Saturday JUG, In-School Detention
Late to JUG	1 day JUG
Outside building, on campus without permission	3 day JUG
Outside building, off campus without permission	In-School Detention, Suspension
Using cell phone or other electronic device (1 st Offense)	Confiscation of device & 1 day JUG
Using cell phone or other electronic device (2 nd Offense)	Confiscation of device & 3 days JUG, Parent must retrieve item, student no longer allowed to have item in school
Using cell phone or other electronic device (3 rd Offense)	In-School Detention, Suspension
Academic Dishonesty/Cheating (1 st Offense)	In-School Detention, loss of grade
Academic Dishonesty/Cheating (2 nd Offense)	Suspension, loss of grade, and possible Dismissal
Academic Dishonesty/Cheating (3 rd Offense)	Dismissal
Stealing	Suspension or Dismissal
Throwing food in dining hall	Saturday detention up to Dismissal
Causing a disturbance in Dining Hall	Saturday detention, In-School Detention or Suspension
Throwing snowballs	In-School Detention or Suspension
Defacing school property/vandalism	Suspension
Severe/Repeated defacing of school property/vandalism	Dismissal
Inappropriate behavior at dances	Saturday detention up to Suspension
Fighting in school, on bus, or at school event, including play fighting	Suspension or Dismissal
Possession of weapon	Dismissal
Possession/Sale/Distribution of illegal drugs, including alcohol	Dismissal
Parking violations	Discretion of Dean/Asst. Dean
Classroom misbehavior	Discretion of teacher/Dean/Asst. Dean
Other infractions	Discretion of teacher/Dean/Asst. Dean
False Fire Alarm	Suspension
Disrespect to Faculty/ Staff	JUG, In-School Detention, Suspension or Dismissal
Verbal / Physical / Visual / Sexual Harassment	Suspension or Dismissal

Frequent skipping of school, class, assemblies, Mass, JUG or Saturday JUG will result in suspension, in-school detention, parental meeting, probation, or dismissal. The list of standard consequences is intended only as a guideline. It is not exhaustive. The Prep reserves the right to address any situation not covered by the directives.



Contact Information for the Office of the Dean of Students:

Albert Greene, Dean of Students agreene@sjprep.org

Randy Monroe, Assistant Dean of Students rmonroe@sjprep.org

Helen Haban, Administrative Assistant hhaban@sjprep.org

To report a student late or absent, please call (215) 978-1969 by 8:15 AM.

To speak to someone in the Dean of Students Office, please call (215) 978-1967.