

GLOUCESTER CATHOLIC JUNIOR-SENIOR  
HIGH SCHOOL  
POLICIES AND REGULATIONS  
2022 - 2023 ACADEMIC YEAR

TO THE PARENT

Catholic education is a creative and living process, which seeks to develop the individual wholly and fully. Gloucester Catholic is committed to the development of our students in their responsibility and accountability to self and to the community so that they might live in a democratic society in peace and respect for themselves and their fellow man. Such an important task requires close cooperation between the school and the home. The purpose of this handbook is to inform the parents and the students of certain policies and regulations with the intention of promoting better understanding. The parents are urged to keep this handbook handy for future reference.

TO THE STUDENT

This publication of the Academic Policies and the Regulations of Gloucester Catholic High School is given to you to inform you **of the school's requirements in both the area of academics and personal conduct. READ IT CAREFULLY.** Share its contents with your parents since it is important that all at Gloucester Catholic have a common understanding of the policies, regulations, and procedures of the school.

When a student is granted admission to Gloucester Catholic High School, he/she is given the opportunity to participate in all the rights, privileges, programs, and activities of the school. The student likewise accepts and therefore must abide by the academic requirements and rules of conduct established by the school. Having been duly informed of these regulations and requirements, students who fail to abide by them must take the necessary corrective steps or withdraw from school. This handbook contains the rules, regulations and requirements with which the students must comply in order to remain enrolled at Gloucester Catholic.

In the ordinary course of the year, student photos are used in marketing advertisements and school publications, as well as recognizing student achievement on our web site. If you do not wish **your child's photo to be used in such a manner, please** inform the Principal, in writing, of your desire.

All students and their parents/guardians are asked to read the entire handbook, and then sign below indicating they are aware of the contents of the handbook. This page is to be printed and turned in to your homeroom teacher by Friday, September 16, 2022.

\_\_\_\_\_  
Student (Print Name)

\_\_\_\_\_  
Student (Signature)

\_\_\_\_\_  
Parent (Print Name)

\_\_\_\_\_  
Parent (Signature)

\_\_\_\_\_  
Date

## PARENTAL PERMISSION FORM FOR RELIGIOUS ACTIVITIES AND RETREAT 2022 - 2023

Religious formation is the heart of **Gloucester Catholic's mission**. To this end, retreats, service trips, liturgies, and penance services, as well as regular prayer, are essential components of our curriculum. They provide our students with an opportunity to examine their lives in the context of spiritual development, participate in prayer and the sacramental life of the Church, and grow into a deeper appreciation of their faith.

Liturgies and regular prayer occur as an ordinary part of the school day at Gloucester Catholic. All-school liturgies take place in **St. Mary's Church in Gloucester City** while class liturgies take place in our domestic chapel in the Dominican Center. In addition, we offer daily liturgy before school each day in the same location. Prayer occurs in a variety of locations, most often in the classroom. Penance services occur twice annually during the liturgical seasons of Advent and Lent. The penance services will take place on the date designated on the calendar in the student handbook unless a cancellation is necessary due to inclement weather or another circumstance. **Students participate in the services at St. Mary's Church in Gloucester City, NJ.** As part of the service, students may receive the sacrament of reconciliation. **Students walk to and from St. Mary's from Gloucester Catholic** along with their entire class level and assigned teachers. The exercise normally takes a little over a class period to complete.

Junior and senior students will participate in service activities throughout the year, both on and off campus. These activities will take place both during the school day and after school. The school will arrange transportation with an appropriate number of chaperones for these activities. These trips will be organized by the Coordinator of Christian Service.

Every student participates in a retreat each year. There are additional retreat options for students throughout the year that are optional. The class level retreat is, however, mandatory. **Your son or daughter's retreat will take place on the date designated** on the student handbook calendar unless a cancellation is necessary due to inclement weather or another circumstance. The school dress code is in effect for the day, as are the ordinary rules and regulations for comportment expected of our students. The school provides bus transportation with an appropriate number of chaperones for a full day of activities. Students should pack a lunch. Students will return to Gloucester Catholic before the end of the school day in order to facilitate their transportation home or to additional activities.

If a student misses a retreat, the school will schedule a make-up day. Failure to report to this make-up will result in an appropriate school sanction.

Please sign below to acknowledge that you as parent/guardian have read the contents of this form and request that your son/daughter be permitted to participate in the scheduled activities outlined above as part of the curriculum of Gloucester Catholic High School. Form will be collected in religion class.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
**Print Student's Name**

\_\_\_\_\_  
Date

GLOUCESTER CATHOLIC JUNIOR-SENIOR  
HIGH SCHOOL  
STUDENT-PARENT NETWORK AND INTERNET  
SYSTEMS AGREEMENT 2022 - 2023

By signing below, we understand that we are acknowledging our understanding of, and are agreeing to abide by, the policies set forth in the section of this handbook entitled "GCHS Information Technology Policies."

**These policies review the acceptable use of GCHS's internal network and those web-based applications and systems used by GCHS in the performance of its normal operations, including: PowerSchool, Schoology, RamsNet, E-Hallpass, and Naviance.** We further understand that we have the right to withhold our signature, which would result in the denial of access to that portion of the GCHS information systems.

**STUDENT ACKNOWLEDGEMENT**

I am requesting student access to the following:

- GCHS internal computer network
- PowerSchool Student Information System
- Schoology
- RamsNet
- Naviance – Senior High Only
- All of the above

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT ACKNOWLEDGEMENT**

**I am acknowledging my understanding of the policies related to my son/daughter's use of the GCHS network and web applications.** In addition, I am requesting parent access to the following:

- PowerSchool Student Information System

Print Parent(s) Name(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# GLOUCESTER CATHOLIC JUNIOR SENIOR HIGH SCHOOL

## ADMINISTRATION OF MEDICATION

2022-2023

Students often complain of headache, muscle cramps, colds, menstrual cramps, etc. during school hours and report to the nurse requesting medication. Students are not permitted to carry or take medication on their own. Please fill out the form below indicating your preference if your student requests medication from the nurse. This form must be submitted annually. For administration of any other medications, prescription or over-the-counter, please refer to the GCHS handbook.

I am aware that my son/daughter may request Tums, cough drops, acetaminophen or ibuprofen for complaints such as headaches, muscle aches, menstrual cramps, stomachaches, etc. I acknowledge that the school and its employees or agents shall incur no liability as the result of any injury arising from the administration or failure to administer these medications and shall, therefore, indemnify and hold harmless the school and its employees and agents against any claims arising out of the administration of medications or the failure to administer the medications. My signature also indicates that I have read and comply with the medication policy published in this Student Handbook and understand the consequences if my child fails to do so.

\_\_\_\_\_ I request that the GCHS school nurse administer Tums, cough drops, acetaminophen or ibuprofen as ordered by the school physician for such complaints.

\_\_\_\_\_ I DO NOT wish for Tums, cough drops, acetaminophen or ibuprofen to be administered to my child by the school nurse.

## HEALTH SCREENINGS

During the course of the school year, the school nurse will perform health screenings that include vision, audiometric, blood pressure and scoliosis. Whenever a problem is suspected, a referral is sent home to the parents. It is expected that parents follow **up the referral with a physician and then return the physician's findings to the school nurse.**

\_\_\_\_\_ I give permission for my child to receive health screenings including, vision, audiometric, blood pressure and scoliosis by the school nurse at Gloucester Catholic Junior Senior High School.

\_\_\_\_\_ I DO NOT give permission for my child to receive health screenings at school.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BELL SCHEDULES

### REGULAR SCHEDULE

Warning Bell .....	7:50
Homeroom .....	7:55 – 8:10
Period 1 .....	8:14 – 8:52
Period 2 .....	8:56 – 9:34
Period 3 .....	9:38 - 10:16
Period 4 .....	10:20 - 12:02
X lunch .....	10:20 – 10:54
Y lunch .....	10:54 – 11:28
Z lunch .....	11:28 – 12:02
Period 5 .....	12:06 - 12:50
Period 6 .....	12:54 - 1:38
Period 7 .....	1:40 - 2:20

### AM ACTIVITY SCHEDULE

Warning Bell .....	7:50
Homeroom .....	7:55 – 8:05
Activity Period .....	8:10 – 9:10
Period 1 .....	9:14 - 9:42
Period 2 .....	9:46 - 10:14
Period 3 .....	10:18 - 10:46
Period 4 .....	10:50 - 12:32
X lunch .....	10:50 – 11:24
Y lunch .....	11:24 – 11:58
Z lunch .....	11:58 – 12:32
Period 5 .....	12:36 - 1:10
Period 6 .....	1:14 - 1:48
Period 7 .....	1:52 - 2:20

### TWO HOUR DELAY SCHEDULE

Warning Bell .....	9:50
Homeroom .....	9:55 – 10:05
Period 1 .....	10:09 – 10:34
Period 2 .....	10:38 – 11:03
Period 3 .....	11:07 - 11:32
Period 4 .....	11:36 - 12:51
X lunch .....	11:36 – 12:01
Y lunch .....	12:01 – 12:26
Z lunch .....	12:26 – 12:51
Period 5 .....	12:55 - 1:21
Period 6 .....	1:26 - 1:52
Period 7 .....	1:56 - 2:20

### AM MASS SCHEDULE

Warning Bell .....	7:50
Homeroom .....	7:55 – 8:05
Period 1 .....	8:09 - 8:38
Mass/Activity Period .....	8:40 – 9:40
Period 2 .....	9:44 - 10:13
Period 3 .....	10:17 - 10:46
Period 4 .....	10:50 - 12:29
X lunch .....	10:50 – 11:23
Y lunch .....	11:23 – 11:56
Z lunch .....	11:56 – 12:29
Period 5 .....	12:33 - 1:08
Period 6 .....	1:12 - 1:47
Period 7 .....	1:51 - 2:20

### PM ACTIVITY SCHEDULE

Warning Bell .....	7:50
Homeroom .....	7:55 – 8:05
Period 1 .....	8:09 - 8:37
Period 2 .....	8:41 - 9:09
Period 3 .....	9:13 - 9:41
Period 4 .....	9:45 - 11:27
X lunch .....	9:45 – 10:19
Y lunch .....	10:19 – 10:53
Z lunch .....	10:53 – 11:27
Period 5 .....	11:31 - 12:05
Period 6 .....	12:09 – 12:43
Period 7 .....	12:47 - 1:15
Activity Period .....	1:19 – 2:20

SEPTEMBER 2022

August 31	Opening Faculty Meeting 8:30am-1:30pm
6	Junior High, Juniors and Senior Orientation 7:55am-12:00pm
7	Freshmen & Sophomore Orientation 7:55am-2:00pm
8	First Full Day of Class
15	Freshmen Parent Orientation Meeting & Freshmen Dance 7:00pm-9:00pm
16	Transfer Students Welcome Breakfast – 1st Period
21	Faculty Meeting/Curriculum Development - PM ACTIVITY SCHEDULE
22	Back to School Night 7:00pm-9:00pm – Grades 7 to 12 - All Faculty
27	Opening Liturgy - AM MASS SCHEDULE

OCTOBER 2022

4	1st Quarter Mid-Marking Period – Grades due 6am
7	School-wide Mass at St. Mary's Church
10	Columbus Day – School Closed
12	Junior High <b>Service</b> Retreat PSAT – <b>Freshmen</b> , Sophomores, Juniors; - Dismissal 12:30pm Senior College Visit Day Faculty Meeting/Curriculum Development 1:30 pm
15	HSPT – Admission & Scholarship Testing – 8AM to noon
15	Homecoming Dance – 7 to 11 PM
20	Open House Program – 7 PM
28	Faculty In-Service – No students

NOVEMBER 2022

4	School-wide Mass at St. Mary's Church
5	SATs @ GCHS
11	End of 1st Quarter
15	Grades due 6am
16	Faculty Meeting/Curriculum Development – PM ACTIVITY SCHEDULE Student dismissal at 1:15 PM
16-18	Kairos Retreat
19	HSPT Testing 8am to noon
22	Parent/Teacher Conferences - 6:30pm-8:30pm
23	Thanksgiving Liturgy & Awards – SPECIAL SCHEDULE – 10:30 dismissal Powderpuff football game – 3 PM (Peyton Athletic Complex) Bonfire and Pep Rally – following Powderpuff game
24-27	Thanksgiving Vacation - SCHOOL CLOSED

28	School Reopens
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DECEMBER 2022

2	School-wide Mass at St. Mary's Church
14	2nd Quarter Mid-Marking Period - Grades Due 6am Faculty Meeting/Curriculum Development – PM ACTIVITY SCHEDULE Student Dismissal @ 1:15 PM
22	Advent Liturgy – SPECIAL SCHEDULE Dismissal @ 10:30 AM
23-1/2	Christmas Vacation - SCHOOL CLOSED

JANUARY 2023

3	School Reopens
6	School-wide Mass at St. Mary's Church
11	Faculty Meeting/Curriculum Development – PM ACTIVITY SCHEDULE Student Dismissal @ 1:15 PM
16	MLK DAY - SCHOOL CLOSED
24-26	Semester exams
27	Make-up Exams/Conflicts; Grading Day End of 2nd Quarter & 1st Semester
31	Grades Due 6am

FEBRUARY 2023

3	School-wide Mass at St. Mary's Church
15	Faculty Meeting/Curriculum Development – PM ACTIVITY SCHEDULE Student Dismissal @ 1:15 PM
17	National Honor Society Mass – 1:00 PM
20	Presidents Day - SCHOOL CLOSED
22	Ash Wednesday – Mass Schedule
23-25	School Musical
25	Registration for Junior & Senior High – 9am – noon

MARCH 2023

1	3rd Qtr. Mid-Marking Period Grades Due 6am
3	School-wide Mass at St. Mary's Church
6	Iowa Test – Grade 10 Junior/Senior College Visit Day/Day of Service; 11 <sup>th</sup> and 12 <sup>th</sup> grade Retreat Make-Up Day

15	Faculty Meeting/Curriculum Development – PM ACTIVITY SCHEDULE Student Dismissal @ 1:15 PM
20	Faculty In-Service – No students
22	Eucharistic Revival assembly at Camden Catholic HS
31	End of 3rd Quarter

#### APRIL 2023

4	Grades due – 6 AM
5	Lenten Liturgy – SPECIAL SCHEDULE
6-16	Easter Vacation – SCHOOL CLOSED
17	SCHOOL REOPENS
19	Faculty Meeting/Curriculum Development – PM ACTIVITY SCHEDULE Student Dismissal @ 1:15 PM
24-28	Senior Trip

#### MAY 2023

2	AP Exams – Environmental Science (am); Psychology (pm)
3	AP Exam – English Literature and Composition (am)
5	<b>School-wide Mass at St. Mary's Church;</b> AP Exam – US History (am)
6	SATs @ GCHS
8	4 <sup>th</sup> Quarter Progress Report grades due 6 AM; AP Exam - Calculus AB (am)
9	AP Exam - English Language and Composition (am)
10	AP Exam – Biology (pm); Faculty Meeting/Curriculum Development – PM ACTIVITY SCHEDULE Student Dismissal @ 1:15 PM
11	Prom
15	Academic Honors Banquet – 6:30 – 9:30 PM ( <b>Masso's</b> )
23-25	Senior Exams; 8 <sup>th</sup> grade exams
24	Sports Banquet - 6:30 pm ( <b>Masso's</b> )
26	Senior and 8 <sup>th</sup> grade Make-up exams & conflicts
29	Memorial Day - SCHOOL CLOSED
30	Senior Class Meeting - 9:00am in the Gym Senior Graduation Practice - 12 noon - Our Lady of Hope Parish, Church of St. Agnes;
31	Senior Graduation Practice - 12 noon - Our Lady of Hope Parish, Church of St. Agnes

#### JUNE 2023

1	SCHOOL CLOSED Senior Awards Breakfast - 9:00am <b>Auletto's</b>
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	Baccalaureate Mass & Graduation - 2:00pm - Our Lady of Hope Parish, Church of St. Agnes
6	Junior High Awards Breakfast - <b>9:00am Auletto's</b> Junior High Graduation – 12 noon St. Mary Church
12	Last Class Day for Underclassman
13	Closing Liturgy; Awards; Elections; Clean Lockers – SPECIAL SCHEDULE
14-16	Senior High and 7th Grade Exams
19	Conflicts/Make-up Exams
20	Grades Due 6am End of 4th quarter & 2nd semester Teacher Grade Verification and check-out – 10 AM

This handbook has been composed and updated for this school year for your guidance and convenience to acquaint you with the rules and regulations, activities, curricula and traditions of Gloucester Catholic High School. The administration reserves the right to change and update the information provided in these pages at any time.

## INTRODUCTION:

**Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith;** they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Gloucester Catholic is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community.

Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the faith which the Church has received from her divine founder.

## CATHOLIC SCHOOL ENVIRONMENT:

As a community whose primary mission is the teaching of the Faith, Gloucester Catholic maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected and agree to support these standards and the mission of the school.

**If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching.** Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

Gloucester Catholic **strives to be welcoming, respectful, and sensitive to each student's unique needs, while always being clear** about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – **when those teachings do not suit society's currently-popular views.** Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church or introduce confusion about its teachings.

### IMPORTANT NOTICE

The principal of the school has the sole and absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing in this handbook limits the **principal's authority** to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose penalties for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

### NONDISCRIMINATION POLICY

The school admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, in its admission policies, scholarship and loan programs, athletic and/or school-administered programs.

## SENIOR HIGH STUDENT COUNCIL OFFICERS

2022 - 2023

President – Genevieve Driscoll

Vice President – Dyheim Watson

Secretary – Ella Kain

Treasurer – Anthony Hartman

## SENIOR REPRESENTATIVES

Scarlet Cabrera

Aidan Collins

Isabella Connearney

Chelsea Madera

Mike Petito

William Toth

## JUNIOR REPRESENTATIVES

Brady Belfus

Kyle Guldin

Emily Leahy

Madison Maeser

Kayla McGirl

Sofia Yucis

## SOPHOMORE REPRESENTATIVES

Luca Bove

Brody Driscoll

Ava Godby

Alex Kuc

Trevor Leone

Aislinn Murphy

Jude VanAuken

## GREETINGS

This handbook is provided to help you become acquainted with your school. If you have attended Gloucester Catholic High School before, we invite you to take advantage of knowing your school a little better.

Our responsibility is to provide opportunities for spirituality, service, scholarship, leadership, citizenship and assembly programs. Your responsibility is to help us to be a fine school. This can be accomplished by showing respect for your fellow students and teachers, for school property, displaying proper courtesy at all times in the classrooms, corridors, assemblies and cafeteria. This is the foundation upon which a good school is built.

## ALMA MATER

We hail Thee Gloucester Catholic  
Thy honor and glory acclaim  
We join in mighty chorus  
Our pride, our joy, Thy Name.  
With loyal hearts we praise Thee,  
Ever strong and true,  
Firm in our stand  
**We'll always be St. Mary's High to you.**

## CHORUS

Hail Alma Mater  
We Thy children bring homage and love  
As we Thy praises sing.  
From near and far  
We answer to Thy call  
Pledging our work  
Our Faith, Our Hope in all.

## CHORUS

We Hail Thee Gloucester Catholic  
Thy honor is steadfast and true.  
We pledge ourselves forever  
In loyalty to you.  
Go on forever, go on.  
Let Thy banners sail  
Honor and Truth through all the years  
Thy wisdom will prevail.

## REPEAT CHORUS

ADMINISTRATION, TEACHERS AND  
SUPPORT STAFF

2022 - 2023

ADMINISTRATION

Mr. Thomas Iacovone ..... Principal

Mr. Thomas Reed ..... Assistant Principal for Academic Affairs/Technology Director

STUDENT PERSONNEL SERVICES

Mr. Jeffrey Cordner ..... Guidance Director

Ms. Kaia Turner ..... Guidance Counselor

Mr. Ryan Murphy ..... Director of Enrollment

DISCIPLINE

Mr. Ian Chrzanowski ..... Dean of Students

ATHLETIC PROGRAM

Mr. Ryan Meehan ..... Director

SPIRITUAL FORMATION

Rev. Renante Orain ..... Director of Catholic Identity

## RELIGION

Mr. Jeff Cordner  
Mr. Thomas Flynn  
Mr. Ryan Meehan  
Mrs. Beth Quinn  
Mrs. Alaina Silber\*

## ENGLISH

Mr. Thomas Flynn  
Mrs. Maureen Morgan  
Mr. Tom Reed  
Mrs. Alaina Silber  
Mrs. Sharon Zuccarelli\*

## LANGUAGE

Mr. Ian Chrzanowski\*  
Ms. Kathryn Wharton  
Mrs. Andrea Ziccardi

## MATHEMATICS

Mrs. Winifred Murphy\*  
Mrs. Julia McHenry  
Ms. Amy Pinardo  
Ms. Kathryn Wharton

## SCIENCE

Mrs. Elizabeth Amorosi  
Ms. Amy Pinardo  
Mrs. Sandra Rehrig\*

## SOCIAL STUDIES

Mr. Ian Chrzanowski  
Deacon Kevin Heil  
Mr. Thomas Iacovone  
Mrs. Beth Quinn

## FINE & PRACTICAL ARTS

Ms. Bridgette Heisler

## MAINTENANCE

Mr. Joe Steckclair

## BUSINESS

Mrs. Maureen Morgan  
Mr. Connor Smith

## JUNIOR HIGH FACULTY

Ms. Rebecca Leonchuck  
Mrs. Elizabeth Mariani – Lead Teacher

## PHYSICAL EDUCATION/HEALTH

Mr. Connor Smith

## NURSING AND HEALTH SERVICES

Ms. MaryKate McGlinn-Palo

## OFFICE OF DEVELOPMENT

Mr. Patrick Murphy  
Mr. Gus Ostrum

## TRANSPORTATION COORDINATOR

Mr. Ian Chrzanowski

## SECRETARIAL STAFF

Mrs. Ann Barron\*  
Mrs. Kimberly Driscoll  
Mrs. Shannon Forand  
Mrs. Deborah Heins  
Mrs. Val Castagna  
\*Volunteer

## BUSINESS MANAGER

Mr. Joel Gervasi

## PHILOSOPHY OF EDUCATION

Gloucester Catholic is a Catholic school in the Diocese of Camden, New Jersey. Our Catholic school creates a unique setting **within the ideal of Christian education, “to make people’s faith become living, conscious, and active through the light of instruction.” (General Catechetical Directory #17)**

Gloucester Catholic’s educational program is unique because its design and operation foster and integrate religion with the task of learning and living. It is contemporary because it enables students to address with Christian insight the multiple problems facing individuals and society today. It is oriented toward Christian service by providing students with the opportunity to acquire skills, virtues, and habits of heart, mind and soul required for effective service to others.

**Gloucester Catholic’s philosophy of education is an outgrowth of our definition of a Catholic institution. A school’s philosophy** must be predicated in some way on the societal conditions in which it exists, because the primary role of that school is to prepare young people to take a responsible place in that society. Gloucester Catholic students do not simply fit into or cope with society; they are young men and women capable of taking active roles in shaping that society. It should be recognized that high school years make a lasting imprint on the spiritual character of young people. Our philosophy of education is concerned with the whole student—the spiritual and ethical, the intellectual and physical, the psychological and societal.

We are not only physical, but spiritual beings. The integration of religious truths and values with life distinguishes the Catholic school from other schools. This integration is a matter of crucial importance today in view of contemporary trends and pressures to compartmentalize life and learning, and to isolate the religious dimension of existence from other areas of human life.

Each student is an individual whose potential must be challenged and whose uniqueness must be nurtured. Because of the demands of our pluralistic society, intellectual growth is essential. Therefore, our school insures this growth by providing a curriculum which is challenging and varied, giving each student the opportunity to develop according to his or her own ability and interest.

Although we are individuals, we must live in society. Thus, the school must provide students the opportunity to live in a community where the qualities of understanding, respect, and compassion are valued. Ethical orientation toward each other within both the school and secular communities is as important to us as our **students’ cognitive growth. Students are taught to take responsible roles in society, and to this end the school expects the students to learn and practice leadership, taking responsibility for their actions.**

Therefore, the concerns of our school are: first, **to provide a community of faith in which our value system and the student’s spirituality are supported and developed;** secondly, to provide the student with the opportunity to grow intellectually and physically according to his or her own capabilities; and **finally, to provide for the student’s psychological and social well-being.** The student is thereby led to take his or her place as an active member in the community.

## GOALS

Our Gloucester Catholic Community maintains the Statement of Philosophy and accepts our common responsibility to achieve the following objectives.

A. To create a faith community:

- **of people who earnestly desire to make Gloucester Catholic a community of faith which is indeed “living, conscious, and active.” (General Catechetical Directory #17)**
- of people who are encouraged to live the Gospel message as proclaimed by Jesus.
- of people who devote specific time to liturgies, personal prayer, and growth through spiritual activities.
- of people who integrate their concern for the Christian community with their responsibility to the total human community.
- of people who understand and appreciate their unique value as children of God and members of society.
- of professional and para-professional personnel who take a sincere interest in the welfare of youth, offering not only subject matter but also values, encouragement, and counseling; a community capable and willing to implement our educational philosophy.
- of honest and open communicators.

B. To assist in the building of character:

- by encouraging students to act from Christian principles.
- **by clarification of Christian values and moral decision regarding one’s duty to God, self and community.**

C. To promote our community’s intellectual progress:

- by stimulating initiative, critical thinking and resourcefulness in the pursuit of knowledge to develop a desire for learning

now and in the future.

- by developing competence in all forms of expression, with an emphasis on reading, oral and written forms.
- by developing mathematical skills, including computational and logical reasoning.
- by developing an awareness of significant changes in knowledge, technology and society.

D. To establish proper social attitudes:

- by providing knowledge for intelligent citizenship.
- by fostering respect for the rights of individuals and groups, regardless of position, race, nation or creed.
- **by awakening interest in the social conditions of one's community and of society in general.**
- by urging students to exert a wholesome influence wherever they are situated.
- by making students conscious of their duty toward the common good.
- by encouraging students to participate in extra-curricular activities, including those which are offered in order to learn how to compete with others in a healthy Christian atmosphere.
- by providing knowledge and awareness of global environmental issues.

E. To develop loyal Americans:

- by emphasizing that rights are accompanied by obligations.
- by familiarizing students with the interdependence of our global family.
- by inculcating a keen appreciation of our American heritage.
- by training students to participate responsibly in government whether as voters or officials.

F. To cultivate the aesthetic and emotional faculties:

- by teaching the students to appreciate culture and beauty in the world and creatively use their energy.
- by offering courses in the arts.
- by providing guidelines in the selection of entertainment, especially regarding music, film, literature and social media.
- by encouraging refinement in manners, speech, and dress.

G. To promote physical health, emotional well-being, and safety:

- by instilling Christian respect for the human body.
- by promoting the understanding and practice of good health habits necessary for maintaining physical and emotional well-being.
- **The Catholic Church teaches, "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity."** (*Catechism of the Catholic Church*, 2393).

Gloucester Catholic **strives to be welcoming, respectful, and sensitive to each student's unique needs, while always being clear about Church teachings.** Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – **when those teachings do not suit society's currently-popular views.** Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church or introduce confusion about its teachings.

H. To equip students for their vocational needs:

- by leading them to think seriously of their lifework and to take proper counsel regarding it.
- by requiring mastery of skills needed for employment or continued study.
- by fostering a better understanding and appreciation of the basic life styles we are called to as a Christian: single, married, priesthood or religious.

## GRADUATE PROFILE

Each student who graduates from Gloucester Catholic will:

- be a faithful citizen, who models good Christian values
- be a reflective person who will make informed decisions using critical thinking and sound moral judgments
- be a person with a strong sense of personal responsibility and self-reliance
- be actively involved in his/her community, as well as the world at large, through service to others, with special attention to the poor and vulnerable
- be able to accept diversity among people
- be able to effectively communicate
- be prepared to be a life-long learner
- be someone who continues the Gloucester Catholic family traditions of knowledge, faith and loyalty
- value his/her academic accomplishments
- support the school and its efforts through active alumni participation

## ACTIVITIES PROGRAM ELIGIBILITY REQUIREMENTS

1. Any student who passes all courses in a given quarter is academically eligible for all extra-curricular activities that do not have a minimum GPA requirement, (e.g., all athletic teams/cheerleaders, the school play/stage crew, the forensic team and any other activity as may be determined by the administration) for the following quarter.
2. The NJSIAA policy states that to be eligible for athletic competition during the first semester (September 1 to January 31) a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.

**“To be eligible for athletic competition during the second semester (February 1 to June 30), a pupil must have passed the equivalent of 12.5% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (January 31) Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.”**

*CL1 The NJSIAA does not establish grading policies or standards for granting credits. The local school's Board of Education has the exclusive authority to address such matters within the parameters of the State Board of Education guidelines. Therefore, the NJSIAA will not waive, either the standards set by a member school or the minimum standards set forth in Article V, Section 4.E except as provided in Section 4F(1).*

*CL2 The credit status of a transferred student, determined by the previous school, may not be changed by the present school.*

*CL3 There is no provision for make-up work for credits for second semester.*

*CL4 Waivers will not be considered for a senior who does not attain 15 credits and who fails a subject in his/her first semester, unless that senior is passing all subjects in the subsequent marking period. The student must be on track for graduation and passing all classes during the third marking period.*

*CL5 An athlete who is ineligible under Article V, Section 4.E(2) may become eligible for the remainder of the spring sports season on May 1, if he/she meets the requirements of Article V, Section 4E(2) as of that date.”*

Note: In order for a 9th, 10th, or 11th grader to become eligible per CL5, the student must be passing all courses taken during the 3rd marking period and accumulate 22.50 credits when grades are averaged for marking periods 1, 2, and 3. 22.50 credits after three (3) marking periods puts the student- athlete on track to obtain the required 30 credits at the end of the school year.

The above paragraphs 1 and 2 shall not apply to incoming students from grammar school (8<sup>th</sup> grade).

Notwithstanding the provisions of paragraphs 1 and 2 above, a pupil who is eligible at the beginning of a sports season shall be allowed to finish that season.

3. *No Gloucester Catholic student previously ineligible for athletic competition may become eligible without approval of the administration of Gloucester Catholic.*
4. Any student who has a failure and does not obtain a minimum 1.5 average or has two failures in a quarter is ineligible for performance in any new extra-curricular/athletic activity. He/she may try out for the activity/sport and practice as such. Such a student's academic status will be reviewed at mid-marking period by the administration and guidance department in association with the consent of his/her parent/guardian.
5. Any student who becomes ineligible as a result of fourth quarter academic work may avoid the stigma of commencing a new school year as ineligible by satisfactorily fulfilling a summer program of study as outlined and approved by the administration and guidance department. It is the obligation of the student, however, to initiate such special consideration by scheduling an appointment with the guidance department before June 30th. Moreover, the student's eligibility status remains subject to review and at best tentative during the first quarter of the new school year.
6. Any student, at the discretion of the Principal and the Disciplinarian, may be declared ineligible if the student's behavior is not conducive to the philosophy of Gloucester Catholic.  
The principal ultimately reserves the right to make final eligibility judgments where special circumstances so warrant.

### ACADEMIC HONORS BANQUET

Our Annual Academic Honors Banquet will be held each spring. Students in grades 9-11 who maintained First Honors and/or **Principal's Honor Roll for the first three (3) quarters in the current academic year will be invited to attend and presented** with certificates. Seniors who **have maintained First Honors and/or Principal's Honor Roll for the first three (3) quarters in the current academic year OR** are in the top 15 of their class as of the 7th semester and have received no lower than a B in any subject, will be invited to attend and presented with a certificate and medal to be worn at graduation. Each student may invite two guests @ \$35.00 per guest. There is no charge for the student.

### ATHLETIC PROGRAMS

Gloucester Catholic Senior High School is a member school of the Tri-County Conference. The seasonal sports offerings are:

#### FALL

- Cross Country-Boys & Girls\*\*
- Field Hockey
- Football
- Soccer-Boys & Girls
- Tennis - Girls
- Volleyball - Girls

#### WINTER

- Basketball-Boys & Girls\*\*
- Bowling - Boys & Girls
- Ice Hockey\*\*
- Swimming - Boys & Girls

#### SPRING

- Baseball
- Golf
- Lacrosse - Boys & Girls
- Softball
- Tennis - Boys
- Track-Boys & Girls\*\*

\*\* DENOTES JUNIOR AND SENIOR HIGH SPORT

During the season of training it is a challenge to all participants to measure up to the program both physically and scholastically.

The directed competition and good sportsmanship taught are an important part of the educational program. Those who participate in athletic competition are required to pass a physical examination by a doctor and be adequately covered by accident insurance. Details are available from the athletic department. Eligibility Policy for athletes can be found under "Activities Program Eligibility Requirements".

During the spring of each year, a sports awards night is held honoring coaches and athletes who have excelled. Athletes to be honored and their coaches are invited. Each student athlete may invite two guests @ \$35.00 per guest.

### SCHOOL TRIPS

Occasionally a class may take a field trip to a place or event of general interest to its school work. All students who wish to go on any such trip sponsored by the school must submit a permission form signed by both parents. The forms are given to the faculty moderator responsible for the group. A phone call will never be accepted in lieu of the permission form. Uniforms will be worn unless otherwise stated. When casual attire is permitted, it must comply with our casual day regulations. INDEPENDENT TRIPS OR ACTIVITIES WHICH PARALLEL A SCHOOL-SPONSORED FUNCTION ARE PROHIBITED.

### DANCES

The school may sponsor dances in the school gym throughout the year. These dances are typically conducted between 7:00pm. and 10:30pm. Those attending must conform to the standards of conduct established by the school. No student will be permitted to leave these dances before 10:00pm. A guest to our dances must be accompanied by a Gloucester Catholic student. Junior High students may not attend a dance sponsored by the Senior High, nor may Senior High students attend a dance sponsored by the Junior High.

### HOMECOMING DANCE

The traditional Homecoming Dance for Senior High students is organized by the senior class and is held in conjunction with the Homecoming football game. This dance is open to all students who are eligible to attend.

### JUNIOR MASS AND RING CEREMONY

The Junior Mass and Ring Ceremony is held in the Fall to congratulate all juniors on becoming upperclassmen. It is held during the school day and includes the blessing and distribution of school rings for those receiving them. All juniors participate in the mass and all parents of juniors are invited to attend the mass and the reception which follows. Juniors are expected to attend and participate in the mass, which signifies a rite of passage to becoming an upperclassman. A ring purchase is not necessary.

### CLASS RINGS

A \$20.00 deposit paid at time of measurement. The total price is determined by the market price of gold at the time the ring is ordered. The entire cost must be paid at the time of delivery - usually by mid-November. No student is obliged to purchase a ring.

### JUNIOR-SENIOR PROM

Each spring the school sponsors a formal dance for juniors and seniors that is organized by the junior class. The junior class assumes full responsibility for the planning and execution of the Prom and all eligible juniors and seniors are encouraged to attend. Underclassmen and non-Gloucester Catholic students may attend if they are asked by a Gloucester Catholic junior or senior.

### NATIONAL HONOR SOCIETY – SENIOR HIGH

The Marian Chapter of the National Honor Society of Gloucester Catholic High School has as its purpose the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of leadership and the development of character in the students of the high school. The National Honor Society is a nationwide organization inaugurated and approved in 1921 to promote the above-mentioned ideals in the secondary school system of our country.

### SELECTION PROCESS

To be eligible for membership a student must be a member of those classes designated as eligible in the chapter by-laws. At

Gloucester Catholic that includes all juniors and seniors. Candidates must have been in attendance at the school an equivalent of one semester.

Eligible candidates must have a cumulative average of 3.5 when they apply. Students will be evaluated on the basis of service, leadership, character, and academics.

Selection for membership is by a faculty council. The faculty council consists of five faculty members appointed annually by the principal for a term of one year. Members may be appointed to consecutive terms. The chapter adviser is an ex-officio member of the faculty council. Selection of members to the chapter will be taken by a majority vote of the faculty council AND THEIR DECISION IS FINAL.

Membership shall never be considered on the basis of grades alone. Students who are academically eligible will be notified by the chapter adviser and informed that for further consideration for selection to the NHS they must complete an application. This form must be returned to the adviser within three (3) weeks. As part of this process, applicants will be required to furnish three **(3) letters of recommendation from individuals who will provide documentation of the student's leadership, character and sustained service to the community.** Failure on the part of the candidate to return this form within the allotted time will automatically eliminate the candidate from further consideration.

If a student is absent every effort must be made to get the form in on time. A parental phone call directly to the chapter adviser must be made if the candidate cannot make any possible arrangements to get the form in on time. In this case only a one-day extension will be granted.

Students and parents must understand that an invitation to apply for membership does not guarantee selection. The application will be reviewed by the Faculty Council who will require verification of information on the form. Candidates receiving a majority vote of the Faculty Council will be offered induction to the chapter.

**Parents/Guardians and candidates will be notified of selection by the chapter's moderator prior to the installation ceremony.** Family members are invited to attend the installation ceremony.

Parents are asked not to call the school seeking information regarding the selection prior to the installation. Inquiries after the installation will be no more specific than the information presented here.

#### NON-SELECTION OF CANDIDATES

Not all students who are academically eligible will be chosen for membership. Schools are not obliged to share with parents and students information concerning non-selection for specific students. According to the NHS legal counsel, no constitutional due process requirements apply in non-selection cases.

Commonly, however, complainants question the judgment of the faculty council. It is important for students and parents to realize that a decision of this type has some subjective aspects. The principal has chosen five persons to be on the faculty council and must place a high degree of trust in this council.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS, and that the faculty council is entrusted with making the selection decisions. The National Council of NHS will not review the judgment of the faculty council regarding the selection of individual members to local chapters.

#### GENERAL COMMENTS ON NHS

Selection to the NHS is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate those qualities.

In evaluating potential membership for leadership, service and character the faculty council has developed a working definition of these qualities.

The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community will be considered, provided they can be verified.

The criterion for service can be defined in terms of the value of the contribution. It must reflect an ongoing and sustained commitment, generally exceeding ten (10) hours of effort, for which the student is not paid nor receives any academic credit. Examples of appropriate service might include volunteer work in a hospital or nursing home, as a religious education instructor, **or as an altar server or lector in one's parish.**

Character is probably the most difficult criterion to define. The faculty council will consider the positive aspects of character as well as the negative traits.

Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking school rules are poor membership risks but will not be automatically excluded from consideration for membership.

**Article IX, Section 4 of the Constitution of the National Honor Society states in part: "A description of the selection procedure shall be published in an official school publication which is widely available to all student and parents in the school." Accordingly, the selection procedure for Gloucester Catholic is incorporated in the Student/ Parent Handbook. Please read the information carefully so you will be familiar with the selection process.**

A student who fails to maintain the scholastic average of 3.3 for one quarter will receive a warning. If the student fails to maintain 3.3 for two consecutive quarters, he/she will be dropped from the National Honor Society and will only be reinstated when the student achieves two consecutive quarters of scholastic average of 3.3.

### SCHOOL PAPER - RAMPAGE

The school newspaper of Gloucester Catholic has as its basic purpose the presentation of good wholesome school spirit by keeping the student body informed of past, present and future activities. In addition to the above, it offers students gifted in the literary field an opportunity to develop their talents.

### SCHOOL CLUBS/ACTIVITIES

Visit our website at [www.gchsrams.org](http://www.gchsrams.org) for a listing of clubs and activities.

### SCHOOL PLAY/STAGE CREW

The school play is presented annually by our student body. All students who are academically eligible may try out for a part or to work on the stage crew. Most practice sessions are held after school hours and on the weekends. The good academic standing of all candidates accepted must be approved by the administration before they are officially approved for their part in the play.

The stage crew must likewise be approved by the administration for the role they play in the annual stage production.

### STUDENT COUNCIL

The Student Council consists of elected representatives from each grade level as well as an elected executive board and an appointed faculty moderator(s). In addition, three students per homeroom are chosen to assist in the service projects carried out by Student Council. Its purpose is to provide the opportunity for students to be elected by their peers and to acquire experience in conducting meetings in addition to planning and working together to provide social, cultural, and various other experiences for the student body.

#### ELECTIONS

Elections are held in the spring of each year with freshmen and junior high elections taking place the following fall. The President and Vice-President are from the senior class and the Sec./Treas. is from the junior or senior class. All three offices are filled by a vote from the entire student body after hearing speeches from the candidates.

All those nominated must maintain a 2.5 GPA and must be free of any major discipline problems. Those seeking election must become familiar with the Constitution of the Student Council in order to understand nomination procedures and requirements as well as their responsibilities when elected. All nominees also sign a contract agreeing to perform specific duties during their term of office.

### YEARBOOK - MARYAN

**The Maryan, our annual yearbook, best tells the story of the school's activities. It serves as an incomparable memory book for the students, freshmen to seniors, and a reliable record of the academic year. While due emphasis is placed on seniors, the underclassmen have their proper and very important places and are a part of the story of the year.**

Students may apply for a position on the staff, and members are selected by the advisor.

### STUDENT PERSONNEL SERVICES

Counselors and an administrative assistant working in the Student Personnel Services Area are available to provide a full range of services for each student. Every student is invited to come to the Student Personnel Services Area to avail himself/herself of these services offered.

The following list is a sample of topics that are most often handled:

- 1) course offerings and any difficulty that a student may have with them
- 2) setting up schedules

- 3) **standardized testing (SAT's, PSAT's, IOWA's, COGAT, Star Assessment)**
- 4) particular and general college requirements
- 5) **one's abilities, interests, aptitudes, etc.**
- 6) scholarships
- 7) personal concerns

### COURSE SELECTION – SENIOR HIGH

Programming of students into courses for the next school year begins in the spring. Incoming freshmen are assigned required courses of study and grouped. A placement test is required as a central part of the assignment process. There is also a careful analysis of their elementary education, standardized testing, and parent/student preference forms.

**Upperclassmen likewise begin scheduling for the following year's courses in the spring. Before registration takes place, course selection sheets are given to each student that list the required subjects and various electives for a particular level. Parental approval of all electives is required and in fact the course selection sheet should also meet with the approval of Student Personnel Services. Selections are then entered into PowerSchool. The school reserves the right to make any changes in the student's chosen subjects when the circumstances dictate that such changes be made: e.g., failure of a subject at the end of the year; not meeting established criteria; lack of sufficient approval from subject-area teachers; discontinuation of a course due to lack of student registration; etc.**

### CHANGE OF SCHEDULE – SENIOR HIGH

A student who wishes to withdraw from a particular class or to change to another section must first discuss such a decision with his parents and then contact/meet with a Student Personnel Services counselor. Ordinarily, care is taken to honor individual preferences during the course selection process and later requests for change should be the exception. At any rate, it is to be understood that such special consideration will be limited to the first two weeks of the new school year. In addition, a request of this nature will necessarily involve subject-teacher consultation by Student Personnel Services.

Complete withdrawal from a subject, without the substitution of another course selection, will be rare.

## GRADUATION REQUIREMENTS – SENIOR HIGH

	Requirements
Total credits	120 credits
Religion	20 credits* (5 each yr.)
English	20 credits (5 each yr.)
Algebra 1	5 credits
Geometry	5 credits
Mathematics (other)	5 credits
Life Science/Biology (lab)	5 credits
Science (other)	10 credits
World History	5 credits
World Language	5 credits
U.S. History	10 credits
Fine/Practical Arts	5 credits
Physical Education	1.5 credits
Health	4.5 credits
Personal Financial Literacy	2.5 credits
Electives	16.5 credits

Students must earn a minimum of 120 credits in order to graduate. These shall include four years of Religion, four years of English, three years of mathematics (including Algebra I and Geometry), two years of United States History, one year of World History, three years of natural and/or physical science, one year of fine or practical arts, one semester of physical education and three sections of health, one semester of Personal Finance, and one year of a world language. Career education is infused throughout the curriculum.

\* In some cases, where transfer students from public schools have had no opportunity to receive credits for religion courses, the religion credit requirement may be adjusted.

## MARKING SYSTEM

At Gloucester Catholic a student is evaluated in each course in the following ways:

A+	(97-100)	Excellent
A	(93-96)	Exceptional
B+	(89-92)	Outstanding
B	(85-88)	Very Good
C+	(81-84)	Above Average
C	(77-80)	Average
D+	(74-76)	Below Average
D	(70-73)	Passing
F	(0-69)	Failing

## FAILURES

Except for unusual circumstances, a student may not repeat a course he or she has taken and failed at Gloucester Catholic. In the event a subject is failed for a year, a student must normally attend an approved summer school in order to make up the deficiency of course credit requirements.

If a student makes up a failure (or failures) in an approved summer school, the mark will be recorded on his permanent record and credit given.

Two failures per year may be made up in summer school; with more than two failures the student may not return to Gloucester Catholic without special consideration of the Principal.

## REPORT CARDS

Parents who have honored their tuition agreement will have access to student grades through PowerSchool and will receive copies of report cards through the designated email address(es) in the PowerSchool system.

## MID-MARKING PERIOD GRADES

All students and their families are encouraged to access PowerSchool to monitor student progress.

Each quarter a mid-marking period date will be set on which parents/students can view grades that have been certified as updated and accurate by teachers as of that time. The mid-marking period dates for 2022-23 are: 10/4; 12/14; 3/1; 5/8. A copy of grades for that date will be maintained in a digital file in Guidance. Midway through the 4th quarter, notices will be sent to those students in danger of failing for the year. By the end of the third quarter an additional form/letter will be sent to the parents of seniors who are in danger of failing for the year. In addition, parents may receive follow-up calls, e-mails, and/or scholastic reports as the teacher deems necessary.

The advantages of this process are these:

- 1) Parents will be given sufficient warning to possibly aid the student in passing for the year.
- 2) Parents will be able to make appropriate summer and vacation plans to accommodate summer school programs.
- 3) Some graduation-requirement problems might be avoided.
- 4) Guidance will have time to meet with these students and advise them regarding their pending failures and summer school registration.

**If parents have a question about their student's progress at any point during the school year, they are encouraged to contact either the individual subject teacher or the Guidance Office.**

## PARENT-TEACHER INVOLVEMENT

It is essential that parents be informed of the progress of their sons and daughters. It is expected that both students and their families will take advantage of PowerSchool to monitor student progress. Scholastic Reports may also be issued at any other **time during the quarter at the teacher's discretion. Likewise, rare, if ever, would be the situation where a student would fail** for a quarter without some timely notification to the parents of this possibility. Certainly, if there is any parental concern whatsoever, parents may initiate an interview with any one of the Administration or Faculty by calling the school and scheduling an appointment. Generally, parent-teacher interviews are conducted after the report cards have been issued for the first quarter. Dates

are listed in this handbook.

## TUTORING

Students who are falling below class requirements may request help from their subject teacher. They may also be tutored privately by members of the National Honor Society or by students who are recommended by their subject teachers.

## HONORS

**A student who has no grade lower than an A in all major subjects is eligible for PRINCIPAL'S LIST. Satisfactory conduct is a prerequisite for this honor.**

**A student who has a majority of A's and no grade lower than a B in all major subjects is eligible for FIRST HONOR ROLL OF MERIT. Satisfactory conduct is also a required expectation for this praise.**

A student who has no grade lower than a B in all major subjects is eligible for SECOND HONOR ROLL OF MERIT. Satisfactory conduct is also a required expectation for this praise.

Any student who has a C in any major subject (excludes PE, Health, **Driver's Ed.**, CPR, Post-Secondary Planning, Digital Literacy, and junior high Specials) will not qualify for any honors at all. A failure in PE or Health will exclude a student from the Honor Roll.

A student who so distinguishes him/herself by being part of the honor roll receives recognition of the fact at school assemblies, in school publications, and on school social media.

# CURRICULUM

Gloucester Catholic High School has divided its curriculum into seven (7) groups of subjects according to academic difficulty and present college curriculum compatibility. Such divisions in no way infer a lack of importance.

## COURSE OFFERINGS BY QUALITY GROUP SENIOR HIGH

### GROUP 1 SUBJECTS

Computer Programing (with AP option)  
Accelerated Pre-Calculus  
Advanced Placement Biology  
Advanced Placement Chemistry  
AP English Language and Composition  
AP English Literature and Composition  
AP Environmental Science  
Advanced Placement Psychology  
Advanced Placement U.S. History  
AP Calculus AB

### GROUP 2 SUBJECTS HONORS

US History 1 Honors  
US History 2 Honors  
Algebra 1 Honors  
Algebra 2/Trig. Honors  
Geometry Honors  
Probability and Statistics Honors  
English 1 Honors  
English 2 Honors  
English 3 Honors  
English 4 Honors  
Physics 1 Honors  
Honors Philosophy  
Religion 4 Service  
All RCSJ courses

### GROUP 2 SUBJECTS

English 1, 2, 3, and 4  
US History 1 & 2  
World History  
Sociology  
Psychology  
**American Gov't/Current Events**  
Pre-Calculus CP  
Probability and Statistics  
Algebra 1 & 2  
Geometry

Personal Finance  
Anatomy and Physiology  
Biology  
Chemistry  
Forensic Science  
Physical Science  
Zoology  
French 1, 2, 3  
Spanish 1, 2, 3, 4  
Earth Science  
Accounting 1  
Computer Applications  
HTML  
Writing Fiction and Non-fiction  
Sports Marketing  
Religion 1, 2, 3, 4

### GROUP 3A SUBJECTS

Art 2, 3  
Geometry: Skills and Concepts  
Spanish Grammar 1 & 2

### GROUP 3 SUBJECTS

Pre-Algebra  
Business Math 1 & 2  
Applied Reading  
Art 1  
Culinary Arts

### GROUP 4/5 SUBJECTS

CPR  
Drivers Ed  
PE  
Health  
Music Appreciation  
Fundamentals of Art  
Introduction to Computers  
Digital Literacy

## RANK IN CLASS

One of the criteria by which colleges and universities select prospective candidates is the student's rank in class. This rank, together with a transcript of semester averages of a student's day by day work, his College Board (SAT) (ACT) scores, his participation in extra-curricular activities, and his character references from the Administration, Guidance Department and faculty constitute the determining factors for acceptance into college. Moreover, class rank is an essential consideration in the NJ STARS and other academic award programs.

How is class rank determined? A list of the six relevant groupings of courses (subject to revision each year) follows below.

Marks	Group 1	Group 2H	Group 2	Group 3A	Group 3	Group 4
A+ (97-100)	7.5	7.0	6.5	6.0	5.5	4.5
A (93-96)	7.0	6.5	6.0	5.5	5.0	4.0
B+ (89-92)	6.5	6.0	5.5	5.0	4.5	3.5
B (85-88)	6.0	5.5	5.0	4.5	4.0	3.0
C+ (81-84)	5.5	5.0	4.5	4.0	3.5	2.5
C (77-80)	5.0	4.5	4.0	3.5	3.0	2.0
D+ (74-76)	4.5	4.0	3.5	3.0	2.5	1.5
D (70-73)	4.0	3.5	3.0	2.5	2.0	1.0
F (0-69)	0.0	0.0	0.0	0.0	0.0	0.0

Class rank is calculated using our PowerSchool administrative software. A defined algorithm multiplies the quality points accumulated from grades earned with the number of credits for the course. This total is then divided by the number of credits to arrive at a class-rank-index.

Class rank is determined by the Guidance Department at the end of the 2nd, 4th, 6th, 7th and 8th semesters. A comparison of **each student's class-rank-index** is made to show **a student's relationship to all other class members and the rank is added to** his or her transcript (e.g., 21/185).

Remedial courses/grades completed with tutors are subject to review by the administration. The highest grade given will be a C+. Quality points are not assessed to athletics, co-curricular involvements, or courses taken in area colleges outside of the RCGC Partnership. In this way, they do not affect class rank.

If two or more seniors earn an identical class rank at the conclusion of four years, the highest composite SAT score at any one sitting will be considered a tie-breaker to determine the order of speakers at commencement exercises.

## RCSJ PARTNERSHIP

Gloucester Catholic Junior Senior High School was the first private institution to partner **with Rowan College's Center for College and Career Readiness**, a program that helps high school students better prepare for the rigors of higher education. It affords students a single point of service to obtain personalized career counseling, free financial aid and test preparation workshops, and discounted college courses.

This exclusive partnership provides students with the opportunity to pursue Gloucester Catholic and college credit courses while also exploring potential fields of interest. High school juniors and seniors can save valuable time and money as they seek remediation prior to beginning their collegiate studies.

A core of required courses must be completed at Gloucester Catholic. All courses taken at RCSJ must have prior approval by Gloucester Catholic guidance department.

All RCSJ **courses will appear as part of the student's official Gloucester Catholic transcript**. Eligible courses will count as Group 2H for class rank. Students have the option to include or exclude these courses from their class rank and GPA.

## STUDENT PERSONNEL SERVICES

### APPOINTMENT SLIPS

A student may make an appointment to meet with a counselor or be requested to meet with a counselor. If a student is required to go to the Student Personnel Service Area at any time during the day, the Counselor will give the student a pass. Tests take priority over a Guidance Pass. The pass must be presented to the classroom teacher at the designated time. The teacher will

acknowledge the pass, and when it is time for the appointment the student will leave the classroom quietly. When he returns the student must show the Guidance pass (time noted) to the teacher whose class he regularly attends at the time of his return. All students should sign the log in the Guidance Office.

## TRANSCRIPTS

Transcripts of credits for transfer to another school will not be sent until all book and financial obligations have been settled with the Business office.

A student transferring from our school to another will follow **the procedure outlined under “withdrawal.”**

A fee is charged for each additional transcript.

Should an outside agency (such as a potential employer, credit concern or bank, etc.) request such records, only the facts of attendance and date of graduation or withdrawal will be released. If said agency submits a release signed by the person in question, then everything requested will be given.

## COLLEGE VISITS

Three (3) college visits or three (3) days for seniors and two (2) college visit for juniors are permitted. A NOTE FROM A PARENT OR GUARDIAN MUST BE SUBMITTED TO GUIDANCE FOR APPROVAL AT LEAST 24 HOURS BEFORE THE SCHEDULED VISIT. OTHERWISE, IT IS NOT AN EXCUSED ABSENCE. A signed form verifying attendance at a college or open house scheduled on a school day will be required.

## SEMESTER EXAMINATIONS

The school year for Gloucester Catholic students is divided into two semesters of two quarters each. At the end of each semester, **students will be required to take an examination for most subjects. The semester examination is worth 20% of a student's semester grade.** Special days are designated for the administration of these important exams. All students are expected to be in attendance. Any make-up or conflict exams **MUST** be made up on the specified day. No exam may be taken prior to the scheduled time and day. Generally, students must be in good standing (all obligations met) to take their exams. Seniors earn the privilege of exemption from a regularly-scheduled exam (certain projects are not subject to this policy) if they meet the following criteria:

First semester:           A in each quarter to be exempt  
Second semester        A average for S2, but must have A in 4th quarter

Example:    3rd Qtr. 4th Qtr.

A	A	exempt
B, B+	A	A average; exempt
A	B, B+	A average; not exempt

## ACADEMIC INTEGRITY & PLAGIARISM

We believe that honesty in academic work is necessary for the effective intellectual development of the student, the fair evaluation of his academic performance, and most importantly as a moral demand of our religious faith.

A student can violate academic integrity in two major ways: (1) by committing plagiarism or (2) by violating the rules of an assignment.

1. Plagiarism is the unacknowledged use of the ideas, words, research or assistance of another in preparing an assignment. **Some common forms of plagiarism are using another person's words as if they are your own, putting another person's work in your own words without documentation, or even presenting someone else's line of thinking in the development of a thesis as though it were your own.** Education of course depends greatly on an exploration of the ideas and writings of others. Many assignments will require a student to research those ideas and writings. Whenever the words, ideas or research of another are used, however, the student must acknowledge that use. Your teachers will provide guidance and instruction as to the accepted methods of identifying sources clearly and accurately.
2. Violating the rules of an assignment. **A student who prepares an assignment in such a way as to “get around” the legitimate purpose of that assignment is also guilty of academic dishonesty.** Some examples of violating the rules of an assignment include **copying someone else's homework, falsifying data for a lab report, or submitting the same term paper for different**

**assignments without the instructor's permission. It is the student's responsibility to understand the rules under which an assignment is to be completed.**

Other examples of compromising academic integrity would be:

- a. **copying another student's answer on tests, quizzes, lab reports; taking an electronic copy of another's work and submitting it as one's own, etc.**
- b. discussing answers with other students during the test itself or in between classes.
- c. the use of cheat sheets, copies of tests, or other unauthorized information either during or before the administration of the test, e.g. photos taken of test/quizzes.
- d. **resubmission of old work, either your own or someone else's** without prior approval from the instructor
- e. allowing a parent or friend to do your work and presenting it as your own effort
- f. **impeding the academic progress of other students, including, for example, taking another student's text or notebook from his/her locker without permission or stealing or defacing another student's work.**

#### PENALTIES FOR ACADEMIC DISHONESTY

The penalty for academic dishonesty is normally a zero for the assignment. Also, a report of all violations of this policy will be made by the teacher to the Assistant Principal for Academic Affairs. Serious or chronic violations could be reason for further **penalties and could be reason for a student's dismissal from school.**

#### APPEALS

A student who believes he has been unfairly treated under the Academic Integrity Policy should first discuss the matter with the teacher who gave the assignment. This discussion should take place in private and outside of class time. If, after an objective discussion with the teacher, the student still feels falsely accused, the matter may be appealed to the chairperson of the department in which the class is scheduled. If the teacher happens to be the chairperson, the principal will designate a teacher who is qualified to provide a fair and objective review. The principal of the school has the final say in all matters of academic dishonesty.

#### WITHDRAWAL

Whenever a student is transferring from Gloucester Catholic High School to another school, he/she should proceed as follows:

- 1) Have parent complete a transfer form and return it to the Guidance Office.
- 2) Pay all outstanding debts and return all state books.
- 3) Turn in student I.D. card.
- 4) Have parent pick up transfer card.
- 5) Transcripts are sent directly from Gloucester Catholic to the Guidance Department of the other school.

#### STUDENT RECORDS

Barring a court order to the contrary, both parents have equal access to their **child's record.**

#### DIRECTORY INFORMATION

The administration of Gloucester Catholic High School designates the following categories of student information as Directory Information. This information can be disclosed by the administration to responsible third parties without parental notification. The following categories of information are so designated:

- **Student's name, address, phone number, D.O.B., email address.**
- Height, weight.
- Class schedule, dates of attendance, honors, awards, clubs, and teams.
- Photos of the student participating in school athletic contests and/or other school activities.

#### SENIOR HIGH FINANCIAL INFORMATION

Tuition: The Diocese of Camden offers the opportunity for Catholic High School education for students in all six counties of the diocese. The cost of providing quality education within a Christian environment for these students must be met in major part through tuition and fees.

The tuition rates for the 2022 - 2023 school year are as follows:

1st Child – Underclassman .....	\$ 10,800.00
Each additional Child – Underclassman.	\$ 9,850.00
1st Child – Senior.....	\$11,750.00**
Each additional Child – Senior .....	\$ 10,125.00**

\*\*Graduation Fee Included (Grade 12) - \$275.00 (non-refundable)

Gloucester Catholic High School contracts with **FACTS Management Co. (“FACTS”)** for the collection of tuition. Tuition payments through FACTS are made automatically from either your checking or savings account or charged to your credit card. Since payments are **automatic, you don’t have to remember to write and mail checks every month and your payments are never missed.** As a result, your school receives its tuition income on a regular, predictable schedule, helping us to better manage and control our expenses. There is a one-time (non-refundable) enrollment fee of up to \$44.00 (depending on the payment plan selected) that is withdrawn 10 days after your account is activated by the school.

Parents may choose one of the following payment plans:

- (1) Payment in full by August 20th (family may deduct 1% from this payment). No enrollment fee with this option.
- (2) Semi-annual plan – 2 equal payments on August 5th or 20th, and January 5th or 20th. \$10 enrollment fee.
- (3) Monthly plan – 11 equal payments beginning July 5th or 20th and ending May 5th or 20th. \$44 enrollment fee.

Parents of new students enroll in FACTS online through the Gloucester Catholic website.

Fees: Registration Fee - \$275.00 (non-refundable) Due: Day of Registration

School/Tech Fee - \$200.00 (non-refundable)

Due: Payable through FACTS

## JUNIOR HIGH FINANCIAL INFORMATION

Tuition: The Diocese of Camden offers the opportunity for Catholic High School education for students in all six counties of the diocese. The cost of providing quality education within a Christian environment, for these students must be met in major part through tuition and fees.

The tuition rates for the 2022 - 2023 school year are as follows:

1st Child – Seventh Grade .....	\$ 5,950.00
Each additional Child – Seventh Grade .....	\$ 5,425.00
Each additional Child – Seventh Grade (if older sibling attends GC Senior High	\$ 5,200.00
1st Child – Eighth Grade .....	\$ 6,100.00**
Each additional Child – Eighth Grade .....	\$5,575.00**
Each additional Child – Eighth Grade (if older sibling attends GC Senior High	\$5,350.00**

\*\*Graduation Fee Included (Grade 8) - \$150.00 (non-refundable)

Gloucester Catholic High School contracts with **FACTS Management Co. (“FACTS”)** for the collection of tuition. Tuition payments through FACTS TUITION are made automatically from either your checking or savings account or charged to your credit card. **Since payments are automatic, you don’t have to remember to write and mail checks every month and your payments are never missed.** As a result, your school receives its tuition income on a regular, predictable schedule, helping us to better manage and control our expenses. There is a one-time (non-refundable) enrollment fee of up to \$44.00 (depending on the payment plan selected) that is withdrawn 10 days after your account is activated by the school.

Parents may choose one of the following payment options:

- (1) Payment in full by August 20th (family may deduct 1% from this payment). No enrollment fee with this option.
- (2) Semi-annual plan – 2 equal payments on August 5th or 20th, and January 5th or 20th. \$10 enrollment fee.
- (3) Monthly plan – 11 equal payments beginning July 5th or 20th and ending May 5th or 20th. \$44 enrollment fee.

Parents of new students enroll in FACTS online through the Gloucester Catholic website.

Fees:

Registration Fee - \$150.00 (non-refundable) Due: Day of Registration

School/Tech Fee - \$75.00 (non-refundable)

Due: Payable through FACTS

## TUITION AID

Financial aid is applied for within your FACTS account by selecting Start Application in the FACTS Grant & Aid tile. Submissions are due by December 31, 2022. Families must apply for financial aid each year.

## FINANCIAL OBLIGATION CAUTION

If in the course of the school year, the terms of the tuition agreement are not met, and if bills for tuition and fees become delinquent, the following collection/caution applies:

Delinquent more than:

30 days – Family must contact the business office to explain delay and work out a plan of relief.

60 days – Family must meet with the Principal.

90 days – Student can no longer participate in extra-curricular activities, including athletic programs, until all past due tuition and fees are restored to current.

The following cautions are applicable:

1. no student will be registered for the following year. Access to PowerSchool will be withheld until all conditions of the agreement have been met for the present year. This includes report cards and transcripts.
2. any graduating student with outstanding debts may not participate in graduation ceremonies or receive the official school diploma.
3. transcripts for students transferring are forwarded only when debts are paid.

## DRIVES

In order to help defray the cost of ordinary - as well as extraordinary -- repairs, improvements, and maintenance without increasing the tuition payments, certain drives are held throughout the school year. The cooperation of the students and parents is required to make these important fund-raising activities a success without putting a burden on just a few families.

The official school drive is our annual Basket Auction (winter/spring).

THE PRINCIPAL MUST APPROVE ALL FUND-RAISERS.

## STUDENT IDENTIFICATION CARD

THE STUDENT ID MUST BE VISIBLE AT ALL TIMES DURING THE SCHOOL DAY. Each year all students are provided with a new wallet-sized photo identification card. If the card is lost or defaced, it must be replaced. This I.D. also functions as an electronic key which must be used by the students to enter the building. It is activated weekdays between the hours of 7AM and 3PM. It may be requested when books are withdrawn from the library, at school dances and at other times. If a student withdraws from the school, the I.D. cards will be surrendered and deactivated.

## HEALTH

A Registered Nurse provides the nursing service of Gloucester Catholic.

**The nurse's office is located on the second floor of the main building next to the library. The nurse is available throughout the school day from 7:55 A.M. until 2:25 P.M.**

### HEALTH HISTORY

Parents are requested to fill out a health history questionnaire at registration. It is expected that parents will keep the school informed of any health problems that develop during the course of the school year, as well as anything that may occur during the summer months. This includes any surgery, any immunization boosters, any new allergies, etc. If a student has any special needs, such as preferential seating for hearing or visual problems, please notify the school nurse so that she may bring it to the attention of the appropriate teachers.

In the event of a physical disability, either temporary or permanent, that prevents a student from participating in Physical Education, **a certificate from the student's physician is required, stating the reason for the medical excuse and the time period it is to cover.**

## REQUIRED IMMUNIZATION – ALL STUDENTS

Chapter 14 of the N.J. State Sanitary Code requires the following immunizations for school attendance:

- DTap- 4 doses
- Polio- 4 doses
- MMR - 2 doses
- Hepatitis B - 3 doses
- Varicella - 1 dose
- TDap - 1 dose
- Meningococcal - 1 dose

In addition to the above immunizations, Mantoux Tuberculin testing is required for the following **students: “Those in any grade who transfer from another state or from another country, who do not have a valid record of a Mantoux tuberculin test result.”**

The school is required to maintain a record of immunization for every student, which shall include the date of each individual immunization.

Notices will be sent to parents if immunization records are incomplete. Parents are given a reasonable amount of time in which to complete the requirements. If after a reasonable amount of time has elapsed, the student does not have all immunizations completed, he/she will be excluded from school.

## HEALTH SCREENINGS

1. Vision screenings: Grades 8 & 10
2. Audiometric screenings: Grades 7 & 11
3. Blood pressure screenings: Grades 7, 8, 9, 10, 11 & 12
4. Scoliosis screening: Grades 7, 9, and 11 (Students may be excused from scoliosis screening only upon receipt of a written request from parent or guardian.

## REFERRALS

Whenever a health problem is suspected or one of the above screenings is unsatisfactory, a referral is sent home to parents. It is expected that parents will have **their family physician evaluate the problem and then return the referral with the physician's findings and recommendations to the school nurse. Referrals are made for the students' well-being, so please do not ignore them.**

## EIGHTH GRADERS, FRESHMAN & NEWLY ENROLLED STUDENTS

Seventh-graders, freshman and newly enrolled students are required to have a complete physical examination by their family physician prior to the start of the school year. This physical will be sufficient for participation in sports during the year.

## ILLNESS

If during the course of the school day, a student becomes ill, he/she must obtain a Nurse Pass from the teacher of that particular **class, to leave. The student then reports directly to the nurse's office. If the nurse deems it advisable** for that student to go home, the parents are contacted by phone. If parents cannot be reached, either at work or home, the emergency number that has **been provided by the parents will be utilized. The student must remain in the nurse's office or in the main office** until someone comes. A student is never permitted to leave school alone-unless the parent or guardian gives permission and assumes responsibility for it. A student who reports to school after the third period of the day has begun will be considered absent 1/2 day. To be credited for a full day, a student must be present for a minimum of five (5) full periods.

In the absence of the nurse, an administrator should be contacted.

## ADMINISTRATION OF MEDICATION

The New Jersey Department of Education Health **Guidelines recommend: “Parents should be encouraged to administer medications at home whenever possible. Medications should be administered in school only when necessary for the health and safety of students.”**

If a student must take medication during school hours, the following procedures must be observed:

1. The prescribing physician must provide a written request for administration of the medication, including diagnosis, dosage, frequency, and possible side effects.
2. Parent or guardian must provide a written request for administration of the medication, including time it is to be given.

3. ALL MEDICATION MUST BE BROUGHT TO SCHOOL IN ORIGINAL PHARMACY CONTAINER, WITH PHARMACY LABEL CLEARLY MARKED with patient's name, date, medication name, dosage instructions, and physician's name.

4. Medication must be left with nurse.

Medications will not be administered, unless these procedures are followed. NO EXCEPTIONS!!!!

If a student complains of headache, cold, menstrual cramps, etc. and requests a pain reliever, acetaminophen (Tylenol) may be given only with a written request from the student's parent or guardian.

Students may not carry any pills (prescription or over-the-counter) on their person, nor may they take medication on their own. (Students requiring the use of asthma inhalers or epi-pens are the only exceptions, but still must follow # 1-3 above).

Any pills or medications that are brought to school that are not in accordance with the above will be confiscated and discarded by school personnel.

#### DISASTER EMERGENCY PLAN

If a student requires daily medication for a serious medical condition, please send a three (3) day supply following the procedure outlined in #1-4 above, to be secured and used ONLY in case of an emergency situation requiring the school to shelter in place.

### ATHLETIC SCREENINGS – ALL STUDENTS

Any student playing a sport for Gloucester Catholic must have a current physical (within the last 365 days) on file in the nurse's office before they will be permitted to play or practice. Physicals must be performed by a licensed physician and be completed on the State of New Jersey's Pre-Participation Physical Evaluation Form. No other forms will be accepted. In addition to the Pre-Participation Physical Evaluation Form, all athletes must fill out Sports Participation Permission Form, a NJSIAA Steroid Testing Policy and Concussion Policy Form, and acknowledgement of receipt of Sudden Cardiac Death and Eye Injury Fact Sheets. These forms are available from the school nurse or the school's website under Health Forms.

Only one athletic physical is required per school year. To participate in any subsequent sports, a student must present a completed Health History Update, along with a permission form for the new sport. These forms are available from the school nurse or [from the school's website under Health Forms](#).

### DISCIPLINE POLICY

Gloucester Catholic is a Catholic school and as such subscribes to its belief in the redeemed value of each person. Teachers, **as well as administrators, should have faith in the student's ability to want to do the right thing. Such a positive approach**, while it can create student trust and faith, can build self-confidence, and can improve morale, does not mean that students are provided license or unrestricted freedom to do as they please. Freedom is linked invariably with responsibility. A person who is truly free is one who acts and chooses while fully accepting the consequences of his actions. Restrictions should not be looked upon as only negative controls. Restrictions that are placed in keeping with the responsibility needed grant to the individual more freedom and as such become rewards.

Gloucester Catholic imposes sanctions for various behavior that is not consistent with the proper atmosphere for a Catholic school. These sanctions are described and common examples of behavior that may result in each type of sanction are listed. Please be aware that the Principal, the Disciplinarian and other members of the Faculty and Administration may impose sanctions for offenses that are not listed if they conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. While this section explains typical disciplinary procedures, the Principal and Disciplinarian have the authority to alter these procedures as they deem warranted in a particular situation.

Gloucester Catholic employs five possible sanctions in order to maintain a proper atmosphere. They are:

1. Detention
  - Personal
  - School
2. Suspension
  - In-School
  - Out-of-School
3. Probation
4. Resolution
5. Expulsion

## DETENTIONS

### PERSONAL DETENTION

Individual teachers are the first disciplinarians of the school and are encouraged to administer personal and immediate discipline in their classroom environment. THE INDIVIDUAL TEACHER WILL HANDLE ALL ORDINARY OFFENSES AND CASUAL DISREGARD FOR RESPONSIBLE CONDUCT. A Personal detention, therefore, is one administered by a teacher, usually for an infraction of classroom procedure. The teacher makes arrangements for these detentions with the student. Students will be given twenty-four (24) hour notice before serving a personal, after-school detention. These detentions will be a minimum of one-half hour in duration.

FAILURE TO REPORT TO PERSONAL DETENTION WILL RESULT IN MORE SERIOUS DISCIPLINARY ACTION.

The following infractions warrant a Teacher Detention:

- Inappropriate language
- Consistent lack of classroom preparation
- Minor class disruption
- **Failure to follow individual teacher's classroom procedures**
- First three (3) latenesses to class in a semester (4th + may be written up)

### SCHOOL DETENTION

While teachers are urged to administer their own personal discipline, certain situations will necessitate that the matter be referred to the Disciplinarian, who could issue a school detention.

**It is the teacher's responsibility to inform the** Disciplinarian of infractions by filling out the appropriate form and placing it in his/her mailbox, as soon as possible. In making referrals, teachers allow the Disciplinarian the discretion to judge the situation and they likewise relinquish their own decision as to possible sanctions.

A school detention normally meets Tuesday and Thursday in a designated area from 2:25 to 3:25. Students will serve detention on the detention day noted on the form given to them during homeroom. Students will not be excused from school detention, except for the most serious of reasons and then only with the expressed permission of the Disciplinarian. A parent must make this request no later than third period on the day of the detention.

While serving a school detention, students are to observe total silence and may not put their heads down on the desk. Students may leave the detention room to assist school personnel, but only after they personally obtain the appropriate form from the Disciplinarian. Permission may be denied.

Any student who is scheduled for school detention on a day and at a time that conflicts with his/her desire to participate in an extra-curricular activity (sports included) may be granted permission to reschedule that detention if the following procedure is followed:

- 1) The student makes the request in person to the Disciplinarian at least 24 hours in advance of the detention.
- 2) The student has not made a similar request to reschedule a school detention more than once during the school year.

Permission will normally be granted, unless the original detention was given for either a serious infraction or for cutting a previous school detention. Any student who violates this procedure and participates without permission will be suspended or serve additional detentions.

A student who cuts one detention will be required to make up two detentions. Those who cut two detentions will be automatically suspended from school and may not participate in extra-curricular activities on that day.

At the **Administration's discretion, a student may be denied the privilege of participating in extra-curricular activities** or lose senior privileges while detentions are being served.

### DISCIPLINARY REFERRALS

Although it is impossible to include all punishable offenses in a comprehensive listing, below are some of the more common offenses that should be referred to the Disciplinarian.

- violation of the dress code - including hair/grooming
- cutting class or truancy
- repeated classroom misconduct
- disrespect toward school personnel or fellow students

- fighting
- smoking
- fourth and subsequent lateness to class in a semester
- drug/alcohol use - during school or at any school related activity
- public display of affection (teachers may deal with a first offense, if they wish)
- leaving school grounds without permission, once they have arrived.
- destruction or abuse of school property
- stealing
- cutting personal detentions
- unauthorized contact with outsiders of any age during the school day
- behavior outside school (including use of Internet, computer or electronic devices) that draws unfavorable public attention to Gloucester Catholic
- gambling
- use of a cellular phone, camera, or other audio-visual device during the school day
- listening to any type of audio device during the school day, other than in permitted areas
- grossly offensive language and gestures
- inappropriate behavior on bus
- not having student I.D.
- violation of the computer acceptable use policy

Dependent upon the circumstances and the severity, any of the above infractions could result in detention, suspension, probation or expulsion.

#### SUSPENSION

If a student manifests a continuing attitudinal problem with discipline, including an inordinate number of school detentions, he/she will be suspended. It may be in-school or out-of-school suspension.

At the discretion of administration, a student may be suspended for any single infraction of a serious nature.

In-School Suspension - duration determined by the Disciplinarian.

- The student is not permitted to attend classes and will be responsible for class work, test or quizzes on the day(s) of suspension.
- The student must report to the Disciplinarian at the start of the school day on each day of the suspension.
- The student is responsible for all work previously assigned that may be due during the suspension (e.g. term papers, book reports, projects, etc.)
- The student is responsible for all work that may be required on the day of return to class (e.g. homework, test, quiz. etc.).
- The student is not allowed to attend or participate in any school-related activity on the day(s) of the suspension.
- The parent/guardian of the student will receive verbal and written notification of the suspension. The written notification must be signed by the parent/guardian and returned to the Disciplinarian the next school day.
- If a student is absent on the day of the scheduled suspension, a doctor's note must be presented to the** Disciplinarian

Out-of-School-Suspension - student is suspended immediately, duration determined by the Disciplinarian

- The parent/guardian of the student will receive verbal and written notification of the suspension.
- Before the student can be re-admitted to school, a parental interview must be held with the Principal and/or the Disciplinarian depending upon the circumstances.
- The student is not permitted to attend classes, be in the building or on the school grounds at any time during the suspension and will be responsible for making up tests or quizzes given during the suspension period within three (3) days of returning to school.
- The student is responsible for all work previously assigned that may be due during the suspension period (e.g. term papers, book reports, projects).
- The student is responsible for all work that may be required on the day of return to class (e.g. homework, test, and quiz).

f) The student is not allowed to attend or participate in any school-related activity on the day(s) of the suspension.

The following infractions warrant an Out-of-School Suspension:

- serious disrespect
- fighting
- assault
- serious insubordination
- harassment (any behavior which prompts or motivates confrontation)
- stealing
- serious violation of the Internet policy
- verbal or written statement of intent to harm

#### PROBATION

At the discretion of the administration, a student who is suspended may be placed on probation for a period of 90 days or longer, depending upon the infraction.

Any serious infraction during the 90-day probation may necessitate expulsion. As far as participation during the 90-day probation, no student will be allowed to participate in any extra-curricular activity whether in school or outside our school for the first 30 days. Certain violations may require a longer period of non-participation. At the end of 30 days an automatic review will take place and upon approval he/she may resume participation in extra-curricular activities.

#### RESOLUTION

The final step before expulsion is a written resolution, signed by the student and parents, in which they resolve and promise to take specific steps to correct the disciplinary problem. This resolution is typically used only after all previous disciplinary consequences (e.g., probation) have failed to alter negative behavior or when a particular infraction is serious enough that the Principal or the Disciplinarian concludes that such a resolution is warranted.

#### EXPULSION

The Secondary School Policy Manual of **the Diocese of Camden has these guidelines on expulsion: "The expulsion of a pupil from a Catholic school is an extremely serious matter and it may be the cause of permanent bitterness within a student if there is the slightest trace of injustice evident. Since it is such a severe punishment, it should not be used except as a last resort and after most serious deliberation. Expulsion of a student may occur for extremely grave infractions of school regulations; for continued undesirable conduct detrimental to the moral or physical safety of others or disrespect for duly authorized authority."**

Therefore, when all other disciplinary measures have been applied and parents have been adequately informed, a student may be asked to withdraw from Gloucester Catholic. The following infractions, in line with the guidelines, in themselves and among others, make a student liable for expulsion:

- a) attendance at school or at a school function whether on or off school property under the influence of alcoholic beverages or illegal depressive, stimulative, or hallucinogenic drugs including marijuana (including 18-year-old students)
- b) the transportation, sale, or storage of contraband, including a weapon, on school property (the school protects its right to periodically search lockers) or at school functions off school property
- c) gross disrespect to a faculty member
- d) actions, which could potentially harm lives
- e) **behavior, which is completely contrary to Gloucester Catholic's religious philosophy or publicly scandalous.**

The procedures outlined above certainly indicate the values upon which this high school is based. Discipline, understood in the manner explained, can enhance the personal development of the young person. While not an end in itself, such discipline is a primary reason why parents will sacrifice to provide more for their children.

In light of the above comments, parents should be circumspect when students have complaints about discipline received. The Principal and the Disciplinarian in the private school are truly **"in loco parentis" and value their roles and responsibilities.** To communicate agreement and give wholehearted support in the presence of a son or daughter without investigating the details with the Disciplinarian does an injustice to the student and is a disservice to us as educators. Complaints concerning fairness, even valid objections, which remain at the rumor level, do not help the fine image of our educational standards, do not help our children, and hinder the processes of positive discipline. Parents are always encouraged to consult with school officials and seek justice.

## DRESS AND GROOMING CODE

A reasonable dress code supports the goals of neatness and good grooming. Evidence is now available which shows that young people are apt to succeed more when their self-esteem is uplifted by a fitting personal appearance.

There are also other practical considerations: students act better, are spared unnecessary peer competition in dress, and are saved from the anguish of indecisively wondering what to wear each day when there is a fair dress code in effect.

At Gloucester Catholic in recent years, we have attempted to provide a dress code that is both flexible and suitable to our purposes. Parents are expected to assist the school in encouraging their daughter or son to abide by the dress code.

ALL JUNIOR AND SENIOR HIGH STUDENTS AND NEW STUDENTS MUST PURCHASE THE UNIFORM ITEMS OUTLINED BELOW from our uniform provider, Risse Brothers, 901 E Clements Bridge Rd Unit 3B, Runnemede, NJ 08078 (856-751-0175).

**All kilts, boy's pants, girl's trousers, shirts, blouses, sweaters and polos. Uniform shoes can be purchased from any store where the specified shoe is sold.**

### GIRLS

Summer Uniform Dress Code - September 6 to October 27 and March 13 to the end of the year.

- 1) Plaid uniform kilt with visible logo on the hem. Uniform slacks are optional for all girls
- 2) Maroon uniform polo shirt with school logo.
- 3) Maroon tights plain, with no holes, design or pattern.
- 4) Uniform shoes - BROWN EASTLAND PLAINVIEW OXFORD OR SPERRY A/O BROWN TOP-SIDER SHOES

Winter Uniform Dress Code – October 31 through March 10.

- 1) Plaid uniform kilt with visible logo on the hem. Uniform slacks are optional for all girls.
- 2) White blouse.
- 3) Maroon tights - plain, with no holes, design or pattern.
- 4) Uniform sweater - maroon V-neck with school logo.
- 5) Long-sleeve ¾ zip
- 6) Uniform shoes - BROWN EASTLAND PLAINVIEW OXFORD OR SPERRY A/O BROWN TOP-SIDER SHOES
- 7) Seniors only: white or maroon varsity sweater with logo and maroon or gold stripes on the sleeve. THIS IS AN OPTION; V-NECK SWEATER MAY STILL BE WORN.

Additional dress regulations for girls.

- 1) Make up and jewelry must be moderate and appropriate. Dangle or large earrings are not permitted. Two sets of earrings are permitted - one set per ear.
- 2) Body piercing is never permitted - including tongue rings/balls and nose piercing.
- 3) No visible tattoos
- 4) Extreme hairstyles (i.e., shaved or cut in look) or unnatural hair color(s) are not permitted.
- 5) Outside coats, jackets or sweatshirts of any type are to be removed once students arrive at their destination inside the building.
- 6) Hats/caps may not be worn in the building.
- 7) Oversized/baggy clothes are not permitted.

### BOYS

Summer Uniform Dress Code - September 6 to October 27 and March 13 to the end of the year.

- 1) Khaki uniform pants with logo on back pocket.
- 2) Maroon uniform polo shirt with school logo
- 3) Uniform shoes - BROWN EASTLAND PLAINVIEW OXFORD OR SPERRY A/O BROWN TOP-SIDER SHOES

Winter Uniform Dress Code - October 31 through March 10

- 1) Khaki uniform pants with logo on back pocket
- 2) White button-down collar shirt with logo on the collar

- 3) Neck tie
- 4) Uniform sweater - maroon V-neck with school logo.
- 5) Long-sleeve  $\frac{3}{4}$  zip
- 6) Uniform shoes - BROWN EASTLAND PLAINVIEW OXFORD OR SPERRY A/O BROWN TOP-SIDER SHOES
- 7) Seniors only: white or maroon varsity sweater with logo and maroon & gold stripes on the sleeve. THIS IS AN OPTION; V-NECK SWEATER MAY STILL BE WORN.

Additional dress regulations for boys.

- 1) Socks must be worn by all boys.
- 2) A belt must be worn by all boys.
- 3) Boys may not wear earrings, nose-rings, etc. or excessive jewelry.
- 4) Body piercing is never permitted - including tongue rings/balls and nose piercing
- 5) No visible tattoos.
- 6) Boys must be clean shaven.
- 7) Hair may not extend below the shirt collar. Headbands, ponytails, buns, extreme hairstyles (i.e., shaved or cut in look) or unnatural color(s) are not permitted. Sideburns may not extend below the bottom of the ear.
- 8) Uniform shirts are to be tucked in at all times.
- 9) Outside coats, jackets or sweatshirts of any type are to be removed once students arrive at their destination inside the building.
- 10) Hats/caps may not be worn in the building.

#### CASUAL DAYS

A casual day is an occasional privilege and as with all privileges, its beneficial effect can be forfeited because of the irresponsibility of the few. Casual means a relaxed attitude toward dress, which does not result in extremes.

In accordance with our Catholic identity, all students are expected to dress modestly on these days. Explicitly excluded as suitable wear on a casual day are:

- 1) skorts/rompers
- 2) tee shirts with offensive or vulgar words or pictures
- 3) torn or patched clothes
- 4) see-through or transparent apparel
- 5) tank top
- 6) bare shoulders
- 7) bare mid-drift
- 8) mini skirts
- 9) sandals or backless shoes
- 10) visible tattoos
- 11) body piercing

Additionally, girls must wear shirts/tops that are long enough to be tucked into their pants/skirt and no skin may be visible.

Violators will be sent home to change, lose a future casual day privilege and serve a minimum of one school detention.

#### OTHER CIRCUMSTANCES

In an emergency, flexibility in the dress code will be tolerated. However, students must bring a note from a parent/guardian to the Disciplinarian explaining why they are not in uniform. The Disciplinarian will provide the student with a signed pass, connoting permission for the student to be out of uniform that day.

When a student must be out of uniform, dress similar to that stipulated in the student uniform dress code must be worn (dress pants, etc. for the boys; skirt/dress, etc. for girls, tie shoes.). Sandals, boots, or backless shoes are not permitted. Students who violate the dress code will not be permitted to attend classes that day.

## PERSONAL ELECTRONIC DEVICES/ AUDIO VISUAL DEVICES

The use of any type of camera, including cell phone cameras, photo and/or video and other types of recording devices are prohibited without the expressed signed permission of an administrator. A student must request the permission for a specific period of time and have his/her agenda signed by an administrator. A violation of this policy will result in the personal electronic device (cell phone iPad, etc.) being confiscated and turned over to the Disciplinarian, and the student will be disciplined.

### PERSONAL ELECTRONIC DEVICES (CELLULAR PHONES, IPADS, IWATCHES, ETC)

Students must follow the rules of the classroom teacher concerning all personal electronic devices, which the teacher will explain and have documented. Any student who violates the classroom policy will have the electronic device confiscated and turned over to the Disciplinarian.

Students will be allowed the use of their devices in the cafeteria and library during non-instructional time. However, at NO TIME should electronic devices be used as a camera, to video, make phone calls, text, Skype, FaceTime, or to access any social media sites during school hours.

For any violation of the Personal Electronic Devices policy, the student may pick up the device from the Disciplinarian at the conclusion of the school day.

In addition, the student using the device or **providing the device for another student's use will be subject to the following.**

1st offense - One (1) school detention and parental notification.

2nd offense - Three (3) school detentions and parental notification.

3rd offense - One (1) day of in-school suspension and parental conference.

## BREATHALYZER

The school is in possession of a breathalyzer and reserves the right to use this device at any time during a regular school day (which shall include but not be limited to summer session and after-school detention) or during a school-sponsored event or activity (which shall include but not be limited to school dances, proms, athletic events, field trips, etc.), either on school premises or away from school premises, on any student suspected of being under the influence of alcohol. In case of a positive reading, parent(s) will be contacted, and normal school sanctions will be enforced.

## DRUG TESTING

Any student may be required to submit to a drug test for athletic participation purposes or from the general student population if requested by the school administration (see policy on Suspected Substance Use). This program is being initiated to protect your son/daughter from unnecessary exposure to drugs and other illicit substances and is intended to be a deterrent, not punitive.

## SUSPECTED SUBSTANCE USE

If a student (including an 18 year old) displays evidence of being under the influence of an illegal depressant, stimulant, hallucinogenic drug, including marijuana, (in the judgment of the principal or highest administrator present) at any time during the school day or at any extracurricular activity (on or off school property) parents will be notified and the student will be required to **undergo drug testing at the parents' expense within 24 hours of leaving the school premises or premises of the place where the school sponsored event or activity takes place.** Failure to comply with the 24 hour requirement will be equivalent to a positive test result. The student may not return to school until we have received notification that the drug test was completed.

## LANGUAGE/HARASSMENT

Students are expected to use appropriate spoken and written language during the course of the school day and while attending any school activity, whether held on or off the school premises. Offensive and vulgar gestures are included in this policy.

In the same context, students are expected to treat each other with respect. Any accusation of harassment (sexual, ethnic, racial, physically impaired) or physical abuse will be vigorously investigated, and appropriate sanctions will be levied if the accusations are proved to be factual.

## SMOKING / VAPING

The Surgeon General has stated that smoking is hazardous to the health of both the smoker and those exposed to the smoke. Federal law prohibits the sale of cigarettes to anyone under eighteen (18) and New Jersey law further states that smoking

violations by juveniles now fall under the jurisdiction of Municipal Court. Also, a law passed by the New Jersey Legislature in July 1989, makes it illegal for anyone to smoke anywhere in a public school building.

In an effort to make our students' environment as safe as that in every public school in the State of New Jersey, **SMOKING, THE USE OF ELECTRONIC CIGARETTES/VAPING, OR CHEWING SMOKELESS TOBACCO WILL NOT BE PERMITTED ON SCHOOL PROPERTY AT ANY TIME.**

Our purpose is not only to curtail student smoking but also to protect others from the harmful effects of secondary smoke. Additionally, students may not smoke/vape or use smokeless tobacco within a one block radius of the school between the hours of 7 a.m. and 4 p.m. or at any time within that one block radius if in uniform.

Anytime a student is caught in possession of an electronic smoking device they will be sent home and required to get a drug test to assure both the school and his family of the substance inside the device.

If drug test is negative the following disciplinary consequences will be carried out. If the drug test is positive, then a parental conference is required upon students return to school (see our Suspected Substance Use Policy for further information).

Students smoking/vaping or chewing smokeless tobacco on school property will be subject to the following:

1st offense - three (3) school detentions and parental notification.

2nd offense - one (1) day suspension and parental notification

3rd offense - indefinite suspension, parental conference with the Disciplinarian and the Principal to determine whether the student will remain at Gloucester Catholic.

In addition, students in possession of any tobacco products or electronic cigarettes will have them confiscated and are subject to the following:

1st offense - two (2) school detentions, and parental notification.

2nd offense - three (3) detentions and parental notification.

3rd offense - indefinite suspension, parental conference with the Disciplinarian and the Principal to determine whether the student will remain at Gloucester Catholic.

## RETREATS AND CHRISTIAN SERVICE

Every student participates in a retreat each year. There are additional retreat options for students throughout the year that are optional. The class level retreat is, however, mandatory. Junior High School students make a retreat with both 7th & 8th grade participating. Freshmen and sophomores are required to participate in a Service Retreat Day with their class level. Juniors and seniors are required to participate in an annual retreat with their class level. Juniors and seniors are also required to complete a minimum of 20 hours of service per year and 60 hours per year for seniors enrolled in the Christian Service Class. Service Hours count as part of a student's religion grade. **All service projects/activities must be pre-approved by the Director of Catholic Identity and the Director of Christian Service. Juniors and seniors participating in the KAIROS Retreat during the year may count it as their annual retreat requirement. Your son or daughter's retreat will take place on the date designated on the student handbook calendar unless a cancellation is necessary due to inclement weather or another circumstance.**

Unless designated otherwise, the school dress code is in effect for the day, as are the ordinary rules and regulations for comportment expected of our students. The school provides bus transportation with an appropriate number of chaperones for a full day of activities. Students should pack a lunch. Students will return to Gloucester Catholic before the end of the school day in order to facilitate their transportation home or to additional activities.

If a student misses a retreat, the school will schedule a make-up day for an additional charge of \$25.00. Failure to report to this make-up will result in an appropriate school sanction. Attendance at an annual retreat is a requirement for completion of every student's course of studies for the year.

## ATTENDANCE POLICY

It is the hope of Gloucester Catholic High School that parents will understand that any action taken regarding student attendance is remedial rather than punitive. It is also the intention of Gloucester Catholic High School to resolve attendance problems so that the student may develop his/her potential to the fullest, derive the greatest benefit from the educational opportunities offered at the high school and thus become a productive member of society.

Regular attendance is a very important factor in attaining success in schoolwork. It is a factor that is noted by college admissions officers and by employment offices. Students should not be absent except for a serious reason. A student must be present a minimum of five (5) class periods to receive credit for a full day.

Parent(s) of any student who will be absent from school for two weeks or more due to illness must contact the Student Personnel Services department of the school to arrange for home instruction, as provided by the state law. The status of any student who is absent from school and on home-bound instruction for more than one semester of a given school year will be reviewed at the end of that school year.

## ABSENCES

School attendance is the responsibility of the student and his/her parent/guardian. When a student is absent from school for any reason, parent/guardian must notify the school by telephone on the day of the absence before 8:35 A.M. (456-4400). If no phone call is received by that time, the attendance secretary will contact the parent/guardian at home or at work to determine the reason for the absence. A student may not attend or participate in extra-curricular activities on the day of an absence.

The day the student returns to school he/she must present a note written by his/her parent/guardian explaining the reason for **the absence. This note is to be given to the homeroom teacher and should contain the student's full name, homeroom and section, date(s) absent, and reason.** Failure to bring a note within two (2) days of returning to school will result in disciplinary action being taken. Students, including 18-year-olds, may not write their own notes.

After an absence of three consecutive days, the student - in addition to the parental note - **must present a doctor's certificate** stating his permission for the student to return to school.

In order to avoid Credit Completion, a student must not exceed 12 absences in a full year course. Students with a documented chronic condition may qualify for an exemption for Credit Completion. (Refer to the Credit Completion section in this handbook for a more complete explanation).

**It is the student's responsibility and not that of the teacher to see that work missed during an absence is made up. Any assignment or test not made up within a reasonable time receives a grade of "F." Assignments are available on PowerSchool.**

If a student is experiencing a long-term illness, (5 or more consecutive days absent), parents **should contact the student's** Guidance Counselor.

**A student who is truant or who cuts a class must receive a grade of "zero" for the class(es) missed. IF LONG TERM TRUANCY IS SUSPECTED, A LOCAL TRUANT OFFICER WILL BE CONTACTED.**

## LATENESS

Students who arrive at school later than 7:55 must report to the main office for an admission slip. Teachers will not admit a student to class after 7:55 without this slip.

Students who arrive after the second period of the day will be admitted, however, they will not be permitted to participate in any extra-curricular or athletic events, including practice, on that day.

NO EXCUSES will be accepted by the office. Only the Disciplinarian or an administrator may excuse a lateness. A student who believes he/she has a legitimate excuse must see the Disciplinarian on the day of lateness. Otherwise, the detention is expected to be served.

Lateness by students using private transportation when busing is provided by their school district will not be excused.

Lateness for those arriving late with the appropriate documentation e.g., doctor/dentist/lab note, and court appearance will be excused by the Disciplinarian.

A student who reports to school after the third period of the day has begun will be considered absent 1/2 day. To be credited for a full day, a student must be present for a minimum of five (5) full periods. In addition, parents/ guardians of any student who accumulates more than two (2) latenesses for the quarter (LFS) will be notified. The student will serve a school detention for each lateness above two (2). Additional latenesses above ten (10) will result in a parental conference with the Principal and Disciplinarian.

Four minutes are allowed for students to pass from one subject class to another. If students report late for class without a valid and acceptable pass, their teachers will simply record the lateness, inform the students of private detention and notify the Disciplinarian when lateness becomes excessive.

**Parents/guardians may view their student's attendance/lateness record in the PowerSchool portal at any time.**

## EARLY DISMISSAL

Early dismissals will be granted for legitimate reason at the discretion of the Principal (or his/her designee in the absence of the Principal). Legitimate reasons include academic or personal business that CANNOT be conducted during non-school hours.

Appointments with physicians, dentists, and other professionals should be made for after school hours. A student will be considered absent 1/2 day if present less than five (5) class periods.

Request for an early dismissal must be made in writing by the parent/guardian and state the reason for the request. This note must be presented to the main office at least 24 hours prior to the day of the early dismissal. In case of a last-minute appointment that the parent has been unable to arrange after school hours, a note is still required and must be presented to the office first thing in the morning, along with a form from the doctor verifying the appointment. Except in the case of a family emergency, request by phone will not be honored.

Under ordinary circumstances, an early dismissal is never a reason not to hand in work/project due that day.

The office will verify all early dismissals. Upon their return to school, students who leave early for a doctor/dentist appointment or court appearance must supply the office with a form from the doctor/dentist/court verifying student attendance at said appointment.

PLEASE NOTE: In rare cases, the school may decide to dismiss early due to inclement weather or an unforeseen emergency. If that should occur, the notification will be made via our automated system, and on our website. Parents are asked to NOT CALL THE SCHOOL to request that their son/daughter be dismissed before the official dismissal time. Such calls tie up our phone lines and tend to create unnecessary confusion among the students.

### CREDIT COMPLETION

Students may not receive credit for the academic year if they are absent more than 12 days.

The amount of time required in the Credit Completion Program for those who have reached non-credit status will be based on accumulated absences/lateness. For each absence beyond twelve (12) days, the student will be required to attend Credit Completion Sessions. Any time a senior may owe must be served during senior exam week. Underclassmen who owe time must make it up in summer Credit Completion, which will begin the week of their exams and continue into the following week(s), if necessary. STUDENTS WILL NOT BE EXCUSED FROM CREDIT COMPLETION.

In keeping with dictates of fairness and procedural due process, we will hear all unusual and hardship cases brought in writing from parents/guardians of affected students concerning non-credit status. This letter must be received by the school within ten (10) days of notification of non-credit status. If a letter is not received, it is mandatory that the student attend Credit Completion. The administration may recommend withdrawal of a student who has twenty (20) or more days of unexcused absences.

Absences for the following verified reasons shall not be included in the maximum of twelve (12) allowable absences:

1. **A chronic condition related to a single diagnosis, which has been documented on the student's physical exam report by a physician and further verified in writing by any specialist the student is seeing for the chronic condition. Such medical information must be updated annually to qualify for this exemption. If the chronic condition is diagnosed after the student's physical exam, a letter from a specialist denoting the illness/ condition and the date of diagnoses, will be acceptable. An absentee note from a parent/guardian, which specifies that an absence is due to the documented chronic condition, must be provided for each absence. Otherwise, the exemption will not apply. A doctor's note received after the student is informed of the need for Credit Completion will not excuse the student from serving those days. (CI)**
2. An illness, hospitalization or disability, which requires homebound instruction. (HI)
3. Death in the immediate family, which includes parent, sibling, grandparent, or any relative who resides with the student. (DIM)
4. Legitimate school approved activity. (ACT)
5. Three college visits for seniors and one college visit for juniors per year. A NOTE FROM A PARENT OR GUARDIAN MUST BE SUBMITTED TO GUIDANCE FOR APPROVAL AT LEAST 24 HOURS BEFORE THE SCHEDULED VISITS. OTHERWISE, IT IS NOT AN EXCUSED ABSENCE. A signed form verifying attendance at a college or open house scheduled on a school day will be required. (CVE)

Vacation days taken during the school year are NEVER excused absences.

A truant student must also make up each day of truancy during Credit Completion.

The following fees apply to students in Credit Completion during and after exam week:

\$30.00	1 to 3 days
\$60.00	4 to 6 days
\$90.00	7 to 10 days

\$100.00 over 10 days

SENIORS ONLY: No fourth (4th) quarter absences are permitted. Due to the limited number of days in the fourth quarter, all absences must be **verified by a doctor's note, legal documentation or official college documentation**. Absences for the following verified reasons during the fourth (4) quarter can be appealed:

1. Death in the immediate family, which includes parent, sibling, grandparent, or any relative who resides with the student. (DIM)
2. **Serious protracted illness (5 or more consecutive school days), verified by a doctor's note.** (DOC)
3. Documented legal obligation. (PNR)
4. **Driver's Test** - not behind the wheel classes. (DRV)
5. A remaining college visit. (CVE)

All unverified absences and suspension days must be made up in Credit Completion before Graduation Day.

## ACCIDENT REPORTS

All accidents sustained by students in school, on the way to or from school, or in a school activity away from school, must be made known promptly to the main business office. Insurance forms may be obtained from the Athletic Director.

## ASSEMBLIES

Assemblies are scheduled periodically throughout the school year and are intended to be a valuable part of the educational and **spiritual process at GCHS. Included under the designation "assembly" are functions such as liturgies, educational programs and pep rallies.**

## AUTOMOBILES

Students wishing to drive to school must:

1. park their car legally and not block fire hydrants, driveways or other vehicles. Various public lots near the school are available for student parking.
2. get out of the vehicle once it is parked. No loitering in the vehicle or parking lot.
3. remain away from the car during school hours. Cars are not to be used as lockers.
4. be considerate of local residents – do not play loud music or be otherwise disruptive.
5. drive responsibly, particularly in the school zones.

Any violation of the rules regarding use of automobiles will result in disciplinary action.

## CHANGE OF ADDRESS, PHONE, ETC.

It is required that parents/guardians report in writing any change of address, parish, telephone number or any other pertinent information occurring during the school year promptly to the main office.

## CORRIDORS - STAIRWELLS

Loitering in corridors or stairwells is to be avoided during school hours. While classes are in session silence must be observed. At the change of classes students may engage in quiet conversation; unnecessary loud talking or other noise will result in disciplinary action being taken.

Students are not permitted out of their scheduled classes without an appropriate pass from a teacher, staff member or administrator. During lunch periods students must remain in the cafeteria or lavatory areas. **WHEN USING STAIRS OR CORRIDORS KEEP TO THE RIGHT.**

## DRIVERS LICENSE INFORMATION

The Motor Vehicle Division earnestly desires that lost time from school be kept to an absolute minimum. With your cooperation, not more than 2 half days are required, barring failure on some part of the test by the student. In many cases only 1/2 day is needed. These days do count as time absent from school unless the student is in by the end of the second period of the day. Behind the wheel training classes are not excused.

## EMERGENCY SCHOOL CLOSING

In the event of emergency conditions, refer to our website ([gchsrams.org](http://gchsrams.org)), radio station KYW (1060), or to any of the major **television stations in the area for accurate information.** **Gloucester Catholic's emergency number is 585.** In addition, you will receive a message through our automated system, unless you opt out. Your students may also check their Teams account for notifications.

## EMERGENCY DRILLS/PROCEDURES

Emergency/fire drills are held periodically according to state law. All students must become acquainted with fire/emergency drill instructions of every room in which they have occasion to find themselves throughout the school day.

During fire/emergency drills, absolute silence must be observed, since further instructions may have to be given over the public-address system or in the corridors by faculty or corridor proctors. At the first sound of the fire alarm students should:

1. Move quickly, quietly and orderly from the classroom following the directions posted in the room.
2. In total silence move to the assigned location away from the school building, following any command given by those in authority.
3. The last student is to close all doors to eliminate the dangers of drafts.
4. The teacher is to make a rapid final check of room, take his/her class attendance folder, and follow the class to its assigned place, where roll may be taken.
5. Students are not to carry any books but are to remain silent and attentive at all times.

The above rules must be strictly enforced as they are necessary for the safety of our students.

## HALL PASSES

An authorized hall pass is required of any student traveling through either building or between buildings during the school day.

## HOMEROOM

All students are expected to report to homeroom each day, on time (7:55). If a (2) hour delay is scheduled, homeroom will begin at 9:55am. Prayers and announcements will take place at this time and homeroom teachers will take official school attendance. The members of each homeroom should take pride in their room. They should insure that the room is kept neat and attractive looking. Homeroom teachers are encouraged to assign one or two students per week to clean the chalkboard, etc. during the homeroom period.

To a large extent school spirit and loyalty is bred by homeroom spirit and loyalty; in helping to contribute to a homeroom in which you can take pride - you help create a school in which you can take pride.

## GCHS INFORMATION TECHNOLOGY POLICIES

### NETWORK AND INTERNET ACCEPTABLE USE POLICY

Gloucester Catholic High School (GCHS) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of the school. To this end, GCHS encourages the responsible use of computers, tablets, computer networks, the Internet, and other electronic resources in support of the mission and goals of GCHS.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control completely. Therefore, GCHS adopts this general policy governing the use of electronic resources and the Internet to provide guidance to individuals and groups obtaining access to these resources on GCHS-owned or operated equipment or through GCHS-affiliated organizations.

### GCHS RIGHTS AND RESPONSIBILITIES

It is the policy of GCHS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the rules and policies governing use of the network. Within this general policy, GCHS recognizes its legal and moral obligation to protect the well-being of students in its charge. To this end, GCHS retains the following rights:

- To log network use and to monitor fileserver or cloud-based space utilization by users. GCHS assumes no responsibility and disclaims any liability for files deleted due to violation of fileserver or cloud-based space allotments.

- To remove a user account from the network or cloud-based services.
- To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet or network activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to GCHS equipment and resources and, specifically, to exclude those who do not abide by the GCHS acceptable use policy or other policies governing the use of school facilities, equipment, and materials. GCHS reserves the right to restrict online destinations through software, hardware or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

#### STAFF RESPONSIBILITIES

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of GCHS.
- Staff should make reasonable efforts to become familiar with computers, tablets, and the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
- Staff members who use electronic equipment must comply with the User Responsibilities listed below.

#### USER RESPONSIBILITIES

Use of the electronic media provided by GCHS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons.

To maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

#### ACCEPTABLE USE

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of GCHS.
- Proper codes of conduct in electronic communication must be used. In news groups, bulletin boards, blogs (web logs), chats, etc., personal information regarding oneself or others may not be given out. If using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- Users must remember that all information posted on the Internet is likely to be viewed by others. Even e-mail, chat or text **messages cannot be presumed to be hidden from outsiders' eyes.**
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Under no condition should you give your password to another person or allow them to use a computer or device while logged on with your account.
- Subscriptions accessed through school computers must be reported to the system administrator. Prior approval for such subscriptions is required for students, staff and other patrons.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- Use appropriate language when communicating.
- From time to time, GCHS will make **determinations on whether specific uses of the network are • consistent with the acceptable use practice.**
- If a student must correspond with school personnel by e-mail or another messaging system, only school matters or matters appropriate to be discussed in school should be communicated and, preferably, only through the RamsNet system.

#### UNACCEPTABLE USE

- Giving out personal information about another person, including home address or phone number, is strictly prohibited.
- Users will not agree to meet with someone met online. Any contact, or attempted contact, of this nature or the receipt of any message of this nature should be reported to school authorities immediately.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal purposes shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to

other users, or misrepresent other users on the network. This includes deleting or **adding files to another person's data folder(s)**. **Also, no one is permitted to use another person's tablet or account to log on to a GCHS computer or the school's WiFi.**

- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Exploring or transmitting information that conflicts with Catholic teaching or moral values is prohibited.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, bullying, discriminatory remarks, and other antisocial or threatening behaviors directed toward another student, parent, teacher, administrator, school employee or other member of the school community are prohibited on the network or within any of the GCHS sponsored systems.
- Posting statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to another student, parent, teacher, administrator, school employee or other member of the school community is prohibited.
- The unauthorized installation of any software for use on GCHS computers is prohibited.
- Use of the network to access, receive, transmit or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network (wired or wireless) or a GCHS-sponsored system is prohibited.
- The GCHS network may not be used for downloading entertainment software or other files not related to the mission and **objectives of GCHS to a tablet or for transfer to a user's home computer or other personal device/computer. This prohibition** pertains to freeware, shareware, copyrighted commercial and non-commercial software, music files, video files and all other forms of software and files not directly related to the instructional and administrative purposes of GCHS.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network or any GCHS-sponsored system for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited, unless specifically authorized by a teacher or administrator for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat) [for example, Skype, FaceTime], is prohibited unless specifically authorized by the system administrator or a classroom teacher.
- Establishing connections to proxy sites or any other Internet resource with the intent to bypass filters established by GCHS is strictly prohibited.
- Using the school seal (logo) or motto without written permission of the principal.
- Creating a website, web page, account, blog or the like designed to look as if it was created by, or belongs to, the school, another student, a teacher, administrator, school employee or other member of the school community without the expressed, written consent of that individual.
- Creating a website or web page designed to look like an official school posting.

#### DISCLAIMERS

- GCHS cannot be held accountable for the information that is retrieved via the network.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by any GCHS system for sending or receiving private or confidential electronic communications. System administrators may have access to all mail and will monitor messages. Messages relating to or in support of illegal or immoral activities will be reported to the appropriate authorities.
- GCHS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- GCHS makes no warranties (expressed or implied) with respect to:

- The content of any device or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
- Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- GCHS reserves the right to change its policies and rules at any time, when circumstances warrant.

#### RAMSNET– “**CLOUD-BASED**” (OFFICE 365) SYSTEM USER AGREEMENT

- Gloucester Catholic High School (GCHS) is providing access to a “closed” (only GCHS-to-GCHS communications) system to all of its student body and staff. This “closed” system is a hosted service, on a Microsoft platform.
- All student RamsNet accounts are property of Gloucester Catholic High School.
- Email, chat and communication activities must comply with all applicable policies. The user accepts all responsibility to understand those policies.
- A student can be removed from the system after graduation, leaving the school, or any infractions outlined below.
- The primary purpose of the RamsNet system is for students to communicate with school staff, limited outside resources related to school assignments, and fellow students to collaborate on school activities. Account user names and passwords are controlled by GCHS and can be provided to parents, so those parents can monitor the account and communicate with **teachers. Use of the school’s RamsNet system is a privilege, which can be revoked.**
- Use of the RamsNet system will align **with the school’s code of conduct and the code will be used for discipline purposes. Communication through the school’s system will exhibit common sense and civility. It will abide by the school community’s mode of acceptable behavior.** Students are responsible for messages sent from their accounts. Students, therefore, should never share their passwords.
- **Messages posted on the school’s RamsNet system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the school’s email is permitted, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools.**
- Electronic mail and other communication from the RamsNet system can be checked from home, from tablets, or from school computers, as long as it does not disrupt the operation of the classroom or school.
- The RamsNet system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of either the Technology Director or the Principal. The account may be revoked if used inappropriately.
- **Students will report any unusual activities such as “spam” communications, obscene email, harassing or dangerous behaviors, and the like to the school’s Technology Director for action. Students should not forward chain letters, jokes, or graphics files.**
- Students will not identify their home telephone numbers, or home addresses in any RamsNet correspondence.
- Electronic mail sent or received by the RamsNet system is not confidential. Although GCHS does not make a practice of regularly monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the **school’s operation.**
- When issues arise, GCHS will deal directly with the student, school administration and/or parents/guardians.
- Improper use of the system will result in discipline and possible revocation of the student account.
- Illegal activities on the system may be referred to law enforcement authorities for appropriate legal action.
- The Technology Department is responsible to ensure the efficient use of the electronic system.
- The interpretation of appropriate use and future revisions of this guideline are the responsibility of the Director of Technology.
- If necessary, GCHS, at its discretion, may close the accounts at any time.

#### ONLINE STORAGE

**GCHS will attempt to provide online, “cloud-based” storage as part of our RamsNet program.** All students must remember that all applicable portions of the GCHS Network and Internet Acceptable Use Policy apply to the use of this online storage as well. Although the Network and Acceptable Use Policy delineates most examples, the following are specifically listed as Unacceptable on RamsNet-hosted online storage:

- Any files that are illegal or against the teachings of the Catholic Church.
- Any files shared by any peer-to-peer system.
- Any files designed to harm a computing system or disrupt its functioning

## POWERSCHOOL

Gloucester Catholic High School currently utilizes PowerSchool as its student information system (SIS). As a convenience to GCHS parents and students, GCHS has implemented a PowerSchool Parent/Student portal, providing on-line access to real-time student information via a secured Internet site. Any parent or student desiring access to this information through the portal agrees to abide by and support the expectations presented in this agreement.

In the interest of security, GCHS reserves the right to change user passwords or deny access at any time.

All users agree to protect any information printed or transferred to a personal computer, or destroy the documentation generated from the PowerSchool portal.

Users understand that PowerSchool is a web-based, cross-platform system, but there may be certain minimum system requirements needed in order to use PowerSchool. These minimum requirements are established by the product's parent company, therefore, GCHS cannot be held responsible for them.

## SECTION I: USER EXPECTATIONS

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. GCHS supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a **child's education and improve communication between students, parents/guardians and the student's teachers**. GCHS manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians/relatives and students with a secure connection over the Internet. All parents/guardians/relatives and students will comply with the Internet use regulations and all technology regulations/procedures, as well as all other school policies that may apply.

## ELECTRONIC ACCESS TO STUDENT INFORMATION REGULATIONS

### A) RIGHTS AND RESPONSIBILITIES

This access is a service offered to all current and active parents/guardians and students of Gloucester Catholic High School whose financial accounts are in good standing. Access to student information from the Internet is a privilege, not a right. Only after a family has officially enrolled their child(ren) at GCHS will a parent/guardian and/or student be authorized to activate a web access account. Once a student withdraws or graduates from GCHS his/her access and that of any parents/guardians of that child will be inactivated. Parents/guardians, students, and staff must understand and practice proper and ethical use.

### B) INFORMATION ACCURACY RESPONSIBILITIES

Information accuracy is the joint responsibility of schools, parents/guardians, and students. GCHS will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, he/she will notify the school immediately and provide proof of the inaccurate information.

### C) INFORMATIONS ACCESSIBLE

Gloucester Catholic High School reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

1. Attendance
2. Class Schedule
3. Report Cards
4. Transcripts
5. Student Demographics
6. Course Requests
7. Emergency Information
8. Immunizations
9. Assessment data and work in process

#### D) USE OF THE SYSTEM

- Parents/guardians and students are required to adhere to the following guidelines:
- Parents/guardians and students will act in a responsible, ethical and legal manner.
- **Parents/guardians and students will not attempt to harm or destroy the school's data or networks.**
- Parents/guardians and students will not attempt to access information, or any account assigned to another user.
- Parents/guardians and students will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to Civil and/or Criminal prosecution.
- Parents/guardians and students who identify a security problem within the PowerSchool portal/app must notify the school immediately, without demonstrating the problem to anyone else.
- Parents/guardians and students will not share their passwords with anyone.
- Parents/guardians and students identified as a security risk will be denied access to the site.

#### E) SECURITY FEATURES

Access is made available with a secure Internet site or app. Note: Account holders are responsible for not sharing their account information and to properly protect or destroy any printed/electronic documentation generated from or about this site.

**GCHS may establish a number of unsuccessful login attempts that will disable the user's account. Until** the school has verified the assigned user to the locked account, the account will remain locked. In order to use the account again the user will need to contact GCHS.

The users will be automatically logged off if they leave their web browser open and inactive for a period of time (generally 10 minutes).

**The student's account will be inactivated when the student withdraws or graduates from Gloucester Catholic High School.**

A Parent/guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from GCHS, or a **court action denies the parent/guardian access to the student's information.**

#### F) LIMITATION OF SCHOOL LIABILITY

GCHS will use reasonable measures to protect student information from unauthorized viewing.

GCHS will not be responsible for financial obligations arising through unauthorized use of the system or Internet.

GCHS does not promise any particular level or method of access to the Internet site for viewing student information.

GCHS will not be responsible for actions taken by the parent/guardian or student that would compromise their student information.

GCHS reserves the right to limit or terminate access to the PowerSchool portal/app for viewing student information without notice.

All parents/guardian and student users of the GCHS network, by requesting an account to view student information on-line, consent to electronic monitoring and understand that this is a private system used as an educational tool by GCHS employees and students. Account activity is electronically recorded.

#### POWERSCHOOL PARENT-SPECIFIC ITEMS

Students may request a secure account. A student will only have access to his/her own student information.

No student should ever use a parental account to logon to PowerSchool.

#### NAVIANCE

Naviance is a web-based application, which requires registration that helps GCHS parents, students and staff in the college admissions and counseling processes. Its purpose is to provide college and career planning which will necessitate the input of personal information. The **system also allows GCHS to electronically submit all relevant parts of a student's college application** using Docufide ([www.docufide.com](http://www.docufide.com)). This includes transcripts, letters of recommendation, mid-year and final reports to colleges and scholarships for which he/she is applying through the Common Application and/or Naviance.

#### LIBRARY/MEDIA CENTER

The Gloucester Catholic High School Library/Media Center is a reference center designed to meet the academic needs of our students. Students have access to books, periodicals, reference materials and computers.

**Using their school issued password, students may log on to the Library/Media Center's computers for reference and word processing.** The Center is usually open during school hours. When present in the Center, students must conform to regulations established by the school.

## LOCKERS

Lockers are assigned to the individual students at the beginning of the school year and are for the use of that student only. All students are permitted to go to their lockers before and after the morning homeroom period and between classes. Students are permitted to go to their lockers at other times, provided they have an authorized pass - however, this should be the exception and not the rule. Each student is responsible for the contents, proper maintenance, and cleanliness of the locker assigned. Only officially assigned locker and locks are to be used. Lockers should be kept locked when unattended. The school assumes no responsibility for lost or stolen property due to negligence (e.g. unlocked lockers). All students may purchase a lock from GCHS that they can use as long as they are students of Gloucester Catholic.

Tampering with or entering a locker not assigned a student will be subject to severe disciplinary measures and possibly even expulsion.

Any student who deliberately damages a locker will be required to pay the cost of repair.

THE ADMINISTRATION RESERVES THE RIGHT TO INSPECT LOCKERS DURING THE SCHOOL YEAR.

## LOST AND FOUND

A lost and found area is located just outside the cafeteria doors near the back stairwell. Students are encouraged to check there for lost books, uniforms, etc.

## LUNCH PERIODS

There are three (3) lunch cycles (X, Y, Z) within the extended period of the day for the high school lunches and 5th period of the day for the junior high. All those at a table are responsible for the condition of that table and the floor area around it for their lunch period. Five minutes before the end of the lunch period, food and beverage lines and lavatory access will be closed. Vending machines may not be used during this clean-up period. Students are to be seated at their table and clean up the table and the floor area around it.

All students, including seniors, are required to eat in the school cafeteria each day. They may either bring lunch or purchase it in the cafeteria. There is to be no unauthorized eating/drinking outside the cafeteria area. Students are to remain in the cafeteria until the end of the period. No congregation or standing in the doorways or on the stairways leading to the cafeteria is permitted. Doorways are to be clear of students at all times in case of an emergency.

If a student purchases anything at the cafeteria counter, he is required to observe order and respect the rights of others. Students are expected and required to take personal pride in keeping the cafeteria clean. Paper and left-overs are to be placed in receptacles provided for this purpose.

Students going to and leaving the cafeteria area are to do so in a subdued, quiet manner. They are to be mindful that classes are in progress during this time. Disturbance of ongoing classes during this time is liable to disciplinary action. There should never be any loitering in the hallways while classes are in session. Students so found will be asked to produce a valid excuse. Going to personal lockers during lunch periods is strictly prohibited.

## MONEY AND VALUABLES

Students are responsible for the security of their personal property. The school is not responsible for any loss of money and/or valuables. Students may not keep money in their lockers, nor should they carry large sums of money on their person. Any money or valuables brought into school remain the responsibility of the student.

## PRAYERS AND ANNOUNCEMENTS

Prayers and announcements are conducted each day for the entire school. The administration deems prayers, the salute to the flag, and the various announcements as important processes for the Christian spirit and functioning of Gloucester Catholic. It is essential that strict silence and courtesy be observed when anyone is speaking over the public-address system. Those in the hallways are to stay in place until prayers and the pledge are concluded.

These regulations are dictated by common sense. Announcements may be submitted to the main office only through a teacher, level moderator, or coach. Courtesy demands that such announcements be clearly written on proper forms, signed by the requesting teacher and an administrator.

## RESTRICTED AREAS

The following areas are normally prohibited to all students: faculty dining room, faculty lavatories, faculty lounges, faculty mail room, and the copy room in the main office.

**Students are not permitted to pick up mail from a teacher's mailbox.**

## SCHOOL PROPERTY

A student guilty of willful damage to the building or furnishings will be assessed damages in addition to receiving disciplinary action.

## SENIOR PRIVILEGES

Seniors are extended special privileges at Gloucester Catholic. Traditionally, one of these privileges may be the opportunity to report to school by the end of the first or second period of the day or to leave at the end of their last formal class of the day. Other privileges may be announced by the administration in September.

## STUDENT VISITORS

Arrangements for student visitors/ shadows are to be made through our admissions department. All student visitors must be properly attired in the spirit of the school dress code.

## SURVEILLANCE CAMERAS

All common areas of the school, as well as the exterior grounds of all buildings, are monitored 24 hours a day, and the video is digitally stored. Only administrators, their designees, and when necessary, the police have access to the video.

## TELEPHONE CALLS

Students and parents are not to call faculty members at their homes for school business. Please call school during the hours of 7:30 a.m. to 3:30 p.m. In case of an emergency, students will be permitted to use a phone in the school office(s).

Students are not permitted to receive routine messages during the school day. Only emergency messages will be delivered to students.

## TEXTBOOKS

### STATE BOOKS

These books will be received from the Gloucester City Board of Education and are the property of said district. They are lent to non-public schools on a year by year basis. An accounting must be kept of these books every year and forwarded to them. These books will be distributed to the students each September and every student will be responsible at the end of each school year to return that book or else be charged by the respective school district for the cost of a new book. Tampering with identification number on a state book is strictly forbidden. Violators should be referred to the Disciplinarian. State books should be kept in good condition.

### CONSUMABLE BOOKS

The students may need purchase other books on an individual basis, depending upon their class schedule.

## TRANSPORTATION

No student may ride a bus other than the one he or she has been assigned by the district because of legal concerns. No GCHS school official can give permission for a student to ride another bus.

## VACATIONS

**We strongly discourage students from taking vacations during the school year. We feel it is impossible for students to “make-up” academic work that they miss and that it is extremely difficult and at times impossible for teachers to find the time necessary to cover the material, class time, testing and academic explanations that have been missed for purposes of vacation.**

PARENTS WHO ELECT TO TAKE THEIR CHILD ON VACATION DURING THE SCHOOL YEAR MUST OBTAIN A VACATION POLICY FORM FROM GUIDANCE, AT LEAST FIVE (5) DAYS IN ADVANCE OF THE START OF THE VACATION PERIOD. STUDENTS WHO EXCEED 12 ABSENCES FOR THE YEAR BECAUSE OF VACATION WILL BE REQUIRED TO MAKE UP THOSE DAYS IN CREDIT COMPLETION.

## VISITORS

All visitors, including graduates and former students, must sign in with the main office. Badges provided are to be worn during the visit.

## WORK PERMITS

Working papers are required of persons under eighteen years of age going to work for the first time either full-time during the vacation period or part-time during the school year. The proper application forms may be obtained from the main office.

## WRITING RUBRIC

The rubric shown below is the GCHS Rubric for scoring written assignments. In general, this rubric will be used to grade all written assignments for which it is appropriate. Teachers may, at their discretion, add elements to this rubric to make it more appropriate for a given writing assignment.

	1	2	3	4	5
	Deficient	Below Average	Average	Above Average	Exceptional
Content	No correct or accurate content	Little accurate content	Content incomplete and inaccurate	Content incomplete OR inaccurate	Content complete and accurate
Organization	Disorganized	Some organization evident	Relates to topic but drifts and/or repeats	Organized, but with a few gaps	Clear sense of order and completeness
Grammar/ Use of Language	Numerous grammatical errors and poor sentence construction that impairs communication	More than two major grammatical errors AND weak sentence construction	More than two major grammatical errors OR weak sentence construction	One or two major grammatical errors and strong sentence	No major grammatical errors and excellent sentence construction