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Mission Statement

St. Joseph Regional Junior High School provides a Catholic Education with C.A.R.E.

Catholic identity

Academic excellence

Respect for self and others in an

Environment of caring

Philosophy

Striving to live as a Christian community is the main goal of the faculty, students, and parents of Saint Joseph Regional Junior High School. To accomplish this, students are made aware of the need to acquire respect for themselves, for others, for the earth, and for God, their Creator.

Accreditation

St. Joseph Regional Junior High is accredited by The New England Association of Schools and Colleges Commission of Independent Schools, a non-government, nationally recognized organization whose affiliated institutions include elementary schools through institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NEASC is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or of the competence of individual graduates. Rather, it provides reasonable assurance about the opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the NEASC should be directed to the administration of the school. Individuals may also contact the Association at:

New England Association of Schools and Colleges
209 Burlington Rd.
Bedford, MA 01730-1433
(781) 271-0022

Faculty and Staff Directory

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Mr. Donohue	ext. 52	MathDonohue@yahoo.com
Mrs. Duhaime	ext. 43	SueDuhaime@yahoo.com
Mr. Fedor	ext. 40	FedorDaniel@yahoo.com
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Mr. Jenkins	ext. 44	MrJeffJenkins@yahoo.com
Mr. Kocsis	ext. 53	Kocsis_Daniel@yahoo.com
Mrs. Martineau	ext. 29	Principal_stjoes@comcast.net
Ms. O'Donnell	ext. 23	MsMODonnell@yahoo.com
Mr. Powell	ext. 42	Stj.Mr.Powell@gmail.com
Ms. Steer	ext. 45	SteerHelen@yahoo.com
Mr. Ford	Ext. 20	Stj.Mr.Ford@gmail.com

Business Manager	Mrs. Mathieu	Ext. 14	StjBusiness@comcast.net
School Secretary	Mrs. Goodno	Ext. 18	frstjoe@comcast.net
School Secretary	Mrs. Lauze	Ext. 10	JLauze_stjoes@comcast.net
Guidance Department	Mrs. Palermo	Ext. 17	GuidancesJ@yahoo.com
School Nurse	Mrs. Lavallee	Ext. 24	StJoesNurse@comcast.net
Cafeteria/Fundraising	Mrs. Camire	Ext. 22	Stj.Mrs.Camire@gmail.com

I. INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping students to adjust to St. Joseph Regional Junior High School and become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help each student to participate successfully in the world of tomorrow. It is hoped that each student will participate in a variety of school activities, and thus find the kind of knowledge that will prepare him/her to live a better life and finally take a place in this complex society. Each student's success at St. Joseph Regional Junior High School will be directly proportional to his or her efforts.

A. School Day

Unless a special schedule is announced, the school day will begin at 7:35 AM and end at 2:25 PM.

B. Cancellation

St. Joseph Junior High complies with the Manchester School Department cancellation of schools due to severe storms or unforeseen emergencies. Announcements of school cancellation will be featured on Manchester radio stations: WZID, WGIR, and WFEA; and on Manchester TV

station WMUR, Channel 9.

C. Emergency Procedures

If a school LOCK DOWN is necessary, the following steps are followed:

1. All phone lines are used exclusively by the administration to communicate with emergency response personnel
2. An immediate e-mail blast is sent to all parents explaining the situation
3. Radio stations are given the information for broadcast
4. Parents will monitor their email and the radio station for directions.

Please note that calling the school ties up emergency communications and delays resolution of the situation.

D. Voice Mailbox /Homework Assignments

Assignments will be placed on the voice mailboxes each day. Parents/students may check assignments by calling the school (624-4811). After a brief greeting, instructions are given on how to access homework assignments by subject teacher. To reach the subject teacher, enter the appropriate extension number listed on page 5 of this handbook. Transfer to the next teacher by entering "*" followed by "T" and the next appropriate extension. PLEASE CALL AFTER 4:00 P.M.

E. E-mail Addresses

Sometimes it is easier for parents to get a quick answer to a question by communicating with a teacher via e-mail. (Please note that the purpose of e-mail correspondence should be for parent questions only. Teachers will not answer homework questions via e-mail.) Please see the directory on page 5 of this handbook for teacher e-mail addresses. A link to all of these addresses can be found on the St. Joseph Junior High web site: www.stjoesjrhs.org.

II. GENERAL

A. Chapel

The chapel is open during school hours for prayer and meditation. Due to the presence of the Blessed Sacrament, reverent behavior is required. No student should be alone in the chapel. There should be an adult present when students visit the chapel.

B. Arrival at School

Supervision begins at 7:20 A.M.

Students should be dropped off on High Street. They will enter that door and proceed to the gym. Do not drop off students anywhere on Pine Street.

If a student rides a bicycle to school, he/she will enter the school on the High Street side of the building, go to the gymnasium, and lock the bicycle in the bike rack.

C. Afternoon Pick Up

Parents may not park on Pine Street or pull over on either side of Pine Street to pick up students. Students should be picked up on the park side of East High Street or Bridge Street. When the school has been on a class trip and the designated time to pick up students is later than the usual dismissal time, parents may not park on Pine Street or pull over on either side of Pine Street to pick up students. Students should be picked up on the school or park side of East High Street or Bridge Street.

D. Attendance

Students are expected to be in school except in cases of emergency, or for the following reasons:

1. Personal illness - the school may require the certificate of a doctor if it is deemed advisable.
2. Illness in the family - all schoolwork should be kept current.
3. Quarantine in the home - the absence arising from this condition is limited to the length of quarantine as fixed by the proper health official.
4. Death of a relative - the absence arising from this condition is limited to three days, unless reasonable cause for a longer absence may be shown by the parent or guardian.
5. Observance of a religious holiday - any student of any religion shall be excused if the absence is for observing a religious holiday consistent with the student's creed or belief.
6. Any other reason must be excused by the principal prior to the absence.

E. Steps to Follow When Absent

1. The parent or guardian must call the school and leave a phone message (624-4811 Ext. 18) before 7:30 A.M. on the day of the absence.
2. The student is responsible to call the homework hotline to get the assignment for each day that he/she is absent.
3. The parent or guardian must write an excuse that includes the student's name, date, days of absence, reason for absence, and sign the excuse. (See acceptable reasons above in section D)
4. The student must submit the written excuse to the homeroom teacher on the day the student returns to school. These notices will be sent to the office and filed in the student's folder.
5. If this note is not submitted, the student will serve lunch recess detentions. The student must check with each teacher to inquire about classroom work and tests that were given during the student's absence. This work is to be completed as soon as possible upon the student's return.
6. Upon return from a family trip, the student should request assignments from the individual teachers.
7. Parents who intend to take their children/wards out of school for an extended period must submit to the administration a written request at least two weeks prior. Because it is impossible to predict the exact content covered during the absence, all work will be made up upon the students' return.

8. A student may not be absent more than six days per quarter unless he/she presents the school with a doctor's note stating that the student must remain out of school. If a note is not presented stating an acceptable reason for the absence, the student will receive a 5 in effort and no academic credit for the days absent.

F. Tardiness

1. Promptness to school and classes is very important.
2. Students should be in their seats and ready to work when the bell rings. If a student is tardy for school, he/she must report to the office, sign the tardy register, and present a valid, written excuse from his/her parent or guardian. The secretary will give the student an admittance pass to class.
3. The parent must submit a written note for tardiness that day or the following day. If this note is not submitted, the student will serve lunch recess detentions.
4. If a student is tardy for a class, the teacher will confer with the student after the class or after school concerning the tardiness, and will discipline the student appropriately.

G. Leaving School

If it is necessary for a student to leave school, he/she must have written permission from the parent or guardian. In the case of unavoidable medical appointments, the student should submit the written request to the homeroom teacher who will send it to the office with the attendance. A notice of the student's early departure will be in the daily announcements to teachers. Parents must come to the office to sign students out. When returning to school the same day, the student must report to the office, sign in, and receive a pass to return to class.

H. Visitors/Parents

When first arriving at school, visitors and parents must sign in at the main office and receive a visitor's pass that must be worn at all times while in the building.

I. Library

Students are encouraged to use the library as much as possible. Student ID cards are used to sign out books.

J. Lost and Found

Articles found in and around the school should be turned in to the main office. Owners may claim their property by identifying it. Articles not claimed within two weeks will be disposed of or donated to a charitable organization.

K. Lunch Program

Students will receive a lunch order form in their communication envelope on a weekly basis. Order slips **MUST** be returned the following day (unless the student is absent from school) to be eligible to order lunch for the following week. **IF YOU HAVE ORDERED LUNCH FOR YOUR STUDENT AND HE/SHE IS ABSENT, YOU WILL NOT RECEIVE A CREDIT FOR THE ORDER.** Credits are given when school is cancelled due to a snow/emergency day.

L. Snacks & Water

Students should bring a healthy snack to eat at the fourth (4th) period of the day. Students should also carry clear water bottles on warm days.

M. Textbooks

Some basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and covered and handled carefully. Students should write their names on the book label provided in the book. Students will be required to pay for lost or damaged books.

N. Agendas

Students are given agendas at the start of the school year to record their assignments. This is an essential organizational tool for the middle school child. Students are required to fill in their agendas completely each day. If a student is absent he/she should call the hotline and record assignments in the agenda. Parents are asked to sign the agendas for the present week (not weeks ahead) to indicate their support of the correct use of this tool. A student's proper use of his/her agenda is reflected in the homeroom effort grade.

O. Communication Envelopes

A communication envelope containing information concerning school events, lunch orders, the principal's memo, etc. is sent home with the student each Wednesday. The envelope is to be returned on Thursday with necessary contents and a parent's signature indicating that the messages were received and reviewed. This is an essential communication tool between home and school. Return of the envelope on time, with the parent signature, will be reflected in the homeroom effort grade.

P. Student Organizations

To enrich the student's experience at St. Joseph Regional Junior High, various clubs and organizations are available for participation.

Q. Graduation Activities

Graduation represents the culmination of two years of hard work. Graduation activities are the most important activities of the year and there are certain expectations associated with these celebrations. Students not complying with these rules will not be allowed to participate in the activities.

1. **Graduation Dance:** This is a semiformal where the eighth graders have a last chance to spend some time together. This is not a prom. No floor-length gowns, strapless dresses, tuxedos, or limousines are permitted. These should be saved for high school. Parents are allowed to take photos of the graduates from 7:00 to 7:30.
2. **Graduation:** The graduates wear caps and gowns, but are expected to be properly attired under the gowns. Girls should wear appropriate dresses, skirts or dress pants, and blouses. Boys should wear white dress shirts, neckties, and long pants. All students must wear dress shoes. Sneakers or backless shoes of any kind including flip-flops and athletic sandals are NOT considered dress shoes.

III. STUDENT REPORTS

A. Progress Reports

Progress reports are to be taken home by students during each marking period (as indicated on the school calendar). Students should return reports (signed by their parents/guardians) by the specified deadline. The student assumes the responsibility to seek help. Parents should note teacher recommendations and contact teachers via voicemail or e-mail to bring about improvement in areas such as homework and study for tests.

B. Report Cards

The student receives two copies of the report card for the first three marking periods and one copy for the fourth marking period. Parents should sign one copy and see that it is returned to the school by the date indicated. Report cards will not be issued until all fees and tuition payments are up-to-date.

C. Grading System

Letter Grade	Numerical Grades
A+	97-100
A	93-96
A-	91-92
B+	89-90
B	85-88
B-	83-84
C+	81-82
C	78-80
C-	76-77
D+	74-75
D	72-73
D-	70-71
F	0-69
I	—

Effort and Conduct: 1-Excellent 2-Above Average 3-Average 4-Unsatisfactory 5-Poor

The letter "I" will be assigned to a course if the student has been absent for an extended period and did not have enough time to complete the necessary work in that marking period. Students are responsible for making up all incomplete work within two weeks of the absence. If the work is not completed within the two-week period, the grade becomes an "F."

D. Honor Roll

1. All courses, including HOMEROOM, will be considered for the honor roll.
2. Students may not receive an "I" (incomplete) grade and be considered for the Honor Roll until they make up all work.

Honor Roll Level	Grade Criteria	Conduct & Effort Criteria
Principal's List	"A" or above with one "A-" allowed	1's, 2's, or 3's
High Honors	"B+" or above with one "B" allowed	1's, 2's, or 3's
Honors	"B-" or above with one "C+" or "C" allowed	1's, 2's, or 3's
Conduct and Effort Roll		1's or 2's

E. Failing Grades

Any student failing one or two subjects at the end of the school year will need to attend summer school in order to pass to the next grade. Any student failing three or more subjects will not be promoted to the next grade.

F. Student-Teacher Conferences

If a student has a problem or question with a schedule, class, or any related school activity, he/she should attempt to solve the problem by following the procedure listed below:

1. Make an appointment to meet with a related teacher. This meeting should be scheduled before or after school, or at a time convenient to both during the school day.
2. If this meeting does not solve the problem, make an appointment with the principal.
3. If this meeting does not solve the problem, the student should ask his/her parents to set up a meeting with the teacher and the administration.

G. Parent-Teacher Conferences

1. Parents and guardians should never be in doubt of their child's progress. They will be notified of their child's progress through the progress report and report card.
2. A general parent-teacher conference is scheduled after the first report card each year.
3. If there are still questions, the parent should request a conference with the teacher and/or principal. Parents should never come unannounced to meet with a teacher or the principal.
4. Parents, who question the status of their child's homework, need only to call the homework hotline after 4:00 P.M. each evening. Teachers update their assignments everyday on the homework hotline. (Refer to the voice mailbox information on page 5 of this handbook.)

H. Extracurricular Activities Eligibility Requirements

1. To participate in any extracurricular activities (clubs, dances, sports, Student Council) students must remain in good standing in academics, conduct and effort. The student must be present at least one half of the school day (11:00 AM)
2. If a student receives an "F" in any subject on a report card, or has a 5 in effort or conduct, he/she will be
 - suspended immediately from participating in any extracurricular activities for three weeks. (ineligible)
 - re-evaluated after the three week period and if sufficient improvement has been made, the student may return to all activities. If sufficient improvement has not been made, then the suspension will continue until the next report card. (ineligible)
3. If a student receives a 4 in effort or conduct, he/she
 - may continue to participate in extracurricular activities for three weeks.
 - will be re-evaluated after the three week period and if sufficient improvement has been made, he/she may continue to participate in extracurricular activities. If sufficient improvement has not been made, then the student will be suspended from extracurricular activities until the next report card. (ineligible)
4. An ineligible student, who is a member of a sports team, will attend and participate in all practices during the period of suspension. He/she will go to all games in uniform, but may not play. If the particular sport has a short season, the coach and athletic director will decide if the student will remain on the team during suspension. The athletic director will inform the administration of the decision and then inform the student and parents.

IV. CONDUCT

A. Regulations

1. Parent-Teacher Covenant

Because St. Joseph Regional Junior High School strives to be a faith community, parental cooperation and good parent-teacher relations are essential. The first instinct of this faith community is to assume that each member (teachers, administrators, parents, guardians and other caregivers) has the child's best interest at heart. When a problem or disagreement arises, every effort will be made to clarify the situation. Parents, guardians, and family members, who experience problems or are confused with some matter regarding their child's educational experiences, are asked to show respect by striving first to learn the reasons behind a policy or inquire about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way positive resolutions may be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

- If the problem involves routine procedures such as homework, class assignments, classroom behavior, or a student-to-student problem, the parent is asked to contact the

teacher first. The best way to do this is to leave a message with the school secretary requesting a return call from the teacher involved. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.

- If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately. Thus, patience in setting appointments or in expecting a return phone call is requested. Every effort will be made to accommodate a parent or guardian and his or her concerns.
- Staff members of St. Joseph Regional Junior High School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. The staff promises to approach problems and misunderstandings in a manner that expresses genuine concern for each child's spiritual, psychological, academic, and physical well-being.
- Parents and guardians are expected to show the same concern and respect for the staff and other children and families of the St. Joseph Regional Junior High School community. The following behavior, therefore, is unacceptable within this community and will not be tolerated: assaults or harassment of staff members, coaches, students, or parents, intimidating or abusive behavior, in person or in writing, toward any member of this community.
- Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions:
 - a. Limiting or refusing permission to enter or use school grounds or facilities
 - b. Asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters
 - c. Refusing to allow the child to reregister, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

2. Dress Code

The St. Joseph dress code sets a high standard for personal growth and self-discipline. Students are encouraged to present themselves with pride and dignity. All clothing should be neat, clean, free from holes, rips or tears, and be properly worn. Each student must follow these guidelines for acceptable dress.

BLAZER:
<ul style="list-style-type: none">• solid, navy blue• no logos or decorations
SHIRTS:
<ul style="list-style-type: none">• polo: solid color, cotton, short or long sleeves• oxford dress: solid color, short or long sleeves
None of the above may have logos and all must be tucked in. If shirts are layered, all must be tucked in.

<p>SWEATERS:</p> <ul style="list-style-type: none"> • plain, cabled, or ribbed, solid color • crewneck, cardigan or vest • no hoods or logos
<p>SWEATSHIRTS/ FLEECE PULLOVERS OR VESTS:</p> <ul style="list-style-type: none"> • solid color • no logos or hoods • no zipper jackets
<p>PANTS:</p> <ul style="list-style-type: none"> • dress or cargo style (plain, no jean-style, low-rider, or metal décor) • khaki, navy blue or black • appropriate fit - not too tight or too loose • fastened at the waist <p>All are worn with belts, unless they have elastic waistbands with no belt loops.</p>
<p>SHORTS/CAPRIS</p> <ul style="list-style-type: none"> • worn only in warm weather months determined by the administration (usually August, September, October, May, June) • dress or cargo style • khaki, navy blue or black • fastened at the waist • girls-no more than 2 inches above the knee • boys-no longer than just below the knee <p>All to be worn with belts, unless they have elastic waistbands with no belt loops.</p>
<p>BELTS:</p> <ul style="list-style-type: none"> • no studded belts, scarves, or oversize buckles
<p>SHOES:</p> <ul style="list-style-type: none"> • Due to safety issues on stairs, labs, in crowded halls and on playground, SNEAKERS are the only shoes permitted. Sneakers must be tied at all times. • must not mark floors or have wheels. • Boots may be worn to school but must be removed while in the building.
<p>JACKETS/COATS:</p> <ul style="list-style-type: none"> • not to be worn in the building • If cold, choose an appropriate sweater, sweatshirt or fleece top.
<p>HATS:</p> <ul style="list-style-type: none"> • no headgear in the building unless approved by the administration
<p>JEWELRY:</p> <ul style="list-style-type: none"> • no large earrings larger than a quarter • no wrist wraps of any kind
<p>HAIR:</p> <ul style="list-style-type: none"> • neat, clean, not a distraction • Bangs must not interfere with vision. • Faces are to be clean-shaven.

BODY PIERCING:

- Other than earrings, all other types must be removed for school or any school activity.

PHYSICAL EDUCATION CLASS:

- All students are required to change their clothes for physical education class. All students will wear shorts, sweats, t-shirts, and sneakers. Jewelry may not be worn at any time during P.E. or any other athletic event. Not changing for class will affect effort/conduct grades. No short shorts, rolled up shorts, or short t-shirts permitted.

DRESS-UP DAYS: every Wednesday, Mass days, and all other special occasions

- blue blazer with white oxford cloth shirt - A solid color cotton dress shirt may be worn if there is an additional dress-up day in a single week.
- boys- ties
- pants- dress, khaki, no cargos

DRESS-DOWN DAYS:

- Dress-down days are birthdays and other days determined by the administration.
- jeans (or shorts in permissible months)- appropriate fit, no holes or fraying
- t-shirt or sweatshirt/fleece top - no hoods or inappropriate fit, logos or statements

DRESS CODE ENFORCEMENT

- Any student who arrives at school not in complete dress code, or is out of dress code during the day, should correct the issue immediately if possible.
- If it is determined by faculty/staff to be a simple issue (ex. un-tucked shirt, no belt, wrong shoes, etc.) repeated offenses will result in a lunch/recess detention.
- If it is determined by faculty/staff to be more serious, (ex. clothing too short/tight/low-cut, tattoos, etc.) administration will decide if the student may return to class or if parents will be notified. A lunch/recess detention will be assigned.
- If the student is not dressed appropriately for dress-up day, he/she will wear dress-up attire on the following two school days.
- If a student is not dressed appropriately for a dress-down day, parents will bring a change of clothes and the student will lose the next dress-down day.

THE ADMINISTRATION RESERVES THE RIGHT TO ALTER ANY OF THE ABOVE ENFORCEMENT CONSEQUENCES, OR THE DRESS CODE ITSELF, AND MAKES FINAL JUDGEMENTS AS TO WHAT IS ACCEPTABLE AT ANY TIME. A STUDENT WHO PERSISTENTLY REFUSES TO FOLLOW THE DRESS CODE WILL BE ASKED TO LEAVE THE SCHOOL.

3. Assemblies and School Trips

At all times, the student's behavior will be refined and courteous. The conduct of its student body at an assembly or school trip defines the cultural level of the school. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, boisterous behavior, and talking during a program.

4. Corridors

Students should be in the halls only at the beginning or close of school and while moving from one class to another. Students who have special permission to be in the halls at other times must have their agendas signed by a teacher who will note the date and time. This is limited to two times daily, except for emergencies.

Because large numbers of students pass from class to class at the same time, they are asked to be courteous at all times. Students should keep to the right when moving in the halls. Talk will be in a conversational tone. Running or shouting in the halls is prohibited.

5. Lockers

- Lockers with combination or keyed locks are issued to students at the beginning of the year by the homeroom teachers. Students' lockers should be kept locked at all times. If students share their locker, they cannot expect their property to be safe.
- Each student is responsible for keeping his / her assigned locker clean inside and outside. Damages caused by misuse will be charged to the student responsible for the damage.
- Locker malfunctions are reported to the homeroom teacher. Students are cautioned not to keep money or valuables in their lockers. Such items should be turned into the office for safe-keeping. Damaged or lost keys and locks are paid for by the student responsible for the locker. Students will be charged \$5.00 per incident for lost keys or locks.
- The school is not responsible for any lost or missing items.

6. Lavatory

Students should use lavatories during lunch/recess. Students be allowed to leave a class to go to the lavatories with a teacher's permission. The agenda serves as a pass.

7. Bus Regulations

A student who comes to school on the bus should return home on the bus unless he/she has a note written by his/her parent or guardian and signed by an administrator. The only exception to this policy involves a student who is attending regular after-school activities.

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied.

- A first offense will result in a three-day suspension from riding the bus.
- A second offense will result in a one-week suspension.
- A third offense will result in suspending the student from riding the bus for the remainder of the school year.

Only regularly scheduled bus students are permitted to ride the school buses. When they are

dismissed from school in the afternoon, bus students should go immediately to the buses.

8. Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school, which encourages good nutrition and eating a well-balanced lunch.

- Student behavior in the cafeteria should be based on courtesy and cleanliness. Students may not stand or walk while eating or drinking.
- Students will remain in their seats until their table is dismissed by a cafeteria supervisor. Neither food nor drinks may be brought out of the cafeteria.
- All lunch litter must be deposited in the waste receptacles. Tabletops must be cleaned and the floor underneath swept. Partially filled soda bottles should be capped before disposal.
- Students will go out the Bridge Street door, cross Pine Street with the walk signal, and stay in the school area of the park until the end of the noon recess.

9. Recess

- Outdoor: Students will conduct themselves appropriately. There will be no physical contact play (fighting, hitting, tripping, pushing, etc.).
- Indoor: Students will enter the gym and quickly take a seat. Once seated, students will remain stationary and may talk quietly. There is to be no food, drink, or candy in the gym or outdoors.

10. Telephone

Students will not use the office phone for personal calls. In the event a student receives a call, the student will be called out of class only in the case of an emergency. When a student is ill, he/she will report to the office.

11. Electronic devices

Cell phones, and MP3 devices (iPods), etc. are not to be used during the school day. These items should be given to the homeroom teacher upon arrival at school. Students who carry these items during the school day will have them taken and held by a teacher.

A St. Joseph student is a St. Joseph student 24 hours a day. As such, he/she is expected to follow ethical rules of behavior at all times. Students found to be transmitting material from any means (computers, cell phones) of a morally or ethically objectionable nature will face disciplinary action, including the possibility of expulsion.

12. Dances

During the school year, the Student Council will sponsor school dances. Parents may be asked to assist in chaperoning a dance. Unless otherwise indicated, the dance is only open to the student body. The following guidelines are to be followed:

- If a student is ineligible because of his/her report card, the student may not attend a dance. (See page 11 for "H. Extracurricular Activities Eligibility Requirements.")
- If a student is absent or suspended from school on the day of the dance, he/she is not allowed to attend unless special approval has been given by the school administration.
- If an absent, suspended or ineligible student comes to the dance, the parent will be

called to return him/her home.

- Students are expected to follow all the regular school rules during the dance. This is a school-sponsored activity and if a student behaves inappropriately, the parent may be called to remove the student and he/she may lose the privilege of attending future dances.
- No student may leave the building unless a parent has come to take him/her home. Once a student leaves the building, he/she will not be allowed to re-enter.
- Dances begin at 7:00 P.M. and end at 10:00 P.M. Parents must be at school by 10:00 P.M. to pick up the students.
- If a student is not picked up on time (10:15 PM), then that student will not be eligible to attend the next school dance.

B. Discipline

One of the most important lessons education should teach is discipline. It underlies the completely educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. Each student should understand the purpose of discipline in a school, realizing that it helps to make the school an effective place of learning.

Our goal is to create a safe and orderly environment, where the student can learn as well as enjoy school, teachers, and friends. Parents are expected to support this goal. Certain behaviors, which are disruptive and possibly harmful, are not acceptable and will not be tolerated. The severity of the disciplinary action will be based on the circumstances of an infraction.

1. Cheating

Cheating is an unacceptable behavior and will be dealt with by the individual teacher. Repetitive cheating will be reported to the administration.

2. Infractions

The following are examples of behavior that will result in a warning, a detention, a phone call to parents, and possibly a suspension or an expulsion from the school:

- uncooperative behavior
- disruptive classroom behavior
- using articles in a disruptive fashion
- tardiness to class or school
- littering
- instigating, promoting, or encouraging inappropriate behavior
- chewing gum
- forgery of a parent/guardian/teacher signature

The following behaviors will result in immediate office referral and suspension or expulsion:

- repeated misconduct or insubordination
- harassing or threatening fellow students or staff
- extreme disruption of the learning environment
- fighting or striking another student
- theft or vandalism

- smoking or possessing tobacco products
- leaving school without permission
- failing to report to a detention
- failing to report to an assigned class or activity without the permission of the teacher
- possession of alcohol or drugs
- truancy
- violation of the law

3. Detention

An individual teacher may assign a detention to a student due to an infraction of school or classroom policy. The teacher, who will assume the responsibility of informing the parent or guardian of the reason for the detention in order to assure safe travel arrangements, sets the date and time. A detention may be held the afternoon of the infraction if the parent can be notified and travel arrangements made.

C. Policies and Laws

1. Drugs and Alcohol Abuse

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be (1) immediately expelled from school and (2) reported to the appropriate law enforcement agencies for possible legal action.

2. Smoking

The use and/or possession of tobacco or tobacco products are prohibited. Any student who violates this rule is subject to administrative and/or legal discipline. The rule applies on the way to and from school, during lunch, at school activities, and during the school day.

3. Physical Harassment

Physical harassment is defined as any unnecessary physical contact. The consequences for this behavior will be a parent conference and/or suspension or expulsion. Legal action may be pursued for such an offense.

4. Sexual Harassment

The Roman Catholic Diocese of Manchester, Department of Catholic Schools, seeks to maintain an educational environment, which honors the integrity of every person and promotes an atmosphere of mutual respect free from sexual harassment.

Sexual harassment, as it has been defined by state and federal law, includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of employment or educational advancement
- submission to or rejection of that conduct or communication by an individual's effects his/her employment or educational status
- conduct or communication that has the purpose or effect of unreasonably interfering with an individual's employment or educational status

- conduct that has the purpose of creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

- unwelcome verbal (usually, but not necessarily, of a sexual nature) harassment or abuse that includes: teasing, joking, or making derogatory or dehumanizing remarks
- subtle pressure for sexual activity
- sexual or other inappropriate contact
- physical violence or abuse including leering, inappropriate patting or pinching, or other forms of unwelcome touching, attempted rape, and rape. NOTE: Any criminal matters are reported immediately to the police.
- intentional brushing against a student's or an employee's body
- displaying offensive pictures, posters, T-shirts, or other graphics
- demanding sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status
- demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status.
- unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct that has sexual connotations, will not be tolerated.

Depending upon the circumstances and degree of the harassing behavior, the offender may be disciplined, including discharge of an employee from employment or expulsion of a student from the school.

Two individuals (complaint managers) have been designated to receive complaints of harassment and sexual harassment:

- Mr. Charles Powell
- Mrs. Susan L. Duhaime

The selection of individuals for this purpose will allow those making complaints to do so with someone of the same sex. Should a complaint be made against one of the complaint managers, the complainant should notify the Principal, Ms. Pauline D. Martineau. Further information regarding the complaint procedure will be provided to the complainants by the complaint managers.

In addition to this process, if any person suspects abuse by a priest, deacon, member of a religious institute, employee or volunteer of the Diocese of Manchester, he/she is asked to contact:

The State of New Hampshire - Division of Children, Youth & Families - (800) 894-5533

Delegate of the Bishop of Manchester - (603) 669-3100

Anyone who needs to talk to someone about child abuse in the Church may contact:

**New Hampshire Catholic Charities
Consultation and Counseling Services
(800) 475-5585**

5. Hazing/Bullying

Hazing/Bullying, meaning the willful or reckless endangering of the physical or mental health of another person, is prohibited in all forms. Legal action may be pursued for such offenses.

6. Weapons

No person may carry a firearm (loaded or unloaded), or any object which could be used as a dangerous weapon in school, on school grounds, or on the school bus. Legal action will be pursued.

7. Theft and Vandalism

No student shall take possession of the personal property of another student, teacher, or staff member, nor will a student take property belonging to St. Joseph Regional Junior High School. In addition, no student shall borrow items without permission. Such acts will be considered theft and disciplinary and/or legal action will be pursued.

No student will deface another person's property or the facilities and/or property of the school. Parents of students found to be responsible for such acts will be expected to pay for the cost associated with repairing said damage. In addition, such acts of vandalism will result in suspension or expulsion and legal action may be pursued.

8. Suspension or Expulsion and Due Process

Suspension and expulsion are the most serious punishments that will be administered.

- Suspension can be either external (the student will remain at home) or internal (the student will remain in school in a special area).
- Any student receiving an internal or external suspension will receive a 4 in homeroom conduct effective immediately.
- A student on suspension is not considered to be in good standing and will not be eligible to participate in any extracurricular activities.
- Any day spent in an external suspension will be counted as an unexcused absence.

Before a suspension or expulsion is given, the student will receive a hearing with the school administration. At this time, the facts will be reviewed and the student will be given the opportunity to respond. If parents request, they may have the opportunity to appeal the administrative disciplinary decision. Before a student returns to class, the student must present a written statement that has been signed by a parent or guardian to the administrator. The statement must include:

- a description of the specific behavior that resulted in the suspension.
- a list of the inappropriate choices made by the student.
- a personal apology to the administration, teacher(s), and /or students affected by the student's behavior.
- a specific plan of action for improving the student's behavior.

A parent must accompany the student back to school to meet with the administration and the effected teacher(s).

V. HEALTH SERVICES

A nurse is at school to care for health related issues. The nurse is responsible for handling illness and administering first aid. A permanent health record and an emergency card are kept on file in the school office. Parents are required to notify the school nurse of any changes. If an emergency occurs, it is necessary that telephone numbers of alternative persons be available to assume responsibility for the student if the parents are unavailable.

The school nurse will conduct screening programs throughout the year, i.e. vision, height, weight, etc. If a student has been absent with a contagious illness, parents should notify the school nurse. During school hours, the nurse is available for parent conferences relating to student health and its effect on his/her education.

1. We recognize that parents have the primary responsibility for the health of their children. Although it is recommended that medication be given at home, occasionally it is necessary that medication be given during school hours. Parents should confer with their child's physician to arrange medication time intervals to avoid school hours whenever possible.
2. If medication must be taken at school, a medication form must be signed by a physician and the parent for all prescription medications and any over the counter medications except Tylenol.
3. Tylenol permission slips must be signed by the parent prior to administration of Tylenol.
4. One month's supply of medication should be delivered to the school nurse by the parent/guardian or other responsible adult.
5. All medication MUST be in the original container, labeled with the student's name, dose, and time to be given.
6. Medication will be administered by the school nurse. In her absence, the Principal or the Principal's designee will administer the medication.
7. Self-medication of any kind is prohibited. Parents of children who require medication should consult first with the school nurse to develop an appropriate plan for the medication administration. In some circumstances, school administrators may require that parents administer medication.
8. Students who use an inhaler and/or epipen should have an extra inhaler and epipen in the health office and carry one on their person at all times. Inhalers may be used when needed during the school day but students should make the nurse aware of when it is used. Epipens and inhalers must be accompanied by a doctor's order, signature, and a parent signature.
9. Long-term medication will be periodically reviewed by the school nurse in cooperation with the parent.
10. Parents will be notified if a student reports frequently to the Health Office.
11. It is generally expected that a child will participate in the total school program. If he/she cannot due to a physical condition, a note from his/her physician setting forth the limitations placed on his/her activities is sufficient to have him/her excused. The school nurse will subsequently document and initiate a specific health plan as needed. Limitations and period for this exclusion must be specific.

12. Any student injured in an in school or out-of-school activity that requires a doctor consultation must provide the school with a doctor's note outlining the nature of the injury and the specific steps of recovery. To be eligible for full participation in all school activities, the student must submit a doctor's note stating that the student has fully recovered and is physically able to take part in all activities.
13. If a child is unable to participate in a school activity because of a minor, temporary disability or a period of recuperation, this should be brought to the school's attention. If a parent writes a note to the nurse or principal, arrangements can be made to exclude the child for a day or two from some of the required activities of the school program.
14. Crutches: Any student requiring orthopedic aides or assistive devices must have written authorization by a physician for their use in the school setting. Where available, students may be allowed to use elevators with the permission of school administration.
15. The principal or teacher should notify the school nurse of any changes in student medical history or current treatment.
16. The school nurse will notify the principal/teacher of any changes or treatment, which may affect upon the child's ability to learn unless it is information the parent wishes to remain confidential. (Parents may confer with the nurse about the confidentiality policy)

VI. FINANCIAL

A. Fundraising

In order for Catholic Education to remain affordable for many families, Catholic schools rely on the generosity of those in a position to give. At St. Joseph Regional Jr. High School, the cost of educating a single child exceeds the tuition that is charged for that student.

The mission of St. Joseph Regional Jr. High School is to provide the very best Catholic education for every deserving child. Therefore, through fundraising, every family receives a scholarship from the school.

In addition, money is used for many different things, including current technology and financial aid for families that are in particular need. It is only through the support of the entire community that St. Joseph's is able to maintain this high level of support while continuing a long tradition of academic excellence.

The Development Commitment program provides opportunities for families to become involved in the school community. Families are asked to provide ten hours of their time volunteering for fundraisers or to 'buy-out' their time.

Fundraisers can change yearly.

At St. Joseph Regional Jr. High School, families are encouraged to become involved in the school community, so we can all work together to ensure a solid academic and financial future for our school. With everyone's support, we can ensure a strong legacy of Catholic Education for future generations.

B. Refund Policy

Registration fees are non-refundable unless a student is not accepted to St. Joseph Regional Junior High School.

Tuition payments start in July and end in May. Tuition can be paid in full or quarterly (July, October, February, and May) or in eleven monthly payments thru FACTS Tuition Management Co.

School begins at the end of August and runs thru mid-June. If a student withdraws from school prior to starting all money paid for tuition will be refunded.

Tuition is divided over ten months of school. If a child withdraws from school after it has started, the refund will be pro-rated, based on the amount paid and the number of months the child has attended. No refunds will be made for financial aid received or development buy-out fees paid.

VII. TELECOMMUNICATIONS USE AGREEMENT

Adapted from NCEA's From the Chalkboard to the Chatroom. 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Joseph Regional Junior High School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their passwords; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. As a user of a network, I will

not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrator will deem what is inappropriate use, and his/her decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

VIII. ATHLETIC POLICY

At St. Joseph Regional Junior High School, a student has the privilege of participating in any or all of the athletic programs offered at the school. Although sports are "fun", there are rules to all sports and rules to follow when a student becomes a member of a team.

A. Commitment

If a student makes a team, it is expected that he/she will finish the season with that team. It is important to teach students that they must often make choices and must make a commitment to the choice made. If a student cannot make a commitment for the entire season, he/she should not try out for a team. If a student quits a team, he/she will be ineligible for any other sport for the remainder of the school year.

For each individual sport, the coach has his/her own set of rules which the athletes are expected to follow, but there are general rules all athletes will be required to live by:

1. All athletes must be academically eligible as described in the handbook.
2. If an athlete is absent from school, he/she may not participate in any athletic event that day.
3. If a student does not participate in gym class (for any reason), he /she may not participate in any athletic event that day.
4. No food or drinks are allowed in the gym, and jewelry may not be worn at any time during gym class or any athletic event.
5. All athletes and parents are representatives of our school. When traveling, all are expected to behave respectfully and courteously. At home games, all are to be

"ambassadors" welcoming the visiting teams, answering any questions, or giving directions when necessary.

6. All athletes who make a team will be issued a uniform. Uniforms are to be worn for games only. If the athlete chooses to wear a t-shirt under the uniform, it must be the same color as the uniform. Although most uniforms are "on loan", some uniforms must be bought. The athlete is responsible for the uniform loaned to him/her. All uniforms must be returned in good, clean condition. There will be a deadline for returning uniforms at the end of each season. If the uniform is not returned by the deadline date, the athlete will be assessed a fine for every day the uniform is late.
7. All athletes are responsible for their own water supply.
8. It is recommended that all athletes wear mouth guards, but mouth guards are mandatory for soccer (colored) and basketball.
9. All athletes must be picked up within ten minutes after any practice or home game, and within fifteen minutes after any away game. Any athlete who is not picked up on time will not attend the next game, meet, or tournament.
10. **All athletes must have a current physical and full-coverage medical insurance before he/she can tryout for any sport. Physicals must cover the entire season.**
11. All athletes will travel to away games on a bus. Parents may take their own child home after any away game. Any athlete who wishes to go home with another athlete must have written permission from his or her parent or guardian. This must be given to the coach. No student will be permitted to go home with someone else without a parent note. Return time from an away game will be estimated by the coach and told to the team. It is the responsibility of the athlete to inform parents.
12. All athletes need parent or guardian's permission to participate in any sports program and to travel to away games. Parents need to complete the Parent Form of the Athletic Policy. This form covers all sports.

B. Player/Transportation Fees:

All players will be assessed a player fee per sport played. All fees must be paid in full BEFORE the first game. The bus fee will be incorporated in the player fee.

C. Schedules

All athletes will be given a schedule of practices and games by the coach upon making the team. Parents are to refer to this schedule before calling the school. The athlete is responsible to inform parents of any changes to this schedule.

D. Communication Policy and Respect for Coaches:

Parents are held to the same standards as students with regard to respect for teachers and coaches. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

1. Athlete to Coach

The St. Joseph Regional Junior High School athletic experience provides an opportunity for young people to develop communication skills with adults and those in positions of authority. The

student athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly while striving to gain a better understanding of each other's roles, responsibilities, and perspectives. If an athlete has any issue about his or her experience on a St. Joseph Regional Junior High School athletic team, the student must first approach the coach.

2. Parent to Coach

There are situations that require a meeting between the coach and parent. It is important that both parties have a clear understanding of each other's position. However, a parent should not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. The meeting discussion will focus on the issue. Personal opinions are not allowed to control the meeting.

3. Appropriate concerns to discuss with coaches:

- The treatment of the student, mentally and physically.
- Ways to help the student to improve individually and as a team member.
- Concerns about the student's behavior.

4. Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy
- Play calling
- Other student-athletes
- Coach's skill and knowledge of the game

5. Collection of Money

After a season, athletes often want to thank a coach for his or her time, interest, and dedication. To help in this regard (and avoid any problems that might arise) athletes must request assistance from the athletic director to ensure the collection of monies or organization of parties is properly supervised.

E. Sports

1. Soccer

Season begins in August. Athletes must try out for the varsity team. The coach will lead tryouts. Those who make the team will be loaned a shirt. All athletes will have to get their own black shorts, shin guards, and colored mouth guard. Socks will be purchased at the school.

2. Cross Country

Season begins in August. Those students who make the team will be loaned a shirt. Athletes need to get their own black shorts.

3. Basketball

Season begins in November. Athletes must try out for the varsity and junior varsity teams. Coaches for both teams will lead the tryouts. Players will be loaned a complete uniform. Players will have to get a mouth guard. Girls and boys travel together during the season. On Mondays, Tuesdays, and Wednesdays the girls play at 3:30 P.M., the boys at 5:00 P.M. On Thursdays and Fridays, the boys play first.

4. Cheerleading

Season begins in November. The "Pep Squad" will cheer at home basketball games. The Competition Team will be chosen from this squad. Uniforms and bags to carry them in will be loaned. Body suits, bloomers, scrunchies, and sneakers must be purchased at school.

5. Volleyball

Season begins in February. Tryouts will be conducted by the coach. Athletes must buy a shirt and orange socks at school, and must provide their own black shorts.

6. Hockey

Season begins in March. Uniform shirts will be loaned. Players must provide all their own equipment.

7. Baseball/Softball

Season begins in April. Tryouts are conducted by the coaches. The complete uniform will be loaned to the players. Boys will have to buy a hat at school. Girls will have to buy a visor at school.

8. Track

Season begins in April. Those students who make the team will be loaned a shirt. Athletes must provide their own black shorts.

- It is impossible to estimate when a track meet will end.
- Athletes need to bring phone money or a cell phone, so they can call home when they return to school from a meet.

9. Golf

Season begins in April. Paid lessons can be taken by anyone. The team will be chosen by the coach. All schedules will be given to the team as soon as they are available. Game dates may change. Coaches will inform their team if there are any changes. It will be the responsibility of the ATHLETE to inform parents of any changes.

F. Directions to Athletic Events

Events take place on school grounds unless otherwise noted on sports events calendars. Directions to all Tri-County schools and fields will be on the Tri-County web site:
<http://www.tricountyathletics.com>

Because St. Joseph Regional Junior High School does not have outside athletic fields, teams must play at alternate locations. Please note that the locations listed below are St. Joe's 'home' locations, but may be subject to change. Student athletes should know at which field they are scheduled to play.

Home field for Soccer is Precourt Park. This field is located on So. Willow Street, behind Wendy's.

Home fields for baseball/softball are any of the following locations:

Youngsville is located on Candia Road in Manchester. Take 93 to Manchester and take exit 8 - Wellington Road. At end of ramp, continue straight through the light onto Bridge Street Extension. Continue to end of the road. Take a left, this is Candia Road. The field is approximately $\frac{1}{2}$ mile on the left.

Prout Park. From North: Take 293S to exit 4 -turn right onto Second Street. At the second set of lights, turn right onto Queen City Ave. Go approximately 0.4 miles to the next set of lights and turn left onto Elm Street. Go 1.2 miles and turn right onto Hayward Street. Turn right onto Prout Ave. From South: Take 293N to exit 4 -turn right onto Second Street. At the next set of lights, turn right onto Queen City Ave. Go approximately 0.4 miles to the next set of lights and turn left onto Elm Street. Go 1.2 miles and turn right onto Hayward Street. Turn right onto Prout Ave. Home field for soccer is Precourt Park directly behind Wendy's on South Willow Street approximately 1 mile north of the Mall of New Hampshire.

Home ice for hockey is located at the West Side Arena: From North: Take I-93 to Wellington Rd. exit 8 (towards Bridge St.). Keep right at the fork in the ramp and merge onto Wellington Rd. westbound (Wellington becomes Bridge St.). Drive West on Wellington Road/Bridge St. about 2 miles and stay straight to go onto Amory St. Take a slight right turn onto Coolidge Ave. to Kelley St. Left on Kelley about 0.8 of a mile to Upland St. Turn right on Upland to Bremer St. Left on Bremer to Electric St. Left on Electric-Ice Arena is on your left. From South: Take I-93 to I-293 South- to Front St. exit. South on Front, becomes Amoskeag St, then becomes Eddy Rd. and then McGregor St. Turn right at light onto Amory St. (left turn is Bridge St.). Make a slight right turn onto Coolidge Ave. turn left onto Kelley about .8 mile to Upland St. Right on, Upland to Bremer St. Left on Bremer to Electric St. Left on Electric and West Side Ice Arena is on your left.

Home Golf Course is located at Derryfield Country Club.

Occasionally, due to circumstances beyond our control, game sites may change. For the most accurate location information, please contact the school where the game is being played.

IX. SIGNATURES

Student and Parent Handbook Agreement 2009-2010

This is to certify that I have received a copy of the handbook. I will read the handbook with my son/daughter, and we agree to abide with these rules and regulations of St. Joseph Regional Junior High School.

Mother/Guardian's Signature _____ Date: _____

Father/Guardian's Signature _____ Date: _____

Student's Signature _____ Date: _____

Print Student's Name _____ Date: _____

When students register at St. Joseph Regional Junior High School, they accept the school's philosophy of education, regulations, and policies. They assume the responsibility and enjoy the privileges of being students at St. Joseph Regional Junior High School. Students also understand and agree that the school has a right to exclude them from the student body at any time if their conduct, attitude, attendance record, or scholastic standing is considered by the school to be undesirable. Students and parents/guardians further understand and agree that parent/guardian conduct and attitude during school functions and events can also provide grounds for a student's exclusion from the student body.

The administration reserves the right to revise or edit the rules and regulations at any time. The principal makes the final judgment in all matters.

Please print this page and return it to school with the appropriate signatures.

Telecommunications Use Agreement 2009-2010

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Joseph Regional Junior High School:

1. I recognize that all computer users have the same right to use the equipment. Therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their passwords; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrator will deem what is inappropriate use, and his/her decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

This is to certify that I have read the telecommunications use agreement with my son/daughter.

We agree to abide by the rules and regulations of St. Joseph Regional Junior High School.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please print this page and return it to school with the appropriate signatures.