

Saint Joseph Regional Junior High School
Parent/Student Handbook
2011 - 2012

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The New England Association of Schools and Colleges

Commission of Independent Schools

Accreditation Statement

St. Joseph Regional Junior High School 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

Our Mission

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

SJRJHS is a Catholic, co-educational, learning community in which students prepare for high school while learning respect for themselves, others, and God.

Objectives

1. To prepare our students to succeed in high school.
2. To work in partnership with parents to facilitate the development of the whole person while encouraging all individual gifts and talents.
3. To bring faith experiences to our students as an integral part of the curriculum.
4. To impart to our students an understanding of the Catholic Church and its traditions.

Student Honor Code

- Students are expected to conduct themselves in a manner consistent with the mission of the school and the teachings of Jesus Christ.
- Students must also uphold the ideals of honesty, integrity, trustworthiness, and good sportsmanship.
- To remain a member of the SJRHS Community, each student is expected to live up to the honor code.

The Catholic Nature of SJRJHS

Non-Catholic students are welcome to attend SJRJHS with the understanding that all our students are required to take all the religion classes prescribed by the Program of Studies and Graduation Requirements. All students are required to attend all religious exercises. Religious worship is an integral part of the duty and gratitude due to God. The appropriate formation of a student extends beyond mere academics and athletics. Catholic students are expected to participate in Mass at their parishes on at least a weekly basis. Non-Catholic students are encouraged to worship at their houses of worship.

Handbook Statement

The SJRJHS Calendar Handbook does not address all situations and circumstances which may affect students. It is intended to be a specific articulation of the broad range of expectations as stated in the school's Mission Statement and Objectives. As such, it informs both parents and students of the specific policies and practices which have developed from these expectations. Parents and students are advised to read this handbook carefully prior to signing and returning the acknowledgment form at the end of this handbook by the end of the first week of classes. Students who fail to return signed

acknowledgement forms will not be allowed to attend SJRJHS until such time as the forms have been returned.

The administration reserves the right to revise or edit this handbook at any time. The principal makes the final judgment in all matters and reserves the right to waive and or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Notice of Implied Agreement

The registration of a student at SJRHS is deemed to be an agreement on his or her part, and on the part of the parents or guardians, to comply fully with all policies, rules and regulations of the school as outlined in this handbook.

Conflict Resolution

The need to resolve conflict is an integral part of any human institution. Resolution is usually more effective when it occurs at the source. Therefore, parents and students are advised to seek resolution directly with the teacher, coach, student or parent with whom the conflict has occurred. Should such attempts fail, resolution should be sought with the assistant principal. The principal should be consulted only after all other avenues of communication have been utilized. Issues which are not satisfactorily resolved with the administration may be brought to the attention of the Superintendent for Catholic Schools, Diocese of Manchester, 153 Ash Street, Manchester, NH 03105-0310.

Advisory Board

The Diocese has established a structure for an Advisory Board for each Catholic school. Under the direction of the Superintendent of Catholic Diocesan Schools and the Diocesan School Board, the SJRJHS Board of Advisors assists the Principal in the development of school policy. The Board operates according to a Diocesan-approved Constitution. Membership on this Board is determined according to its needs and the professional contribution each member can bring to Board decisions. Membership on board-sponsored committees is not limited to Board members. Individuals interested in applying for membership to the board should send a written request for application to the SJRJHS Advisory Board Chair, c/o SJRHS.

Faculty and Staff

Principal: Denis Mailloux
Assistant Principal: Pauline Martineau
Religion, Reading & Study Skills: Terry Cuff
Mathematics: David Donohue
Science: Sue Duhaime
Art: Thomas Ford
Religion & World Languages: Collette Hamel
Band: Jeff Jenkins
English & Phys. Ed: Daniel Kocsis
Religion & Social Studies: Maureen O'Donnell
English, Studies Skills & Drama: Charles Powell

GENERAL POLICIES

1.1 Admissions Policy

Any student who has successfully completed the 6th or 7th grade may apply to SJRJHS. Interested families should contact the school office at 624-4811. Every SJRJHS student is admitted on a probationary basis for the first marking period so as to allow the school an opportunity to assess its ability to meet the student's needs. Students whose financial accounts are in arrears with another Catholic school in the Diocese of Manchester will not be admitted to SJRJHS.

Note: SJRJHS does not implement 504 plans or Individual Education Plans (IEP's). However, the school provides guidance in study and organizational skills for students whose skills are identified by the school as requiring further development. Applicants with current IEP's and 504 plans are assessed on an individual basis.

1.2 Criteria for Acceptance

Students are accepted to SJRHHS based on

- grades
- previous standardized testing
- an admissions interview

1.3 Non-Discrimination Policy

SJRJHS admits students of any race, color, national and ethnic origin. It does not discriminate on the basis of race, color, creed, sex, or national origin in the administration of its educational policies, scholarship programs, athletics, or any other school-related activities.

1.4 Continued Enrollment

Students are enrolled at SJRJHS on the basis of a yearly evaluation and acceptance. SJRJHS reserves the right to dismiss students for infractions of school regulations or school honor code, unsatisfactory academic standing, failure to meet financial obligations or other reasons which affect the welfare of the individual student or the school community. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken through lack of cooperation by the parent(s)/guardian(s) and failure to follow through with parental/guardian responsibilities.

1.5 Access to Student Records

Unless otherwise specified by parent(s)*, a student's records will be made accessible to all SJRJHS faculty and administration. Information from a student's records will not be made available to outside agents without written permission from a parent guardian or if required to do so by court order.

*The term “parent” will also refer to guardians throughout this handbook.

1.6 SJRJHS Directory Information

Student Name, Parents, occupation of parents, address, e-mail address, and phone number will be listed and released to internal SJRJHS agencies and organizations. Parents may refuse inclusion in the SJRJHS Directory by submitting a written request to the Assistant Principal by September 15. Public photos, names, awards, etc., will be released on the school’s website, social networks and to news publications unless written notification is received from parents/guardians to the contrary by September 15.

1.7 Non-Custodial Parent

This school abides by the provisions of the Buckley Amendment with respect to the rights of non- custodial parents. In the absence of a court order to the contrary, the school will provide the non- custodial parent with access to academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a court-certified copy of the court order.

1.8 School Day

Unless a special schedule is announced, the school day will begin at 7:35 and will end at 2:10.

1.9 Before and After School

The staff provides supervision between the hours of 7:15 A.M. and 2:45 P.M. There are other times when the staff (coaches, moderators, etc.) will schedule activities, and for such occasions, supervision will be provided only during the time of that activity. Parents are responsible for making arrangements regarding transportation and location for students to wait for rides. **NO STUDENTS MAY REMAIN IN THE BUILDING UNLESS SUPERVISED BY A FACULTY MEMBER OR COACH.**

2.0 Emergency Response

If a student requires emergency care due to illness or injury, someone in authority (classroom teacher, coach, etc.) must be notified immediately. The administration will then be notified and appropriate emergency response measures will be initiated. They are to inform a teacher or administrator who will then contact parents. In the event of family emergency situations, parents are to contact the administration through the main office.

2.1 Emergency Response Cards

It is important that parents immediately fill out and sign the cards which are kept on file in the main office and nurse's office. Emergency information is disseminated to school agencies in an appropriate manner. In the event of emergency, this information provides the authorization and guidance for proper notification and care. Emergency Response Cards must be returned to the school by the students on the second day of classes. Students will not be allowed to attend school until such time as these forms are returned. It is important the parents submit updated emergency response information in

the event of any changes (address, phone, etc.). Students involved in sports will receive additional emergency care forms to be filled out in the event of injury away from SJRHS facilities.

2.2 School Cancellation

SJRJHS will announce school cancellations and delays on radio and TV stations WGIR (610 AM & 101.1 FM), WZID (95.7 FM) and WMUR TV (Ch 9). Please note also that SJRJHS announces its cancellations separately from all other area Catholic schools, including what is termed “Manchester Catholic Schools,” when Manchester public schools are cancelled so is SJRJHS. Parents should use their discretion on inclement days as our students come from many towns and cities in New Hampshire.

2.3 Delayed Openings

SJRJHS will announce delayed openings on the radio and TV stations listed under “School Cancellation.” On days with delayed openings, all students are to report to school at the time time designated by the Manchester public schools. All assignments will still be due and tests and quizzes may still be administered. The time of dismissal will not change from that of a normal day. On days when opening is delayed, students and faculty will be allowed to “dress down.”

3.1 TUITION PAYMENT OPTIONS

2011–2012 TUITION PAYMENT OPTIONS

<u>PARISH RATE 7TH GRADE</u>		<u>PARISH RATE 8TH GRADE</u>	
OPTION 1	OPTIONS 2 & 3	OPTION 1	OPTIONS 2 & 3
\$5,790.00	\$5,790.00	\$5,890.00	\$5,890.00
CREDIT FOR EARLY PAYMENT		CREDIT FOR EARLY PAYMENT	
<u>-100.00</u>		<u>-100.00</u>	
\$5,690.00		\$5,790.00	

- Option 1** \$5,690.00 (7th grade) or \$5,790.00 (8th grade) payment due by **July 1, 2011.**
- Option 2** 4 quarterly payments @ \$1,447.50 due July, October, February & May (7th grade)
4 quarterly payments @ \$1,472.50 due July, October, February & May (8th grade)
- Option 3** 11 payments @ \$526.37 due 5th or 20th July 2011 through May 2012 (7th grade)
11 payments @ \$535.46 due 5th or 20th July 2011 through May 2012 (8th grade)

<u>NON-PARISH RATE 7TH GRADE</u>		<u>NON-PARISH RATE 8TH GRADE</u>	
OPTION 1	OPTIONS 2 & 3	OPTION 1	OPTIONS 2 & 3
\$6,840.00	\$6,840.00	\$6,940.00	\$6,940.00
CREDIT FOR EARLY PAYMENT			

-100.00
\$6,740.00

-100.00
\$6,840.00

- Option 1** \$6,740.00 (7th grade) or \$6,840.00 (8th grade) payment due by **July 1, 2011.**
- Option 2** 4 quarterly payments @ \$1,710.00 due July, October, February & May (7th grade)
4 quarterly payments @ \$1,735.00 due July, October, February & May (8th grade)
- Option 3** 11 payments @ \$621.82 due 5th or 20th July 2011 through May 2012 (7th grade)
11 payments @ \$630.91 due 5th or 20th July 2011 through May 2012 (8th grade)

3.2 Tuition Refund Policy

Tuition Payments start in July and end in May. Tuition can be paid in full, quarterly or in eleven monthly payments. School starts the end of August and runs until mid June. If a student withdraws from school prior to starting, all money paid for tuition will be refunded.

Tuition is divided over 10 months of school. If a child withdraws from school after it has started, the refund will be pro-rated, based on the amount earned.

No refunds will be made for financial aid.

4.0 ACADEMICS

4.1 Program of Studies

7th Grade

Honors Mathematics, Math
Life Science
The Story of Jesus
Geography
English

Art / Phys Ed.
Reading
Spanish
Drama
Band

8th Grade

Algebra I (Honors), Paced Algebra I
Earth Science
The History of the Church;
English
U.S. History

Spanish
Drama
Reading
Art / Phys. Ed.
Band

4.2 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 of the first, second and third quarter report card 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.

4.3 Grading System

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

4.4 Interpretation of Marks

“A”-----SUPERIOR

The student has completed the academic work beyond the normal requirements of the course. Tests, homework, projects and class participation have been consistently and thoroughly completed in a superior way. The student has worked well and much initiative has been shown. (100-91)

“B”-----VERY GOOD

The student has completed all work on time to the best of his or her ability; has actively participated in class; does above average work; responds to the encouragement of the teacher and is thorough and dependable. Grades, homework, projects and class participation were consistently above average. (90-83)

“C”-----GOOD

The student has done acceptable work. Assignments are complete. The student has participated satisfactorily and has met general course requirements. (82-76)

“D”-----PASSING

The student does a minimum of work to meet passing requirements. He or she may be indifferent in attitude and may not truly apply themselves. They show little or no initiative or their work may be inaccurate, tardy or incomplete. (75-70)

“F”-----FAILING

The student is failing to do the required assignments. He or she may be wasting their time in class or not doing homework assignments. They are not working in accordance with their ability. No credit is given for this grade. (69-Below)

“I”-----INCOMPLETE

Students will temporarily receive this mark for course requirements which have not been completed either for extended illness or for some legitimate reason approved by the teacher and in consultation with the Assistant Principal. If the incomplete is not made up in the specified time, it will become a failing grade (F).

4.5 Effort and Conduct

1-Excellent, 2-Above Average, 3-Average, 4-Unsatisfactory, 5-Poor

The homeroom grade will reflect conduct in general areas such as the cafeteria, between classes, the community center, church, recess and all field trips.

4.6 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. **Effort & Conduct** 1's, 2's, or 3's

High Honors "B+" or above with one "B" allowed. **Effort & Conduct** 1's, 2's, or 3's

Honors "B-" or above with one "C+" or "C" allowed. **Effort & Conduct** 1's, 2's, or 3's

Effort & Conduct Honor Roll All 1's or 2's

4.7 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.

5.0 Extracurricular Activities

5.1 Eligibility Requirements

- 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).
- If a student receives an "F" in any subject on a report card, or has a 5 in effort or conduct, he or 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)
- 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.
- If sufficient improvement has been made, he/she may continue to participate in extracurricular activities.
- If sufficient improvement has not been made, the student will be suspended from extracurricular activities until the next report card. (ineligible) An ineligible student who is a member of a sports team will attend and participate in all practices during the period of suspension. He or 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.

5.2 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.

5.3 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 check the website 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.

5.4 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.
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.

5.5 STUDENT REGULATIONS

Every student attending SJRHS must fulfill certain basic responsibilities. These include (but are not limited to):

- arriving to school on time
- arriving to classes on time with completed assignments and necessary supplies
- participating in classes in an appropriate manner
- adhering to the school honor code
- conforming to all school policies and refraining from inappropriate conduct or language

5.6 Parental Responsibilities

Parents of SJRHS students are expected to support the school in the implementation of its policies and to provide the students with the guidance and home environment necessary to succeed and grow as they are challenged by the school's programs. Proper channels of communication will ensure a more effective partnership between parents, teachers, and coaches. Parents may arrange meetings via email and/or voicemail so as to allow for effective use of time on the part of parents and teachers alike.

5.7 Attendance Policy

The SJRJHS Mission Statement calls upon parents, administrators and teachers to develop the "whole student," including the formation of responsibility. Parents of SJRJHS students expect certain guidelines and policies which create the best learning environment for their children.

One of the primary responsibilities of students is to arrive at school on time and to attend school every day that school is in session. If a student experiences what the administration deems to be excessive tardiness or absence, that student and his or her parents will be required to attend a mandatory meeting to review and evaluate the reasons for tardiness or absence. Appropriate consequences will be imposed for abuse of the attendance policy.

NO personal absences (medical, family vacations, etc.,) are excused from affecting a student's grade. In the event of chronic illness, death in the family or other special circumstances, the student's situation will be assessed individually by the Principal. Extended Absence Forms are available through the main office for anticipated absences of three school days or more. This form allows teachers to provide the student with upcoming assignments. Sanctioned school activities (games, field trips, etc.) are not considered to be absences from school.

5.8 Reporting Absence

If it is necessary for a student to stay home from school because of illness or for an emergency, a parent or guardian must call the school at 624-4811 between 7:00 A.M. and 8:30 A.M., giving the following information:

1. the student's name and homeroom
2. the reason for the absence
3. the name of the caller

Medical appointments should be scheduled after school. Upon returning to school, the student must turn in to their homeroom teacher a written note. This note should include:

1. the name of the student
2. the date(s) the student was absent
3. the reason for the absence
4. the signature of the parent or guardian

Written absence, tardy, or early dismissal notes with a parent guardian signature are a legal requirement. Schools must keep these signed notes on file until the end of the school year. Should the absence not be reported by a parent or guardian, the student will be considered truant.

5.9 Absence & Participation in School Activities

Students absent from school or from two class periods, without prior permission from the administration, will not participate in athletic or other co-curricular programs on that day. Students who are dismissed early due to illness will not participate in extracurricular activities that day. The student's health is of paramount concern to the school.

5.11 Make-Up Work

When a student is absent for one or two days, he or she must obtain missed assignments and class work from classmates, as this is often the timeliest method of obtaining such assignments. It is the responsibility of the student to make up all work missed. In the case of a single day's absence, all work will be made up within two days.

For absences beyond a single day, the teacher will decide as to the appropriate amount of time for make-up. Work which was assigned prior to the absence and due on the day of the absence, must be passed in upon a student's return to class. Students absent on the day of a quiz or test must make arrangements with the teacher on the day of return for make-up. Students may not be given tests or quizzes in advance of an absence without prior permission from the administration. Students late for school must make arrangements with the teacher that day to make-up any missed work.

5.12 Requests for Early Dismissal

Appointments should not be made during the school day. They should be made after school, Saturdays or on holidays. In case of an emergency, a parent/guardian may request an early dismissal by phone or in person. Phone requests will be verified prior to dismissal. Upon the student's arrival to school, the student must submit a signed early dismissal slip to the office. Parents must sign students out in the Main Office before leaving. Parents must supply a signed and dated note requesting the early dismissal or one point per missed class will be deducted per the school's truancy policy. The administration reserves the right to refuse or grant any request for early dismissal.

5.13 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.

5.14 Dress Code

The SJRJHS 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 solid, navy blue, no logos or decorations

SHIRTS 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 dress shirts must be tucked in.

SWEATERS plain, cabled, or ribbed, solid color crew-neck, cardigan or vest, no hoods or logos.

SWEATSHIRTS/FLEECE PULLOVERS OR VESTS solid color, no logos, or hoods, no zipper jackets

PANTS dress or cargo style (plain, no jean-style, low-rider, or metal décor), appropriate fit – not too tight or too loose fastened at the waist. All are worn with belts, unless they have elastic waistbands with no belt loops.

SHORTS/CAPRIS worn only in warm weather months as determined by the administration (usually August, September, October, May, June) dress or cargo style, fastened at the waist. **Girls**-no more than 2 inches above the knee. **Boys**-no longer than just below the knee.

BELTS no studded belts, scarves, or oversize buckles.

SHOES 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.

JACKETS/COATS not to be worn in the building. If cold, choose an appropriate sweater, sweatshirt or fleece top.

HATS no headgear in the building unless approved by the administration.

JEWELRY no earrings larger than a quarter, no wrist wraps of any kind.

HAIR 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.

5.15 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.

5.16 DRESS-UP DAYS Every Wednesday, Mass days, and all other special occasions, blue blazer with white dress shirt. A solid-color, cotton dress shirt may be worn if there is an additional dress-up day in a single week. Boys must also wear ties. Pants- dress, khaki, belted, no cargos. Girls are allowed to wear ties if they wish.

5.17 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.

5.18 DRESS CODE ENFORCEMENT

Any student who arrives at school not in complete dress code, or is out of dress code during the day, will 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). The offense will result in a loss of the next dress-down day. If it is determined by faculty or 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 and the student will lose the next dress down day. If the student is not dressed appropriately for dress-up day, he or 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.

5.19 Radios, Cell Phones, Tape CD Players, iPods & MP3's

Cell phones are an effective means for parents to communicate with their children outside of school. HOWEVER, these devices must be turned into their homeroom teacher at the beginning of the school day. Parents who need to contact their student must do so through the main office. Video cameras and tape recorders may be used with permission from the Assistant Principal for classroom or school-related projects only. Students found to be transmitting images and/or recordings of school personnel, students, school materials or school events without the express permission of the administration will face disciplinary action, including the possibility of expulsion. Students found to be transmitting material of a morally or ethically objectionable nature will face disciplinary action, including the possibility of expulsion. Radios and tape, cd, mp3 players (with or without earphones) may not be used during the school day. Teachers will confiscate any prohibited items which will be returned at the discretion of the administration. Cell phones will be held for 7 days or until such time as the cell phone is retrieved by a parent.

5.20 Bus Rider Regulation

SJRJHS students are always expected to behave as ladies and gentlemen. Behavior on buses is no exception. Students who are uncooperative or disruptive will not be allowed to ride the buses. If a bus is late to school, students should report directly to the Main Office to sign in, and obtain an admit slip.

5.21 Cafeteria

Order, cleanliness and courtesy are considered essential behavior. Students are expected to behave like ladies and gentlemen, to be courteous to those serving food and to clean up after themselves without being told to do so. No food or drink may be brought from the cafeteria into the school building or gym at any time during the school day.

5.22 Cheating

The administration and faculty consider cheating a serious violation of trust. Students violating this trust in any way will be penalized by the teacher who observed the cheating. The teacher will notify parents of the incident. It will result in a grade of zero for the activity (tests, quizzes, assignments, etc.,) and will be reported to the administration. Further sanctions may be imposed by the administration in accordance with the severity of the incident.

The copying of assignments or any other class work and the allowing of one's work to be copied is also considered to be cheating. While students are certainly encouraged to help each other, the copying of homework impedes the learning process by preventing the student from practicing the skills which the homework is designed to reinforce. The inability of a student to complete assignments is an indication of problems which need to be resolved in the classroom — either through increased student participation or extra help after school. If a student submits assignments which he or she is unable to complete successfully in class, the assignments will be considered copied and no credit will be given. Teachers certainly have the authority to check for authentic completion of assignments since homework is an important means of monitoring a student's progress.

5.23 Plagiarism

Plagiarism is the use of another person's words or ideas without properly indicating the source. Proper documentation of sources (including computer software, CD ROM's, and information from the Internet) is an essential skill for students to learn if they are to be prepared for the information age. Plagiarism (intentional or unintentional) gives the impression that the student is trying to pass the work off as his or her own. This is dishonest and is a form of cheating. In printed books it is a violation of copyright law. Teachers know the style and vocabulary of which students are capable and are quick to note signs of a mature writer or stylistic qualities which are beyond the power of a junior high school student. Indirect quotation (paraphrasing) must also be properly cited as well as the use of any information which has been published by another individual. Students are given specific instructions from their teachers as to the proper documentation of information for research papers and other assignments. These instructions must be followed exactly to avoid plagiarism and penalties for cheating.

5.24 Lockers

Students are assigned lockers for their use during the school year. Students may not change lockers at any time. Students are responsible for keeping their valuable property properly identified and stored for safe keeping. Students are given locks on their lockers and should keep them locked at all times. Students are discouraged from sharing their locker or locker combination with others. The school is not responsible for lost or stolen articles.

The school has the obligation to maintain a safe environment, and where there is suspicion of a condition which endangers the health and or safety of any student, the school reserves the right and has an obligation to examine locker contents. The locker is and remains the property of the school. The lockers are wide enough to accommodate backpacks. Students must store backpacks in their lockers and carry only those items required for class. Backpacks and athletic equipment bags must never be left in hallways or in classrooms where they will obstruct traffic. Students must not leave any food or beverages in their lockers after the lunch period as such items become health and sanitation problems. Students will be held financially responsible for damage done to lockers.

5.25 Rest Rooms

The school provides clean and neat rest rooms for all students. Everyone is expected to keep these rooms orderly.

5. 26 Dances

All dances must be approved by the administration. With the exception of "Bring a Friend" dances, students are not allowed to bring guests from other schools to SJRJHS dances. The administration reserves the right to disapprove of any student guest at dances or any other school activities. Once admitted, students may not leave the dance unless they are leaving for the evening. Students are expected to be dressed and to dance in an appropriate and dignified manner.

5.27 Printed Matter or Posters

Distribution of printed matter or posters must receive administrative approval before being circulated or posted. Once approval has been given, students are responsible for posting signs only on bulletin boards. Signs or posters are never to be taped to walls and doors. All signs and posters are to be removed immediately after the event announced.

5.28 Equipment and Facilities

Students should take pride and care of facilities and equipment. Damage or theft of any equipment or school property must be compensated for by the parents of the student(s) involved. Damage of a malicious nature or theft will be considered a very serious matter and will be severely dealt with including notification of law enforcement officials.

5.29 Field Trips

Students must adhere to all school policies and regulations including proper dress while on trips sponsored by the school. The school reserves the right to refuse permission to any student to participate in a field trip if it is felt that his or her conduct would reflect unfavorably on the school. Students are required to present a permission slip signed by a parent or guardian. Telephone calls or other written notes cannot be accepted in lieu of this form.

5.30 Fire Drills

Fire Drills are held periodically. A fire evacuation plan is posted in each room. Students should familiarize themselves with the exit routes. Once the fire alarm is sounded, students will move quickly, carefully and quietly with the teacher out the assigned exit. NO RUNNING IS ALLOWED. The first student to reach the outside doors should hold them open until all have left the building. Students will report to the designated areas at least three hundred feet from the building and remain there until given the signal to re-enter the building.

6.1 Internet Policy

The internet is an important means of communication with both promise and peril. It has become an essential tool in the quest for knowledge, exercise of citizenship, and fostering of community. As part of the SJRJHS mission to prepare its students for high school and beyond, we are dedicated to educating our students toward responsible, ethical, moral, intelligent, and effective use of the internet. This technology, however, also enables the exploitation of members of society by those that have improper, unethical, and immoral intent. Internet pornography, sexual predation, fraudulent sales, credit-card theft, and issues of privacy and appropriate behavior in general are serious concerns of today's internet.

6.2 Acceptable Use

The purpose of the SJRJHS intranet and its connection to the internet is to support research and education by providing access to resources and opportunities for collaborative work. The use of the SJRJHS resources must be in support of education and research consistent with the objectives of the SJRJHS Mission. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of SJRJHS resources for commercial activities is prohibited unless prior approval has been granted. Use of SJRJHS resources for product advertisement or political lobbying is also prohibited without prior approval.

Students shall not

- deliberately attempt to alter or destroy any program loaded on the system
- deliberately attempt to alter or bypass the security procedures established by the school
- load or attempt to load any programs from sources outside the school
- load or attempt to load any known viruses
- deliberately attempt to alter or destroy the work of any other user of the system

- use computers to insult or denigrate another member of the SJRJHS Community, whether on the school network or on any webpage, email accessed outside the school network
- Text message, email via the school network or use wireless network access reserved for teacher use
- Utilize another's password to gain access to any account or give one's own password to another
- Students shall use school-based internet access and any programs designed to work with the internet in the manner as prescribed by the instructor or the procedures given as part of the course material.
- Students shall use school-based internet access for educational research only. All other school-based internet access is inappropriate.
- School computers are to be used to review only material that is appropriate for use in a Catholic junior high school.

6.3 All Users Responsibilities

All users of the SJRJHS resources are responsible for the physical and electronic security of the resources. All users are responsible for the content of and the storage and transmission of materials. All users are responsible for ensuring the integrity of the resources and SJRJHS by promoting acceptable use and reporting failures to comply with SJRJHS policy.

6.4 Privacy

SJRJHS reserves the right to access, at any time, any personal files or any information placed in computer or networking resources that SJRJHS students might encounter. SJRJHS reserves the right to monitor, capture, and filter any transmitted information on SJRJHS networks and its social media sites.

6.5 Privileges

The use of the SJRJHS computing and networking resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Principal will deem what is inappropriate use and his or her decision is final. Each person who will utilize the SJRJHS resources will be informed of the SJRJHS policy prior to authorization of privileges.

7.0 Discipline

7.1 Behavior

SJRJHS students are expected to act as ladies and gentlemen at all times. They should treat others as they would have others treat them. A key element of Catholic education is the building of a community which is only accomplished through respect for one another. At all times, students are to display a respect for others and themselves in language and action. Whether during or after school hours, students whose conduct reflects detrimentally on the SJRJHS Community will be held accountable by the administration. Misbehavior is never excused as a result of learning disabilities or

behavioral disorders. Students affected by disabilities or disorders to the extent that they are unable to behave appropriately will be asked to withdraw from the school.

7.2 Detention

Students will be assigned detention for infractions committed during school hours. They will be given 24 hour notice for classroom detention. The teacher will determine the duration of the detention (up to one hour). Detention takes priority over all extracurricular activities and events. When verbal warnings and classrooms detentions are insufficient to correct the behavior, the administration will invoke more serious consequences.

7.3 Student Hazing

Under the provisions of RSA 631 7, student hazing is strictly prohibited and punishable by law. Hazing is the “coercion or intimidation of a student to act or participate in or submit to any act, when such an act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and when such an act is a condition of initiation into, admission into, continued membership in or association with any organization.” Hazing is not tolerated at SJRJHS or at any SJRJHS-related activity, and any such incidents will be dealt with severely with respect to any coach, faculty member and/or students involved.

7.4 Stalking

As defined by RSA 633 3-a, stalking means “to follow another person from place to place on more than one occasion for no legitimate purpose with the intent to place such person in fear for his (or her) personal safety or to appear on more than one occasion for no legitimate purpose in proximity to the residence, place of employment or other place where another person is found with the intent to place such person in fear for his (or her) personal safety, or to follow another person from place to place on more than one occasion for no legitimate purpose under circumstances that would cause a reasonable person to fear for his (or her) personal safety, or after being served with or otherwise being notified of a protective order that prohibits the person from having contact with specific individuals...” Stalking or any other form of harassment is not tolerated at SJRJHS. Students guilty of such activity will be expelled.

7.5 False Public Alarms

“Any person who directly or indirectly communicates to any governmental agency that commonly deals with emergencies involving danger to life or property a report known by him to be false regarding a fire, explosion, or other catastrophe or emergency, shall be guilty of a misdemeanor.” RSA 644:3

7.6 False Fire Alarms

“Any person who knowingly gives or aids or abets in giving any false alarm of fire, by any means, is guilty of a misdemeanor.” RSA 644:3-a. Should any bodily injury result from a false fire alarm, the perpetrators will be guilty of a class B felony. SJRJHS will comply fully with the reporting of any persons guilty of making false alarms and will treat any such incidents with great severity, including expulsion.

7.7 Harassment / Bullying

Any person who commits harassment/bullying shall be subject to prosecution.

Harassment / Bullying is perpetrated by a person who...

makes a telephone call, whether or not a conversation ensues, with a purpose to annoy or alarm;

- or makes repeated communications at extremely inconvenient hours or in offensively coarse language with a purpose to annoy or alarm another;
- or insults, taunts, or challenges another in a manner likely to provoke a violent or disorderly response
- or knowingly communicates any matter of a character tending to incite murder, assault, or arson;
- or with the purpose to annoy or alarm another, communicates any matter containing any threat to kidnap any person or a threat to the life or safety of another;
- or with the purpose to annoy or alarm another, having been previously notified that the recipient does not desire further communication, communicates with such person, when the communication is not for a lawful purpose or constitutionally protected.

Acts of harassment bullying perpetrated within the school and or with school property (school phones, computers, etc.,) will receive consequences from the school in addition to possible consequences imposed by legal authorities. Acts of harassment/bullying perpetrated outside school properties and activities are a matter for legal authorities with the full cooperation of the school administration.

7.8 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 of sexual harassment. Sexual harassment of any employee or student, by any employee or student, or by any other person with whom an employee or student may interact in connection with school responsibilities or activities, is prohibited by state and federal law and will not be tolerated in our schools. 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

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of employment or educational advancement; or
2. Submission to or rejection of that conduct or communication by an individual's employment or educational status; or
 - That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or educational status; or
 - That conduct has the purpose or effect 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, including teasing, joking or making derogatory or dehumanizing remarks;
- subtle pressure for sexual activity;
- sexual contact 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** Rape and any other criminal matters are reported immediately to local 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; and 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 a school employee from employment or expulsion of a student from school. Two individuals (complaint managers) have been designated to receive complaints of harassment and sexual harassment. The school's complaint managers are the Mr. Charles Powell and the Mrs. Susan L. Duhaime. The selection of two individuals (one male and one female) for this purpose is to allow those making complaint (complainants) to do so with someone of the same sex. Should a complaint be made against one of the designated complaint managers, the complainant may request an alternative complaint manager. Further information regarding the complaint procedure will be provided to complainants by the complaint managers. In addition to this process, if anyone suspects abuse by a priest, deacon, member of religious institute, employee or volunteer of the Diocese of Manchester, they are asked to contact The State of New Hampshire Division of Children, Youth & Families (800) 894-5533 The 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 1-800-475-5585

7.9 Reporting Child Abuse

SJRJHS complies fully with RSA 169-C 30 whereby an immediate report of suspected child neglect or abuse will be made to the Division for Child, Youth and Families. Immunity from Liability Anyone participating in good faith in the making of a report of child abuse is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant has the same immunity with respect to participation in any investigation by the division (Child & Youth Services) or any judicial proceeding resulting from such a report — NH RSA 169 - C 31.

7.10 Drug Free Zone

"Except as otherwise provided by law, it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense, or compound any controlled drug or its analog, within a drug-free zone at any time of the year." RSA 193-B 2

7.11 Drugs/Alcohol

Students found in possession of illegal drugs or alcohol on school property or at any SJRJHS event may be subject to immediate expulsion and prosecution under the law. Additionally, when the administration becomes aware of any student who possesses, consumes, purchases, or in any manner transports drugs or alcohol off school property, that student will be subject to immediate suspension, pending further investigation. A parent conference will be held at the conclusion of the suspension. The administration will make a determination as to the subsequent course of action.

SJRJHS reserves the right to test students at their own expense for drugs and alcohol randomly or in the following circumstances (1) the student exhibits drug or alcohol influenced behavior; (2) the student has a history of drug or alcohol use at SJRJHS; (3) there are significant changes in the student's academic or social functioning; (4) there are signs of psychological distress; or (5) upon written request by the parent(s) of the student. If a student tests positive for illicit substances, whether or not the substance was used on school grounds or at school related events, the student will be considered in violation of school policy and will be subject to appropriate disciplinary action, up to and including expulsion from the school.

Students who approach a teacher or administrator, seeking help with an alcohol or drug use problem will be assisted (1) in discussing the problem with parents and (2) obtaining professional counseling. This assistance will not be afforded to students who are found with drugs or alcohol in their possession. "No person (adult or minor) shall drink or have in his possession any intoxicating beverage while in attendance, as a spectator or otherwise, at any place where a school interscholastic athletic contest is being conducted. Whoever violates the provisions of this section shall be guilty of a misdemeanor." RSA 571-C 2 (7.14)

7.12 Behavior at Other Schools

If a student is referred by another school for inappropriate behavior, appropriate consequences will be imposed. Included in those consequences will be a written apology from the student to the principal of the referring school.

7.13 Inappropriate Language

Offensive language of any kind in school or at school events will not be tolerated and will result in consequences deemed appropriate by the administration.

7.14 Theft/Vandalism

Trust is one of the most important elements of any community — especially a Christian community. Students who steal or commit any acts of vandalism are guilty of a serious offense against the individual victim(s) and against the total school community. "Any

person convicted of an act of theft, destruction, or violence ... committed in a safe school zone at any time of year may be subject to an extended term of imprisonment.” RSA 193-D 3 Students are reminded that locked lockers are the only means of ensuring the security of one’s property. Additionally, any valuable item may be left with the Main Office for safe keeping. A student found to be stealing must make immediate restitution. The student will receive suspension from school. If the student holds any office (Student Council, Sports, Other Co-Curricular Activities), that student will be removed from office. The administration reserves the right to expel any student for what it considers to be an offense of a major or ongoing nature.

7.15 Fighting or Violent Behavior

Any form of violent behavior, including fighting, is in direct conflict with the mission of this school and may result in expulsion of students who initiate/instigate violence or respond to physical confrontation beyond what the administration deems to be self-defense. Students should seek guidance to resolve conflicts and not resort to a physical display of anger. Threats of violence will result in appropriate disciplinary action and or counseling. Repeated threats of violent behavior will result in dismissal from the school.

7.16 Weapons

Students who bring weapons on school property or to any school-related event will be subject to immediate expulsion in accordance with RSA: 193-D:2 and RSA:193:13. Students who bring look-alike weapons to school may be suspended and or expelled from school. Students are advised that the following items are ALL considered weapons (including look-alikes)

- guns
- any kind of “riot” or combat stick
- knives (any kind and with any size blade)
- The use of any implement in a weapon-like manner will be subject to the same consequences imposed for the weapons listed above. The unwarranted release of mace or pepper sprays at the school or any school-related event will be grounds for serious disciplinary action and may result in the expulsion of the student. (7.21)

7.17 Reporting of Theft

SJRJHS complies with RSA 193-D 4 in the reporting of acts of theft, destruction or violence witnessed in a “safe school zone.” “...it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 16-C.” RSA 193-D 7 (7.22)

7.18 Truancy

Students are considered truant if they are absent from school or late to school without the knowledge of parents or guardians or if they leave school for a designated place (field trips, etc.) but do not arrive there, and until such time as the school receives a

signed and dated note from parents guardians. The parents will be notified, and one point per day of truancy will be deducted from all classes. Repeated offenses will result in expulsion.

7.19 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 nurse will check all physicals and notify parent(s) if an athlete needs to get a current physical to be eligible to play. The nurse will also check all immunizations to be sure all students are current and can be allowed in school. 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 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 they are 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. 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. 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 the elevator with the permission of school administration. The principal or teacher should notify the school nurse of any changes in student medical history or current treatment. The school nurse will notify the principal teacher of any changes or treatment, which may affect 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)

7.20 External Suspension

Violation of rules can merit automatic suspension. Suspended students will remain home from school when suspended. Suspended students must make up all work missed during the suspended time and will have one percentage point per day deducted from each class at the end of the marking period. Students will not be allowed to participate in or attend activities on the day suspended.

7.21 Withdrawal

When the administration deems that a student's behavior has not improved sufficiently, despite academic and/or disciplinary sanctions, parents will be asked to withdraw the student.

7.22 Expulsion

Expulsion is determined by the Principal. Prior to expulsion, the student and his or her parents will be granted a hearing by the Principal. If expulsion is determined, the Principal shall notify the parents in writing with the reason(s) for expulsion and shall file a copy of this letter with the Superintendent of Schools. It will be noted on the records when a student is formally expelled.

8.0 Co-Curricular Activities

8.1 Definition of Activities Co-Curricular activities consist of all athletic and non-athletic activities which are not part of the classroom curriculum. SJRJHS offers a wide

variety of religious, social, cultural and athletic activities which are open to all eligible students. Eligible students are in good standing in both academics and behavior. Students are encouraged to become involved in the total program of the school by participating in activities. Information regarding these activities may be obtained by contacting advisors or coaches.

8.2 Academic Responsibilities

Students, parents, coaches and activity advisors are reminded that the first priority for all students is academic performance. Participation in activities outside the classroom (athletic or otherwise) must not interfere with students' academic work. Activity advisors and coaches may have access to student academic information through the administration so that they may encourage students to achieve their potential in the classroom.

8.3 Controlled Substances

Any student found using, in possession of, or distributing any controlled substance (alcohol, drugs, steroids, etc.,) will be banned from further participation in all school activities and will be subject to further disciplinary and corrective measures by the administration. See Sections 7.12, 7.13, 7.15. (9) Non-Athletic Activities

9.0 ATHLETICS

9.1 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. When a student becomes a member of a team, he or she must understand that there are rules to follow in all sports.

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. 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 try out 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.

9.2 Player 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.

9.3 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.

9.4 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 parent’s child. If the partnership breaks down, parents can be required to withdraw the child from school.

1. **Athlete to Coach** The SJRRHS 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 should not control the meeting.

3. Appropriate concerns to discuss with coaches

- The treatment of the student, mentally and physically.
- Ways to help the student 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. Parent/Guardian behavior at games

There will be no harassment of officials, coaches, staff, players or other parents. If necessary, the offending person/persons will be asked to leave the game and will not be allowed to return for the remainder of the season.

9.5 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.

9.6 Sports

- a. 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.
- b. 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.
- c. 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.

- d. 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.
- e. Hockey Season begins in March. Uniform shirts will be loaned. Players must provide all their own equipment.
- f. 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.
- g. 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.
- h. Golf Season begins in April. The team will be chosen by the coach. All schedules will be given to the team as soon as they are available.
- i. Coaches will inform their team if there are any changes. It will be the responsibility of the ATHLETE to inform parents of any changes.

9.7 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 SJRRHS does not have outside athletic fields, teams must play at alternate locations. Please note that the locations listed below are SJRJHS ‘home’ locations, but may be subject to change. Student athletes should know at which field they are scheduled to play.

9.8 Home fields

Softball

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 ½ mile on the left.

Baseball

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.

Soccer

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.

Hockey

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.

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.

Student and Parent Handbook Agreement 2011-2012

This is to certify that I have received a copy of the handbook. I have 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 Signature _____ Date _____

Father/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Student Name _____
(Print)

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.