



St. Joseph Junior High School

**Parent / Student Handbook
2026-2027**

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The New England Association of Schools
and Colleges
Commission of Independent Schools
Accreditation Statement

Accreditation Statement

St. Joseph 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 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

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

Objectives

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

Student Honor Code

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

The Catholic Nature of SJJHS

Non-Catholic students are welcome to attend SJJHS 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 SJJHS 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 acknowledgement 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 SJJHS 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.

Parental Responsibilities

Parents of SJJHS 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 or by telephone during school hours so as to allow for effective use of time on the part of parents and teachers alike.

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.

Notice of Implied Agreement

The registration of a student at SJJHS 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 **Head of Academic Affairs/Head of Student Affairs**. 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, in writing describing the issue, Diocese of Manchester, 153 Ash Street, Manchester, NH 03105-0310.

GRIEVANCE POLICY AND APPEAL TO THE SUPERINTENDENT

A parent aggrieved by a decision of a principal of a diocesan, regional, or parish Catholic school may appeal the decision to the Superintendent if the aggrieved party believes that the decision has violated diocesan or school policy or procedures. This process is not intended for the resolution of conflicts of interest or for the resolution of grievances which result due to a prudential disagreement with the judgment, policy, or decision of the principal.

This process likewise is not intended for the resolution of conflicts of personality or the daily problems which often arise among people, and which must properly be resolved by them. The aggrieved party must first attempt to resolve the matter directly with the principal. In a parish school, if the matter is not resolved after discussion with the principal, the aggrieved party may contact the pastor to resolve the matter. If unable to reach resolution, the aggrieved party of a parish, regional, or diocesan school may submit in writing to the Superintendent a description of the issue and the diocesan or school policy or procedure alleged to have been violated. The decision of the Superintendent is final. Matters that may be appealed to include, but are not limited to the following:

1. Bullying;
2. Teacher misconduct;
3. Tuition refund when a student leaves the school;
4. The use of child restraint practices as outlined in RSA 126-U; or Any diocesan or school policy or procedure.

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 SJJHS 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 SJJHS Advisory Board Chair, c/o SJJHS.

Faculty and Staff

2026-2027

School Phone Number 668-2910
Main Office, Absence / Tardy Ext. 117

Business Office Ext. 142
Michelle DiTomaso BSN, RN School Nurse Ext. 322
Admissions Ext. 114
Advancement & Alumni Ext. 148
Cafeteria Ext. 155

Administration

Nathan Stanton, M. Ed., President Ext. 159
Michael Gaumont, M Ed, CAGS, Principal Ext. 115
Ryan Kearney MA, Head of Student Affairs Ext. 196
Michael Boutselis, M Ed., Director of Enrollment & Communications Ext. 116
Jennifer McGrath, Admissions Manager Ext. 114
Michael Connell, Athletic Director Ext. 254
Joanna Brown, MBA, Business Manager Ext. 142
Cyndi Del Greco, MBA, Director of Institutional Advancement Ext. 148

<u>Campus Ministry</u> Brandon Sargent	<u>English/Language Arts</u> Anne McKenna Charlene Amarello	<u>Mathematics</u> Catherine Goodwin Marybeth Fiengo	<u>World Language</u> Jessica Gifford Derick Alexandre
<u>Theology</u> Lucy Jones Michelle Cote	<u>Social Studies</u> Alice Nickles Jackson Cleghorn	<u>Science</u> Laurie Jarmolowicz Leif Merryfield	<u>Physical Education</u> Emily Moreau
<u>School Counseling & Supports</u> Matthew McSorley, Counselor Julie O'Brien, Academic Coach		<u>Fine Arts</u> Marti Michael David Gocklin, Choir Director Tim Vigneau, Band Director	
<u>Grade Level Team Leads</u> Marti Michael, 7th Grade Lucy Jones, 8th Grade			

1.0 GENERAL POLICIES

1.1 Admissions Policy

Any student who has successfully completed the 6th or 7th grade may apply to SJJHS. Interested families should contact the school office at (603) 668-2910 ex. 114. Every SJJHS student is admitted on a conditional basis for the first quarter 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 SJJHS.

Note: SJJHS 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 SJJHS based on

- Grades
- Previous standardized testing
- An admissions interview

1.3 Non-Discrimination Policy

Notice of Non-Discrimination Policy For Schools of the Diocese of Manchester: The Catholic Schools of the Diocese of Manchester, mindful of their primary mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. The Catholic Schools of the Diocese of Manchester do not discriminate on the basis of race, color, national and/or ethnic origin, in administration of their educational policies, admissions policies, scholarship programs, and athletic and other school- administered programs. While the Catholic Schools of the Diocese of Manchester do not discriminate against students with special needs, a full range of services may not be available.

1.4 Continued Enrollment

Students are enrolled at SJJHS on the basis of a yearly evaluation and acceptance. SJJHS 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 is

Unless otherwise specified by parent(s)*, a student's records will be made accessible to all SJJHS 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 SJJHS Directory Information

Student name, parents names, occupation of parents, address, e-mail address, and phone number will be listed and released to internal SJJHS agencies and organizations. Parents may refuse inclusion in the SJJHS Directory by submitting a written request to the **main office** 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 Registered Sex Offenders

A registered sex offender is an adult who has been convicted of a crime or crimes of a sexual nature against a minor or an adult. Those listed on the New Hampshire State Registry are individuals who have been convicted of sex offenses against a minor where there was a significant age difference between the adult and minor, as well as those convicted of more than one sex offense against an adult.

The following are general guidelines and may be revised on a case-by-case basis to be more or less restrictive. Consultation with the Diocese of Manchester Office for Ministerial Conduct and the local police and/or the registered sex offender's parole officer is encouraged.

A registered sex offender (RSO) who is a parent with residential and/or decision-making rights or who is the legal guardian of a student must meet with the principal to review the restrictions imposed on the RSO (once-a-year meetings are recommended). The principal is strongly encouraged to include a second person (principal's delegate) in any and all meetings with a registered sex offender. All restrictions of the RSO must also be conveyed to the RSO in writing.

- The RSO is not eligible to be a school employee or volunteer (RSA189:13-a).
- An RSO who has been convicted of an offense against a minor is not allowed on school premises at any time when minors are present.
- An RSO who has been convicted of an offense against a minor may not attend any school event at which minors are present, regardless of where the event is held. Exceptions may be made for special events on a case-by-case basis.

- The RSO may have the right to review his/her child's educational record. If so, the RSO must contact the principal for an appointment.
- The RSO may have the right to communicate with his/her child's teacher about the student and may do so by contacting the teacher only at the school by phone, mail, or email.
- The RSO may meet with the teacher (and principal or principal's delegate) regarding the student after school hours when no minors are present.

1.9 School Day

Unless a special schedule is announced, the school day will begin at 7:30 and will end at 2:45. Students are considered tardy at 7:38.

1.10 Before and After School

The staff provides supervision between the hours of 7:00 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. A parent or guardian must contact the school in advance if a non-listed contact is transporting a student to or from school. This includes ride services (Lyft, Uber). NO STUDENTS MAY REMAIN IN THE BUILDING UNLESS SUPERVISED BY A FACULTY MEMBER OR COACH.

1.11 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.

1.12 Emergency Response Form

It is important that parents immediately fill out and sign the form, which is kept on file in the main office. Emergency information is disseminated to school agencies in an appropriate manner. In the event of an emergency, this information provides the authorization and guidance for proper notification and care. Emergency Response Form 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 SJJHS facilities.

1.13 School Cancellation

SJJHS will announce school cancellations and delays on social media, via text, email, and TV stations: WMUR TV (Ch 9). Please note also that SJJHS announces its cancellations separately from all other area Catholic schools, including what is termed "Manchester Catholic Schools." Parents should use their discretion on inclement days as our students come from many towns and cities in New Hampshire.

1.14 Delayed Openings

SJJHS will announce delayed openings on social media, via text, email, and TV stations listed under "School Cancellation." On days with delayed openings, all students are to report to school at 9:30. 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.

2.0 Tuition

2.0 Tuition

Tuition rates are set annually. Tuition agreements must be signed and returned to our business office before a student begins classes. Transfer students will have prorated tuition. Students who transfer from St. Joseph Jr. High School will be charged 25% of the tuition if they transfer before the first quarter. After that, they will be charged for the period of time they attended. Registration fees and book fees are nonrefundable.

Refund Policy

The obligation to pay fees for the entire academic year is based on the following policy:

Jul 1 - Aug 31: 20% of tuition & fees are due

Sep 1 - Oct 31: 50% of tuition & fees are due

Nov 1 - Dec 31: 80% of tuition & fees are due

After Jan 1, 100% of tuition & fees are due

If an outstanding balance is unpaid, St. Joe's may terminate enrollment of the student and/or initiate collection proceedings. If collection proceedings are initiated, I/we understand and agree and I/we will reimburse Trinity for all costs, expenses, interest, and fees incurred in connection with any proceeding to collect an unpaid balance, including but not limited to attorneys' fees, collection agency fees, and court costs.

Policy on Delinquent Payments

Accounts in arrears will be charged a monthly service fee of \$35 by FACTS. Accounts in arrears on the final day of a marking period (four per year) may result in the student's exclusion from school until the account is settled. Exclusion means from classes, examinations, athletics, and all student activities, rights and privilege

3.0 Academics

3.1 Program of Studies

7th Grade:

- Pre-Algebra / Math
- Life Science
- Theology: The Life of Christ
- World Geography
- Language Arts
- Study Skills
- Phys. Ed. / Art
- Spanish
- French
- Band
- Choir

8th Grade:

- Algebra / Pre-Algebra
- Earth and Physical Science
- Theology: Life of the Church
- Language Arts
- U.S. History
- Study Skills
- Spanish
- Band
- Choir
- Art / Physical Ed.
- Writing Lab

3.2 Report Cards

The student will receive a report card through RenWeb the Friday following the end of the marking period.

3.3 Grading System

A ⁺	100 - 99
A	94 - 98
A ⁻	90 - 93
B ⁺	88 - 89
B	84 - 87
B ⁻	80 - 83
C ⁺	78-79

C	74 - 77
C ⁻	70 - 73
D ⁺	68 - 69
D	65 - 67
F	0 - 64
I	Incomplete

3.4 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. (100-90)

"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. (89-84)

"C"-----GOOD

The student has done acceptable work. Assignments are complete. The student has participated satisfactorily and has met general course requirements. (70-79)

"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. (65-69)

"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. (64-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 **Head of Academic Affairs**. If the incomplete is not made up in the specified time, it will become a failing grade (F).

3.5 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.

*Please see rubric attached as Appendix A for guidelines used to assess Effort and Conduct.

3.6 Honor Roll

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

3.7 Honor Roll Level Grade Criteria

Principal's List:

- All "A" or above. Effort & Conduct: 1's, 2's, & 3's

High Honors:

- All "B+" or above. Effort & Conduct: 1's, 2's, & 3's

Honors:

- All "B" or above. Effort & Conduct: 1's, 2's, & 3's

3.8 Effort & Conduct Honor Roll Criteria

All 1's & 2's in all subjects.

3.9 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.

3.10 Co-curricular Activities Eligibility Requirements

To participate in any co-curricular 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) in order to participate in any activity on that day.

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:

- immediately (the date on which report cards are issued) ineligible for participation in any co-curricular activities for three weeks.
- re-evaluated after the three week period, at which time, the principal will determine if sufficient improvement has been made for the student to become eligible to participate in activities at the end of the three-week period.

If the principal's judgment is that sufficient improvement has not been made, the student will remain ineligible until the next report card.

Students who receive a 4 in effort or conduct

- may continue to participate in co-curricular activities for three weeks
- will be re-evaluated after the three week period.

Ineligible students who are members of a sports team will attend and participate in all practices during the period of ineligibility. They will attend 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 principal of the decision and then inform the student and parents.

Students who improve sufficiently in the judgment of the principal may continue to participate in extracurricular activities. Students who do not improve sufficiently in the judgment of the principal will continue to be suspended from co-curricular activities until the next report card. (ineligible)

3.11 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.

AI Policy for Students

AI Use Policy for Students

Introduction to Artificial Intelligence (AI):

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically within our schools.

Purpose:

This policy outlines the principles and rules governing the use of Artificial Intelligence (AI) tools by students within the educational environment. The aim is to ensure that students engage with AI technologies responsibly, ethically, and effectively to enhance their learning experiences while safeguarding their privacy and well-being.

Policy Scope:

This policy applies to all AI technologies and platforms accessed or used by students within the school premises, for school-related tasks, or through school-provided devices and networks.

Responsible AI Use:

Educational Purpose:

Students must use AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.

Ethical Conduct:

Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in place of student work.

Privacy and Data Protection:

Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

Respectful Interaction:

Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

Safety and Security:

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

Resource Responsibility:

AI resources, such as software, chatbots, or assistants should be used responsibly and not abused for the ease of use in creating original content. Students should ensure that AI tools are used responsibly, without unnecessary ethical implications.

Monitoring and Compliance:

The school will monitor the use of AI technologies to ensure compliance with this policy. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students.

Violations of this policy may result in disciplinary action, including but not limited to restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration.

1st Offense: Forfeiture of grade on assignments and a teacher conference.

2nd Offense: Forfeiture of grade on assignments and a parent/teacher conference.

3rd Offense: Forfeiture of grade on assignments and a teacher, administrator, and parent conference.

All additional offenses will be handled by the administration.

Review and Update:

This policy will be reviewed and updated annually to reflect new developments in AI technology, changes in legal and ethical standards, and the evolving needs of the educational environment.

Conclusion:

The responsible use of AI by students in the educational setting is essential for fostering a safe, ethical, and productive learning environment. By adhering to this policy, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of our school community.

3.12 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.

3.13 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.

3.14 Agendas/Planners

Students are given agendas/planners at the start of the school year to record their assignments. This is an essential organizational tool for the middle school student. 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 or her agenda may be reflected in the homeroom and/or Study Skills effort grade.

3.15 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.

- Graduation Dance: This is a dress-up dance at which 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.
- 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, athletic sandals, and sandals with very limited straps, are not considered dress shoes.

3.16 Graduation Requirements

- Graduation Requirements are as follows: The graduates must have completed and passed the courses below at St. Joseph Junior High School.
 - two years of English Language Arts
 - two years of Mathematics
 - two years of Science (Life Science and Earth Science)
 - two years of Social Studies
 - two years of Religious Studies

Possible Additional Coursework:

World Language, Health, Band, Art, Chorus, Writing/Reading

4.0 STUDENT REGULATIONS

4.1 Basic Student Responsibilities

Every student attending SJJHS 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

4.2 Attendance Policy

The SJJHS Mission Statement calls upon parents, administrators and teachers to develop the “whole student,” including the formation of responsibility. Parents of SJJHS 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. Field trips are part of the curriculum and are used to reinforce classroom lessons and as such are not to be considered optional.

In the event that a student has five unexcused absences during the same marking period, school administration will contact the parents of the student in writing. The parents of the student will be contacted to participate in a mandatory meeting with school administration to address the absences.

Students may never leave school grounds without permission from school administration.

4.3 Reporting Absence/Tardy Arrival/Early Dismissal

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 (603) 668-2910, contact attendance@thsstj.org before 8:00 A.M. on the day of the event.

Similarly, if a student will be arriving late/tardy or will need to be dismissed prior to the end of the school day, the same procedure listed above shall be followed for notifying

the school. Disciplinary action may be taken to address issues related to repeated instances of tardiness.

Medical appointments should be scheduled after school.

Upon returning to school, the student must turn in to his/her homeroom teacher a written note. This note should include:

1. the name of the student
2. the date(s) the student has been 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.

4.4 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. Any student with an unexcused absence on a Friday will not play in weekend sports.

4.5 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.

4.6 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 early dismissal by phone, email (attendance@thsstj.org) or by written note delivered to the main office prior to the start of the school day. Phone requests will be verified prior to dismissal. Students must sign out in the main office before leaving. The administration reserves the right to refuse or grant any request for early dismissal.

4.7 Dress Code

The SJJHS 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.

Beginning with the 2024-2026 school year, St. Joseph Jr. High School is moving to a uniform, in partnership with Global Schoolwear by Tommy Hilfiger. All shirts, sweaters, sweatshirts, fleeces, and pullovers must be purchased from the Global Schoolwear website and include the school logo.

Blazers, pants, shorts and capris may be purchased from any vendor or retailer so long as they meet the requirements articulated in Section 4.7 of the handbook.

Blazer: solid, navy blue, no logos (besides St. Joseph logo) or decorations, must fall below the hips (must be long enough to cover the hips). Blazers may be borrowed from the school (if an appropriate size is available). The blazer must be returned in good condition and must have been professionally cleaned (and returned in the plastic bag). Blazers should be worn to mass after October 15th. Only school-related academic, athletic, and gold cross pins are permitted on blazers.

Shirts: polo solid color, cotton, short or long sleeves; oxford dress--solid color, short or long sleeves. All dress shirts must be tucked in.

Sweaters: plain, cabled, or ribbed, solid color crew-neck, cardigan or vest, no hoods. No logos (besides St. Joseph logo).

Sweatshirts / Fleece Pullovers / Vests: solid color, no logos (besides St. Joseph logo), or hoods, no zipper jackets.

Pants: dress 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. No cargo pants. Should be khaki or black.

Shorts / Capris: worn only in warm weather months as determined by the administration (usually August, September, October, May, June), dress or cargo style--both styles must be fastened at the waist. All students --no more than 2 inches above the knee. Boys--no longer than just below the knee. Should be khaki or black.

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.

Unnatural hair colors are not permitted.

Body Piercing: other than earrings, all other types must be removed for school or any school activity.

Identification Card: Student Safety is of the utmost importance. Students will be issued an identification card. Students will be provided a lanyard for holding the identification card. The Identification is to be worn at all times.

There will be a \$5 replacement fee for any lost identification cards.

4.8 DRESS-UP DAYS

Every Wednesday on Mass days, and on all other special occasions, a 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: long dress, khaki, belted, no cargos.

4.9 DRESS-DOWN DAYS

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

Students may be issued dress-down passes for special occasions (Christmas fundraiser, prizes for different school events). For verification and to avoid possible copies, all passes will be signed by the Principal.

4.10 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 lose his/her next dress-down day. 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.

4.11 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.

4.12 Personal Electronic Device Policy

Students are not to use personal electronic devices for answering calls, for texting, for checking mail, for taking pictures, for video, or for posting while anywhere in the building. All phones will be powered off and be left and locked in the student's locker during school hours. Parents who need to contact their students must do so through the main office.

Teachers will confiscate any device used inappropriately. It will be turned over to the **Head of Student Affairs**. For a first offense, the device will be held for 14 days or until retrieved by the parent. The student will not be allowed to use the device for 14 days. A second offense will result in confiscation for 14 days and suspension of extracurricular privileges. A third infraction will result in losing the privilege of bringing the device to

school for the rest of the year. 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.

4.13 Bus Rider Regulations

SJJHS 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.

4.14 Cafeteria & Snack Period

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, gym or outside at any time during the school day.

A working snack period will be a part of one morning class each day. Students will be allowed to eat one (1) healthy snack item within a 10 min. portion of the class as determined by the classroom teacher. The only beverage students are allowed to have in the classroom is water. Water bottles must have the ability to close and shall remain closed when not being used. Additionally, students are not allowed to chew gum anywhere in the school building.

4.15 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 safekeeping. Students may put locks on their lockers (and provide the combination to their homeroom teachers) and are encouraged to 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.

4.16 Restrooms

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

4.17 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 SJJHS 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.

4.18 Printed Matter / 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 announced event.

4.19 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.

4.20 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. Field trips are part of the curriculum and are used to reinforce classroom lessons and as such are not to be considered optional.

4.21 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 silently 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.

5.0 Internet

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 SJJHS 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.

5.1 Acceptable Use

The purpose of the SJJHS network 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 SJJHS resources must be in support of education and research consistent with the objectives of the SJJHS 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 secrets. Use of SJJHS resources for commercial activities is prohibited unless prior approval has been granted. Use of SJJHS resources for product advertisement or political lobbying is also prohibited without prior approval.

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
- use school-based internet access for educational research only. All other school-based internet access is inappropriate
- use school computers only for material that is appropriate for use in a Catholic junior high school

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 SJJHS Community, whether on the school network or on any webpage, email address, or social media while using a school device or outside of school via a personal device
- 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

5.2 All Users' Responsibilities

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

5.3 Privacy

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

5.4 Privileges

The use of the SJJHS 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 SJJHS resources will be informed of the SJJHS policy and returned their signed technology contract prior to authorization of privileges.

6.0 Discipline

6.1 Behavior

SJJHS 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 SJJHS 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. The school does not employ restraint and/or seclusion practices.

6.2 Detention

In rare cases, 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 classroom detentions are insufficient to correct the behavior, the administration will invoke more serious consequences.

6.3 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.

6.4 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.

6.5 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. Students will not be allowed to participate in or attend activities on the day suspended.

6.6 Required Withdrawal

After the school has attempted to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from the school.

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents or guardians. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents or guardians may be requested to remove their student(s) from the school because of the conduct of the

parents or guardians. The following are examples of conduct by parents or guardians that may lead to the school's request that a student withdraw:

- Refusal to cooperate with school personnel;
- Refusal to adhere to diocesan or school policies, rules, or regulations;
- Interference in matters of school administration or discipline;
- Failure to meet financial responsibilities; or
- The irreparable breakdown of the partnership between parent and the school.

Prior to asking that a student withdraw because of the conduct of a parent or guardian, the school will make reasonable efforts to work with the parent(s) or guardian(s) to correct the situation. It may be necessary to restrict one or more parents or guardians from being present on school premises or from attending school activities. If the situation is not resolved, after consultation with the pastor (if a parish school) and/or the Superintendent (if a regional or diocesan school), the principal may ask the parents or guardians to withdraw the student or students from the school, or if the parents or guardians refuse to do so, expel the student or students.

6.7 Expulsion

Expulsion is a measure that is to be taken only in extreme circumstances, such as where attendant circumstances of crime, scandal, immorality, consistent disrespect, and/or disruption constitute a threat to the physical, spiritual, or moral welfare of the school community. Generally, prior to an expulsion, the following process is to be followed:

- The student may be suspended, pending a meeting with the parents and/or guardians and a final decision about expulsion.
- The parents and/or guardians and the student will meet with the principal, who will present and discuss the grounds for the dismissal (The pastor of the parish school and other staff members may also be present.).
- The final decision to expel a student rests with the principal after consultation with the Catholic Schools Office and after obtaining the concurrence of the pastor (if a parish school) or the Superintendent (if a regional or diocesan school).
- Prior to expulsion, parents generally will be given an opportunity to voluntarily withdraw their student from the school.

In the event that a student is expelled, the principal must send to the student's parents or guardians written notification of the expulsion and provide a copy of the notification to the Superintendent. The school is to document all expulsion cases, including, but not limited to, the grounds for the expulsion, witnesses, and notification of the decision. Such documentation shall be maintained in the student's cumulative file.

6.8 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.

6.9 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.

6.10 Searches and Weapons

Searches:

To safeguard the safety and property of students, employees, visitors, and school, and to help prevent the possession and use of weapons and illegal drugs on the school’s premises, it may become necessary to question students, employees, or all other persons entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, backpacks, briefcases, lunch boxes, or any other possessions or articles carried to and from the school’s property. In addition, the school reserves the right to search any student’s locker, desk, files, vehicle, or any other area or article on school premises in order to safeguard the safety and property of students, employees, visitors, and the school. Students are to understand that all classrooms, desks, files, lockers, and other furniture and containers are the property of the school and are issued for the use of students only during their enrollment at the school.

Students on entering or leaving school premises who refuse to cooperate in a search, as well as students who after inspection are believed to be in possession of stolen property, weapons, or illegal drugs, are to be sent immediately to the principal who will determine whether or not to notify law enforcement authorities and the Superintendent.

Weapons:

Each student in a Catholic School has the right to learn in an environment that is safe and free from fear. Therefore, weapons or any object that can be classified as a weapon, such as, but not limited to, guns (real or replica), knives, bats, sticks, brass knuckles, pipes, and similar objects are prohibited and banned from school premises and from all school related functions. This ban includes travel to and from school and

school-sponsored activities. A student who violates this policy will be subject to suspension or expulsion. In addition, a report must be made to law enforcement in accordance with the Safe Schools Act (RSA 193-D:4).

6.11 Reporting of Theft

SJJHS 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)

6.12 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 SJJHS or at any SJJHS-related activity, and any such incidents will be dealt with severely with respect to any coach, faculty member and/or students involved.

6.13 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 SJJHS. Students guilty of such activity will be expelled.

6.14 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

6.15 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. SJJHS 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.

6.16 Bullying

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus, and it is never acceptable.

St. Joseph Junior High School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Principal or Principal's Designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

Definitions:

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, and websites.

6.17 Statements of Prohibition

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

St. Joseph Junior High School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting--A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the principal or principal's designee.

Retaliation--Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any witness expresses to the principal or other staff member that he/she is fearful of retaliation, the principal or principal's designee shall develop a plan to protect that student from possible retaliation.

6.18 Reporting Incidents of Bullying

Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

Reporting During School Hours:

Reporting by Students:

- Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.
- Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee.
- If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Reporting by Parents/Guardians and School Volunteers:

- Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the principal.

Reporting by School Employees:

- Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the principal or principal's designee.

Reporting Outside of School Hours:

The diocese will make available a phone number to be used by those who wish to report suspected incidents of bullying outside of school hours. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

Response to Reports Investigation:

The principal or principal's designee shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

Initial Notice to Parent/Guardian:

The principal or principal's designee shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

Timeline for Investigation:

- The investigation will be concluded within 5 business days. An extension may be granted by the Superintendent of Schools if necessary.
- Notification to Parent/Guardian upon completion of investigation
- Upon the conclusion of the investigation, the principal or principal's designee shall promptly report the findings of the investigation to the parents/ guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying.
- Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.
- Written Record
- A written record of any substantiated act of bullying shall be maintained by the school.

Disciplinary Action for Substantiated Bullying:

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the principal or principal's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the principal or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

Notification:

Students shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

Parents:

Periodically, the principal or principal's designee shall provide parents/ guardians with information about bullying.

Staff and Volunteers: The principal or principal's designee shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.

Acts of harassment/bullying perpetrated within the school and/or with school property (school telephones, computers, etcetera) 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 acting with the full cooperation of the school administration.

6.19 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:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of employment or educational advancement; or
- 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 Head of Academic Affairs and the Head of Student Affairs. The selection of two individuals (one male and one female) for this purpose is to allow those making a 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 from the principal an alternative complaint manager. Further information regarding the complaint procedure will be provided to complainants by the complaint managers.

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.

6.20 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

6.21 Drugs/Alcohol

Students found in possession of illegal drugs or alcohol on school property or at any SJJHS 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 on/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. SJJHS 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 SJJHS; (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)

6.22 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 may be required to appear for a meeting to address the issues. Repeated offenses will result in expulsion.

6.23 Reporting Child Abuse

SJJHS 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.

7.0 HEALTH SERVICES

7.1 Health Policies

- 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.
- Students who use an inhaler and/or epipen should have an extra inhaler and/or epipen in the school office. (see policy 7.3 below for more information)
- Parents will be notified by email if students come to the health office with health concerns or illness.

- 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. Limitations and periods for this exclusion must be specific.

7.2 Absence from School for Contagious Conditions:

A student must remain out of school for the following conditions and for those of a similar nature:

- Chicken Pox: until 1 week after rash first appears or until vesicles have dried.
- Conjunctivitis/Pink Eye—Bacterial: until 24 hours after the first dose of treatment has been given; Viral: until after symptoms have cleared.
- Fever: until temperatures have been recorded as less than 100 degrees for 24 hours without the use of fever-reducing medication.
- Bacterial infections: until 24 hours after the first dose of antibiotic has been given.
- Vomiting/Diarrhea: until 24 hours have passed without symptoms.

If a child becomes ill during the school day, a parent/guardian will be called to pick up the child as quickly as possible. Please keep emergency numbers current with the school office, and please provide alternate emergency contacts.

In the event of an emergency, an ambulance may be called.

7.3 Medications/Prescription Medications

All prescription medications brought into school must be hand delivered by a parent or guardian and be recorded by the school nurse, who will establish an appropriate protocol for administering medications during the school day.

The first dose of new medication must be given at home. No prescription medication will be dispensed unless the medication is delivered to the school in the original non expired pharmacy container, a physician's order stating the name of the medication, date of the order, route of administration, when to dispense, why it is needed (unless confidential), and signed by the physician. Please do not bring in more than a 30 day supply of the prescription medication.

Students who carry Epi Pens, Inhalers or Insulin on them while at school or sanctioned school events are required to submit the same medication details as stated above with authorization by their providers.

A new prescription will need to be provided each school year or if there are any changes in the medication dosage or time to be given. All medication sent to the nurses office will need to be picked up at the end of the school year ending or it will be disposed of.

Please use the STJ forms in the handbook for Epi Pens or Inhalers as they have all the required information needed by the school. Please make sure the forms are filled out completely and signed by the provider. These forms expire annually and an email reminder from the school nurse will be sent in advance requesting an updated form be completed by their provider. Medication forms that are not signed by a parent or guardian will be acknowledged as implied consent.

Over-the-counter medications OTC are dispensed by the school nurse and only need parental/guardian permission. During the enrollment process there is a check box section giving permission for OTC medication while at school. If the OTC medication is not addressed during enrollment, medication will not be dispensed without parent/guardian permission. Once enrollment is complete edits cannot be made and a call for permission will be made prior to dispensing any OTC medication. The generic versions of the following medication offered to students are: Tylenol, Advil/Motrin, Claritin, Zyrtec, TUMS, Benadryl, cough drops, hydrocortisone cream, and triple antibiotic ointment.

Students are not permitted to possess any prescription or OTC medication while at school with the exception of Epi Pens, Inhalers and Insulin, provided the appropriate documentation has been provided by the parent or guardian. Students in possession of prescription or OTC medications outside of these parameters will be subjected to disciplinary action. Misuse of prescription is a serious matter which will incur disciplinary action.

Please be sure to have proper documentation prior to the first day of school or your child may not be permitted to attend school. The documentation requested is required by the New Hampshire Department of Education.

7.4 Physical Examinations

All students entering 7th Grade or transfer students are required to submit an updated immunization record and a recent physical examination (within 1 year) from their primary care provider upon enrollment.

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. SJJHS 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 the Dean of Student Life, 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. All students participating in co-curricular activities must have a C or better in all academic areas and a three or better in conduct and effort.

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

***IF AN ATHLETE CHOOSES TO PLAY FOR STJ AND IS ON AN STJ TEAM, HE/SHE IS NOT ELIGIBLE TO PLAY FOR ANY DISTRICT PUBLIC SCHOOL TEAM.**

St. Joseph belongs to the Tri-County Athletics league. A link to the Tri-County Athletics handbook may be found on our website.

9.1 ATHLETIC POLICY

At St. Joseph 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. Colored mouth guards are mandatory for soccer 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 most 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 parents' or guardians' 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 \$160.00 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. 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 parents' child. If the partnership breaks down, parents can be required to withdraw the child from school.

1. Athlete to Coach: The SJJHS 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 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 should not control the meeting.
3. Appropriate concerns to discuss with coaches:
 1. The treatment of the student, mentally and physically
 2. Ways to help the student improve individually and as a team member.
 3. Concerns about the student's behavior
4. Issues not appropriate to discuss with coaches:
 1. Playing time
 2. Team strategy
 3. Play calling
 4. Other student-athletes
 5. Coach's skill and knowledge of the game

9.5 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.

9.6 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.

9.7 Sports (Athletic offerings are subject to student interest.)

- Soccer season begins in September. Athletes must try out for the 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.
- 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.
- Basketball Season begins in November. Athletes must try out for the team. The coach will lead the tryouts. Players will be loaned a complete uniform. Players will need mouth guards. Girls and boys travel together during the season. Practice and game schedules will be posted on the website.
- Hockey Season begins in March. Uniform shirts will be purchased. Players must provide all their own equipment.
- 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.
- 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.
- Coaches will inform their team if there are any changes. It will be the responsibility of the ATHLETE to inform parents of any changes.

Appendix A

Effort Assessment Rubric

1 - Excellent	2 - Above Average	3 - Average	4 - Unsatisfactory	5 - Poor
The student consistently demonstrates their very best effort in the areas below independently .	The student usually demonstrates their best effort in the areas below with minimal prompting and support .	The student demonstrates effort in the areas below with prompting and support . There may be inconsistency in the student displaying their best effort.	The student has to be frequently reminded to demonstrate effort in the areas below. The student is currently making some progress in displaying their best effort with prompting and support ..	The student has to be frequently reminded to demonstrate effort in the areas below. The student is currently making minimal progress in displaying their best effort.

• Following teacher instructions • Actively participates in class • Asks for help when needed • Meets deadlines • Is fully engaged in the lesson	• Shows genuine interest in subject matter • Asks meaningful clarifying questions • Completes homework fully • Comes to class fully prepared • Self-advocates through communication
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Conduct Assessment Rubric

1 - Excellent	2 - Above Average	3 - Average	4 - Unsatisfactory	5 - Poor
The student consistently demonstrates their very best conduct in the areas below independently .	The student usually demonstrates their best conduct in the areas below with minimal prompting and support .	The student demonstrates appropriate conduct in the areas below with prompting and support . There may be inconsistency in the student displaying their best conduct.	The student has to be frequently reminded to demonstrate appropriate conduct in the areas below. The student is currently making some progress in displaying their best conduct with prompting and support .	The student has to be frequently reminded to demonstrate appropriate conduct in the areas below. The student is currently making minimal progress in displaying their best conduct.

• Is attentive in class • Is attentive of teacher and peers • Is supportive of others' learning styles • Demonstrates leadership • Demonstrates virtuous behavior • Uses appropriate language	• Raises hand & waits patiently before speaking • Is polite with staff and peers • Follows all classroom rules • Works as a reliable teammate in small groups • Is respectful of school property • Demonstrates kindness, concern, friendliness, and respect
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Appendix B
St. Joseph Jr. High School
FAMILY/STUDENT TECHNOLOGY CONTRACT
Chromebooks Purchased with Cares Act Federal Funding

The use of technology at St. Joseph Jr. High is a privilege with responsibility. Students are expected to exercise the virtues of prudence and temperance when utilizing technology. The role of various technological devices and platforms has been carefully considered by our staff. With the intention of avoiding “digital distraction”, assuring internet safety and providing meaningful instruction, we have outlined expectations and agreements. Failure to abide by the following may result in loss of technology privileges and/or further discipline actions. Please read the following and sign this contract to assure that you will help us support appropriate use of technology.

EQUIPMENT/DEVICES

- Use of personal cell phones in school is not acceptable. Phones must be powered down and remain in a student's locker during the school day.
- Do not attempt to modify the appearance or operation of any school issued technology equipment. This Includes, but is not limited to, commands, copying or installing software, setting pass code locks or copying files of any type.
- Each device should remain in its original or teacher-set configuration.
- Tampering with or vandalizing hardware, software, or data will not be tolerated. It is each student's responsibility to check the computer before and after use and to report problems to the teacher immediately.
- Students will only use school issued devices during the school day when the teacher determines their use is necessary.

- Students may use personal devices with teacher permission and for educational purposes only. When not in use, personal devices must be turned off.
- Any device used on school premises must follow all school guidelines. To use a school issued and/or personal device, the student must have a current signed copy of this contract on file in the school.
- No food or drink is allowed near any technology at St. Joseph Jr. High.
- Students should not use personal or school equipment to play video/online games, listen to music, watch videos, surf the web, nor any other non-academic activity.

SOFTWARE/EMAIL/APPLICATIONS/INTERNET USE

- Students will behave online as they would in person - with dignity, respect, and kindness.
- Students will only use applications, software, and programs required to complete assignments/projects and only those that have been approved by the teacher of the current class.
- Failure to stay "on task" may result in loss of technology privileges and/or further discipline actions.
- Students should not use personal or school equipment to play video/online games, listen to music, watch videos, surf the web, nor any other non-academic activity.
- Students may use the Internet only when authorized and for authorized purposes, and they must abide by the conditions in section **5.0 Internet** of the St. Joseph Junior High Parent / Student Handbook.
- A student using the Internet may visit only teacher-approved sites. Game sites are not allowed for any reasons.

PERSONALLY IDENTIFYING INFORMATION

- No students will be asked to sign in to sites that ask for personally identifying information.
- No websites, software, apps or media should be printed, shared, E-mailed or downloaded without teacher approval.
- No students should use software or applications that require personally identifying information for login without specific parental permission for that application from parents and teachers.

FINANCIAL RESPONSIBILITY

I understand that if I violate any of the rules stated above or perform any other disruptive technology-related actions I will be subject to loss of technology privileges, will receive a written referral (minor or major), and may be subject to further administrative discipline actions.

I also understand that I may be financially responsible for the repair or replacement of stolen or abused hardware or materials in the amount of **\$249.00**.

(____) Students may use the Internet only when authorized, and they must abide by the conditions outlined in section **5.0 Internet** of the St. Joseph Jr. High Parent / Student Handbook.

(____) I have reviewed and discussed internet safety materials sent home with my child.

Dear Parent or Guardian:

To help keep your child safer and more scholarly online, St. Joseph Jr. High School has adopted online services provided by GoGuardian.

It may be helpful to know that over 10,000 other schools use GoGuardian to protect 5.5 million students across the world, and the [Global Educator Institute](#) has endorsed the GoGuardian Teacher product.

How are we using GoGuardian?

We have chosen GoGuardian Teacher services to:

- Help protect students against harmful and inappropriate online material
- Help students stay “scholarly” and more focused when learning online
- Help assess students’ progress towards class assignments
- Facilitating communication between teachers and students during class time

When and how does GoGuardian operate?

GoGuardian’s web-based services operate on our school’s managed G Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook with his/her school email address).

St. Joe’s enables teachers to use GoGuardian Teacher with students in their classes only during school hours from 7:35 a.m. to 3:15 p.m. Monday through Friday. We will work with students during class time to help teach them digital responsibility and safety. Additionally, we will train teachers about how to operate GoGuardian and about our policies and procedures to help protect student privacy. Student chromebooks are returned at the end of each school day, and do not go home with students.

When a student is off campus, parents are responsible for supervising internet access and usage. We encourage you to discuss rules for appropriate internet usage with your child, and to reinforce lessons of digital citizenship and safety with him or her. We also highly encourage you to report any potential cyberbullying or other sensitive issues to us.

How does GoGuardian help protect my child’s privacy?

To help your child remain scholarly and safe online, GoGuardian collects certain personally identifiable information about your child. GoGuardian has consulted with privacy experts, participates in privacy organizations, is a proud signatory of the [Student Privacy Pledge](#), and has been awarded certifications by [iKeepSafe](#) for complying with both the Family Education Rights and Privacy Act and California student privacy laws. For more detailed information about GoGuardian, you may visit GoGuardian’s [website](#), [Trust & Privacy Center](#), GoGuardian’s [Product Privacy Policy](#), and the attached COPPA Notice and Disclosure Form.

We are here to answer any questions that you may have.

Student and Parent Handbook Agreement

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 by these rules and regulations of St. Joseph Junior High School.

Mother/Guardian Signature_____ Date _____
Father/Guardian Signature_____ Date _____
Student Signature_____ Date _____
Student Name _____ (Print)

When students register at St. Joseph 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 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 no later than September 30th.