



ST. ROSE
— Est. 1923 —
HIGH SCHOOL

SAINT ROSE HIGH SCHOOL

STUDENT & PARENT **HANDBOOK**

2024-2025

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MISSION STATEMENT

St. Rose High School provides a Catholic education based upon Gospel values and academic excellence. Founded by the Parish community of St. Rose Church and nurtured by the charism of the Sisters of St. Joseph, a St. Rose education instills a spirit of unity with God and others while preparing our students to be disciples of Christ and leaders of tomorrow.

PHILOSOPHY AND CORE VALUES

St. Rose High School welcomes students of diverse backgrounds and talents. Our students are educated in their Catholic and civic responsibilities and challenged to preserve the dignity of all human life.

Fostering the development of each student's vocational potential, a St. Rose education integrates our Catholic faith, academic excellence, creative expression, the expectations of physical and emotional maturity, and technological competence into the lives of our students. The focus of this integration is to develop a global consciousness in order to meet the ever-changing needs of the world community.

Our philosophy is lived out through the core values we hold. The St. Rose High School community is:

- Centered on the Person of Jesus
- Distinguished by excellence
- Committed to educate the whole students within a school of diverse populations
- Steeped in Gospel vision
- Sustained by a Gospel witness and
- Shaped by Communion and Community

As a Catholic school, St. Rose High School does not embrace points of view or other perspectives inconsistent with Catholic teachings. If parents prefer such perspectives and practices in the learning environment they seek for their children, they should not choose St. Rose High School for their son's or daughter's educational experience. St. Rose High School, like all Catholic institutions, seeks to evangelize the culture with the preferences of the Gospel, consistent with the Catholic Church's teachings.

Centered in the Person of Jesus Christ

St. Rose fosters a personal relationship with Jesus Christ and communal witness to the Gospel message through

- The celebration of Eucharistic liturgy and daily prayer
- Class retreats, faculty retreat days, and the Kairos retreat program
- Service initiatives which benefit our dear neighbor, especially the poor and marginalized

Distinguished by Excellence

St. Rose is centered on academic excellence with a global consciousness to promote intellectual discipline and growth through

- A variety of placements which include college preparatory, honors and Advanced Placement
- Ongoing assessment
- A variety of academic clubs and extracurricular activities
- Class and field trips

Committed to Educate the Whole Child within a School Community of Diverse Populations

St. Rose establishes a Catholic faith foundation as the basis of educating the whole child from diverse populations through the integration of

- Faith formation, service, and ministry
- Academic and cross-curricular programs

- Technological proficiency
- Extra-curricular activities that include the fine and performing arts, academic and student-interest and clubs, and athletics

Steeped in a Catholic Global Vision

St. Rose educates young men and women within the Gospel values to enhance their worldviews, prepare them for professional life, and equip them with the tools of responsible decision-making through programs and activities that develop

- The desire to seek wisdom and truth
- Social consciousness and awareness
- Moral wisdom and the distinction of right and wrong
- Respect for life in all forms and stages
- Knowledge to globally integrate and practice what is learned in the classroom as they prepare to become the leaders of tomorrow

Sustained by Gospel Witness and Shaped by Communion and Community

St. Rose employs faculty who are committed to supporting and implementing the Catholic mission and philosophy of the school. In collaboration with parents, the first teachers of their children, the administration, faculty, staff, and coaches create a nurturing community in which they

- Serve as role models of Christ to the students
- Practice ethical codes of conduct and behavior
- Contribute to the school's Catholic identity
- Integrate catholic beliefs in all areas of the curriculum
- Encourage the spiritual, religious, emotional, and social growth of each community member

ACCREDITATION

St. Rose High School is fully accredited by the [Diocese of Trenton](#) and the North Central Association Commission on Accreditation and School Improvement (NCA CASI), an accreditation division of [AdvancED](#). The school community actively participates as a member of the [National Catholic Education Association](#) and is guided by the [National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools](#) in developing our programs and offerings.

ADMINISTRATION AND STAFF

Rev. Monsignor Edward J. Arnister, J.C.V.L, VF, Pastor/Director
Robert Dougherty '05, Principal
Timothy O'Halloran, Vice Principal of Academics
Crystal Ganley '05, Vice Principal of Student Affairs/Student Activities

CAMPUS MINISTRY

Fr. John Paul Del Rosario, Chaplain

ATHLETICS AND STUDENT ACTIVITIES

Julia Barnes, Athletic Director/Athletic Trainer

ADMISSIONS AND ENROLLMENT

Jennifer Tallarico '92

LIBRARY/MEDIA CENTER

Jane Bogdan, Librarian

NURSING STAFF

Marie Fastiggi, RN
Jeannie Dwyer, RN

FINANCE

Susan Irons, Director of Finance
Patti Ariante

GUIDANCE

Christine Fallon
Megan MacLean
Kimberly Wight
Antonette Hickey, Administrative Assistant
Jerry Joyce, Student Assistance Counselor (SAC)

TECHNOLOGY & COMMUNICATIONS

Michael Falgares, Director of Technology,
Marketing and Communications
Nancy Calvetto, Technology Specialist
Michelle Dries, Marketing Assistant

ADVANCEMENT

Kerry Carr, Advancement/Alumni Coordinator

ADMINISTRATIVE SUPPORT TEAM

Nancy Cunningham, Administrative Assistant to the Principal
Diane Wallace, Administrative Assistant for Academics/Athletics
Eileen Wesley, Administrative Assistant for Student Affairs/ Transportation/Attendance

GENERAL INFORMATION

AUTHORITY/RIGHTS OF THE PRINCIPAL

Notwithstanding any other provision or provisions contained herein, the principal of SRHS retains the right to interpret and apply any and all provisions contained in this handbook in his sole and absolute discretion. The school applies all policies addressed in the Diocese of Trenton's *Handbook of Policies and Procedures* for secondary schools, as well as the SRHS Faculty Manual.

ADMISSION & NONDISCRIMINATION POLICIES

As room in the facility allows, St. Rose High School accepts students based on the following criteria: the capacity to successfully complete the curriculum as demonstrated by performance on the HSPT and academic records; siblings; St. Rose parishioners; Catholic grammar school graduates; practicing Catholics; and students recommended for admission.

SRHS accepts students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on race, color, religion, national and/or ethnic origin in the administration of its education policies, scholarships, financial assistance, athletic and/or school-administered programs.

St. Rose High School does accept students who wish to transfer into 12th grade level.

AGE OF STUDENTS

Until a student graduates, regardless of age, he/she needs the written permission of his/her parent and/or legal guardian for all legal matters involving school activities, school records, and school attendance.

AMENDMENT

The principal retains the right to amend this student/parent handbook for just cause.

BUS TRANSPORTATION

Students make an application for bus transportation to and from SRHS with their local Boards of Education. SRHS facilitates this process and needs full parental cooperation. Because the townships occasionally try to reduce benefits for parochial schools, SRHS works with the Diocese of Trenton to gain services.

Townships have preferred the state provide "in lieu of" funds that do not fully cover the costs of transportation. We must work as a community to assure just service from public school sending districts. All students must fill out and hand in the Bus Transportation Form whether they ride a bus or not. Busing decisions are made by your local school district. Bus routes are created by Monmouth Ocean Educational Services Commission or your local school district.

Students using buses must observe safety rules at all times. Violations of safety rules may result in suspension of bus privileges. Students may ride only on their assigned buses. No SRHS employee may issue a pass for a student to ride another bus.

CHANGE OF ADDRESS

Any change of address, parish, and/or telephone number must be reported immediately in writing to the main office.

CONTRACT

This handbook is part of the contract that exists between the school and the parents and students of SRHS. Enrollment in the student body indicates the acceptance of these policies and regulations by the students and their parents. The *Student Handbook Agreement Form* must be signed on Genesis. The student handbook is subject to change by the school administration at any time. By enrolling in St. Rose High School, it is understood that our students and parents share a willingness to comply with the school's interpretation and enforcement of the regulations found in the student handbook. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw their son or daughter from the school. When a students' parents or guardians demonstrate attitudes or behavior that are seriously at odds with the mission, values, or policies of the school, St. Rose High School reserves the right to require the family to withdraw from the school.

ELECTRONIC & COMMUNICATION DEVICES

Mobile (cellular) phones and other electronic and communication devices (lasers, pagers, radios, tape players, DVD/CD/MP3/iPods) may not be used during the school day during between bell transitions and during instructional time. If a student is found with a cell phone out, turned on, or on his or her person during the school day (when not permitted) the phone will be confiscated in its entirety including battery, sim card, memory card, and all other attachments, and turned over to the Vice Principal of Student Affairs. Refusal to comply with any component of this policy will result in immediate suspension. This policy also applies to headphones/airpods.

While cell phones provide many advantages for students and parents, they are a tremendous distraction to the academic process. Text messaging and the camera and recording features on most phones raise serious issues of privacy, propriety, potential internet misuse and cheating. Students are not allowed to take photographs or videos during the school day without permission.

Students are responsible for the content and use of any electronic device they bring to school. Inappropriate content on a device, school issued or personal, will result in disciplinary action.

EMERGENCY CLOSING

In the event of a school closing, an ALERT Solutions alert will be sent to parents. School closing information will also be posted on the [school website](#) and SRHS App.

FOOD AND BEVERAGES

Food and beverages are permitted in the cafeteria only. Students may not consume food or beverages in the homeroom or during classes. Students bringing food or drinks to homeroom and or classrooms will face disciplinary action.

GAMBLING

Games of chance including card playing, dice, etc. are illegal and against SRHS rules. If you need further assistance, call the Gamblers' Helpline at 1-800-522-4700.

INCLEMENT WEATHER

If school must close due to bad weather, parents will be notified by ALERT Solutions. Students should follow their district's bussing when inclement weather affects the opening of school. We are concerned for student safety and discourage inexperienced drivers from driving on bad weather days.

For safety reasons, no student driver will be allowed to leave early nor will a student be given permission to ride home with another student driver unless indicated on the *Unscheduled Early Dismissal Form*, which must be filled out on Genesis.

LOCKERS

Only a school-keyed master lock supplied by the school may be used on student lockers. Students can opt in for a school issued lock and locker by requesting one through their homeroom teacher. The lock on each student's locker must be locked and secured. Students are not to "pre-set" locks or leave them in the open position. Students may not share lockers or combinations, and they may not use a locker other than the one assigned to them. Students are encouraged to keep their locker number and lock combination in a safe and secure place. Any student in need of assistance regarding a school issued lock can email Mrs. Ganley, Vice Principal of Student Affairs. Students may visit their lockers only at the designated times. Students must place their jackets and sweatshirts in their locker prior to the 1st period of the day. Locks will be returned by the student in homeroom on the last day of classes at the end of the school year. If a lock is not returned, stolen, or missing, the student is responsible to pay the \$10 fee.

Students are responsible for the security, condition, and contents of their assigned lockers. Although the school takes no responsibility for personal or school-issued property taken from lockers, students should inform the main office immediately if items are missing or disturbed.

The school and/or law enforcement officials, including canine units, may inspect a locker at any time and may seize inappropriate items found therein.

LOST AND FOUND

The school maintains a "Lost And Found" in the cafeteria. Too often, students report items stolen when they are merely lost. Any student missing an item can email Mrs. Ganley, Vice Principal of Student Affairs, regarding the lost item.

Students should use their hall and gym lockers to secure their belongings. Use good judgment about bringing expensive items to school. If you need to bring large amounts of cash or expensive items to school, please visit the main office, where arrangements can be made to secure your items during school hours.

OBTAINING A DRIVER'S LICENSE

Qualified students who wish to obtain a driver's license must notify the school of the appointment time and date. Parents need to make arrangements for picking up students to escort them to the test area. Students should return to school immediately following their driver's test.

PARKING FOR STUDENTS / STUDENT DRIVERS

Parking on school property is not available for students. Every student who drives to school must register his or her vehicle as part of the Back to School forms on Genesis. Students who park on the streets of Belmar should represent the school well. Please do not block the neighbors' driveways or park encroaching on an intersection. Please assist the neighborhood by driving respectfully and maintaining the quiet and cleanliness of the Belmar community. Students in violation of town and school parking rules may be ticketed, face disciplinary action, and/or may lose the privilege of driving to school. If necessary, the administration reserves the right to search students' cars. Unauthorized cars parked on school property will be towed at the owner's expense. Driving privileges may also be revoked if students are loitering in or around cars, violating safe driving practices, or demonstrating disrespect to school personnel or community members.

SENIOR LUNCH PRIVILEGE

Senior lunch privilege allows seniors to go out for lunch during lunch 1 and lunch 2 of the student daily schedule. In order for seniors to participate and be able to go out to lunch, they must have and maintain a satisfactory academic, attendance, and discipline record. Students are expected to observe all Saint Rose High School rules when off campus. Students are not permitted to go to their cars, get in a car, or drive during the school day, including senior lunch period. Students are not permitted to go into any houses during senior lunch. The only places they can go, Belmar local restaurants within walking distance of school. They must be able to walk there, eat, and enter the high school before the lunch bell at 11:43am. Failure to comply may result in truancy consequences. Seniors must swipe out in the gym prior to leaving the school building. Senior students must return to school prior to the end of the lunch period. Upon entering school, seniors must swipe back in and return to dress code compliance. Seniors are assigned to Lunch 1 during the school day and have the option to stay and eat in the cafeteria. If a senior chooses to leave campus for lunch, they are required to remain off-campus until the end of Lunch 2. Returning to the school building with food, whether for themselves or others, is strictly prohibited. Senior students who have a club meeting or need to meet with a teacher during their lunch period are required to bring a bagged lunch or purchase lunch from the cafeteria.

If any student violates this policy, disciplinary action will result, including but not limited to loss of senior lunch privilege. Students are expected to be respectful and responsible to the Belmar community and represent Saint Rose High School. The off-campus lunch privilege is subject to suspension during inclement weather (e.g., heavy rain, snow) to ensure student safety.

PHONE MESSAGES

Parents are asked to limit calls to a student's cell phone to before or after school hours. A parent may leave a message for a student with the main office staff and that message will be delivered to the student. If a student is found to have made or received a phone call on their cell phone during school hours outside their assigned lunch period, the phone will be confiscated regardless of the call being witnessed.

POLICE REPORTING, PRESENCE & SURVEILLANCE CAMERAS

The school cooperates with local and county police departments to ensure the safety of students and staff. According to a signed agreement, the school must notify the Belmar Police, the prosecutor's office, and/or DYFS under certain circumstances. Parents will be called if possible. For security, SRHS is equipped with video cameras in the buildings and parking lots.

SEARCHES

To maintain a safe and secure learning environment, SRHS reserves the right to search a student, their belongings, locker or a vehicle driven to school. Lockers are considered to be school property.

PURCHASED TEXTS

Students must purchase some texts each year online by mid-August. While teachers endeavor to control the cost of purchased textbooks, the benefits to student-owned texts include:

- Students may add the books to their personal libraries for later reference.
- Students may take marginal notes.
- Some texts may be used for two years or for two subjects.

PURPOSE AND USE OF THE STUDENT & PARENT HANDBOOK

The administration and faculty developed and prepared this *SRHS Student and Parent Handbook* to assist students and their families, to clarify rules and regulations, and to help students abide by the rules. They are designed to assure an environment where each may enjoy an atmosphere of faith, intellectual stimulation, and friendship.

This handbook exists to foster the safe and efficient operation of St. Rose High School. To meet this objective, the administration has the flexibility and ability to exercise discretion to provide safety, order, and discipline necessary for a secure, comfortable learning environment. The principal has the discretion to take actions other than those specified herein. This document is not intended and does not create any additional rights for the students, parents, or guardians.

SECURITY DOORS

The school has installed magnetic doors and an automatically locking security swipe-card system for faculty, staff, and students. Parents and visitors to school may gain entry to the school building from 7:30 AM to 3:30 PM at 7th Avenue entrance. All visitors and parents must register at the receptionist desk with their driver's license when entering the building and wear an ID badge during their stay in school. All doors remain locked during the school day.

STATE AID TEXTBOOK POLICY

Students receive state aid books each year that are on loan to private school students. Each book must be covered and treated with care. During the school year, the student is fully responsible for lost or damaged books. If lost, a student must pay for the book before another book is issued. At final exams, students must return their book to their teacher in order to take their exam. If a book is lost or in poor condition, the student must pay for the book at cost before he/she will be allowed to sit for their exam. Student report cards will also be withheld for missing or damaged books.

STUDENT IDENTIFICATION CARD, SWIPE CARD AND LANYARD

All students must wear the school issued ID card, swipe card, and lanyard at all times during the school day. Failure to wear the ID card, swipe and/or lanyard will be treated as a uniform violation. A student who has lost any one of these three items is required to purchase a new one from the main office. A replacement lanyard with Student ID and access card will be invoiced through the FACTS account for \$12.

If a student accumulates four uniform violations for missing a lanyard, a central detention will be issued. Student ID/Lanyard is a required part of the Saint Rose High School uniform and every student must wear it daily.

STUDENT PICK UP AND DROP OFF

Students should be dropped off curbside on 8th Avenue or on Main Street near the school. Students are not to be picked up or dropped off in the parking lots next to the Red Brick or on Main Street. These areas are heavily traveled by students and staff before, during, and after school.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

Parents may reasonably expect building security for one-half (1/2) hour prior to the start of the school day and one-half (1/2) hour after the conclusion of the school day. This rule also applies to co-curricular activities, athletic events, and athletic practices. Parents must provide timely transportation following athletic and social events.

VISITORS

A visitor must have a scheduled appointment to be approved to enter the school building. All visitors must enter the school through the main entrance on 7th Avenue. Visitors must register at the receptionist desk and secure and prominently display a name badge.

Students interested in attending SRHS may request permission to spend a day observing classes. Designated students may accompany visitors to whom a parent has given written permission and to whom the vice-principal has given advanced approval. Student visitors seeking admission to SRHS must dress as closely to the SRHS uniform as possible and must obey all school rules.

WORKING PAPERS

All working papers in the state of New Jersey are now obtained online. Information can be obtained on the following website:

<https://www.nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml>

ACADEMICS

INTRODUCTION

All courses maintain the sequence of subjects required by the Diocese of Trenton and by the State Department of Education, affording the student varied selection and the ability to meet college admission requirements.

The school year is divided into 2 semesters. Most courses are yearly; some are semester electives. Students register for eight courses each semester. Students will have a separate lunch/Flex period. Refer to the *2024-2025 Program of Study* located on the St. Rose High School website under Academics for a further discussion of grade requirements and course descriptions.

GRADE EQUIVALENTS

Report cards reflect numerical grades

A+ 97-100	B+ 89-92	C+ 80-84	D 70-74
A 93-96	B 85-88	C 75-79	F 69 and below, no credit

SRHS does not rank students in order to encourage colleges to address each student on his or her achievements. Since the courses differ in levels of academic rigor, differential weighting is utilized in the calculation of the student's GPA (grade point average) to assess students' academic achievements fairly.

Weights

- AP - +7 points
- Honors - +5 points
- CPA - +2 points

ACADEMIC ELIGIBILITY AND PROBATION

To maintain academic eligibility for participation in school clubs, activities and/or athletic teams, a student may fail no more than one subject a quarter or semester and must maintain good attendance. The report card issued at the end of the 1st, 2nd and 3rd quarter determines eligibility for participation in the next quarter effective the day of report card distribution.

1. Academic Probation

- a. A student failing two classes will be placed on academic probation and is not eligible for participation in school clubs, activities and/or athletic teams in the next quarter effective the day the report card is distributed.
- b. A student who fails two or more courses in a marking period or who incurs excessive absences will be placed on academic probation, be required to sign an academic contract to maintain enrollment, or may be asked to transfer from St. Rose.

2. Failing Grades at the End of the Academic Year

- a. Students may make up two failed courses by attending a pre-approved credit recovery program or through pre-approved tutoring. Completion of summer credit recovery classes must be completed by August 15th. Failure to successfully complete the summer credit recovery course(s) by August 15th will require the student to withdraw from SRHS.
- b. A student who fails three or more courses will be required to transfer from St. Rose.
- c. No credit is issued for a course with a failing (below 70) grade. Credit for the course is recovered by successfully completing SRHS summer school and/or a pre-approved credit recovery course or tutoring.
- d. A Sophomore or Junior with a failing GPA (below 70) must withdraw and may not return to St. Rose.
- e. A Senior student failing one course for the year will not receive a diploma until the course is completed for credit. The student may walk for graduation.
- f. A Senior student failing two or more courses for the school year will not receive a diploma until courses are completed. This student may not participate in graduation activities.

ACADEMIC INTEGRITY

Honesty in academic work is mandatory both for the effective intellectual development of the student and for the effective evaluation of his/her performance. Honesty is a moral demand of faith. SRHS cannot and will not tolerate academic dishonesty. Any student who participates in the act of cheating is as culpable as the student who copies or cheats.

The following shall constitute academic dishonesty:

- Plagiarizing - use of language or thought of another as if it were one's original work.
- Copying another student's answer in class examinations, take-home examinations, laboratory work, class assignments or homework or providing said materials to be copied.
- Discussing answers during in-class examinations or take-home examinations.
- Using crib notes, prepared tests, or other types of unauthorized material, including electronic devices, in a testing situation.
- Attempting to secure a future examination or information regarding the contents of an examination, unless authorized by the faculty member concerned.
- Possessing a teacher's copy of a test or testing material of any kind.
- Resubmitting old work, even though the student's own, for a new course without permission from the new instructor; submitting the same paper in two courses without specific authorization from both faculty members concerned.
- Impeding the academic progress of other students, including, for example, unauthorized removal or misplacement of library materials, theft or damage to equipment, and stealing or defacing another student's work.
- Using computer generated (i.e. Internet) materials for procuring information without proper citation.
- Using AI and submitting a class assignment and/or homework as a student original work.

Each student at SRHS has a responsibility to abide by these guidelines for academic integrity and to ensure that the rest of the school community upholds them as well. Specifically, this involves a moral obligation to inform the proper authorities of any infraction witnessed by individual students.

The Vice Principal of Student Affairs and the Principal address violations of either the spirit or letter of these statements. Academic dishonesty will result in the following actions:

1st Offense

Parent will be notified by teacher
Conference with teacher and guidance
Assignment, test, quiz grade of zero.

2nd Offense

Required conference with parent, student, teacher, counselor and Vice Principal
Academic Contract
Assignment, test, quiz grade of zero.
Assignment of Saturday Detention

3rd Offense

Hearing before Academic Review Board
Assignment, test, quiz grade of zero.
Assignment of Saturday Detention or withdrawal from St. Rose High School

CHAIN OF CONCERN

Direct communication is always a priority of interaction.

1. If a student and/or parent has a problem with a **teacher or coach**, the teacher/coach should be contacted first.
2. If the problem cannot be resolved through a conference with the teacher or coach, a student and/or parent may contact the **department chair, a guidance counselor, and/or the athletic director**.
3. If the issue cannot be resolved, the parent(s) would contact the **Vice Principal of Academics** for academic issues **or the Vice Principal of Student Affairs** for incidents regarding student behavior and/or discipline.

The principal will mediate concerns at the highest level.

COURSE CREDIT/DROPPING A COURSE/FAILURES/SUMMER SCHOOL

Prior to returning to SRHS each year, each non-credited course for the previous year must receive a passing grade through attendance at summer school or through individual tutoring pre-approved by SRHS. Students who fail to successfully complete summer school by August 15th must withdraw from SRHS.

1. No student may drop a full year course after the course has begun.
2. Any freshmen, sophomore, or junior who exceeds two failures (69 or below) MAY NOT return to SRHS the following year.
3. A Sophomore or Junior with a failing GPA (below 70) must withdraw and may not return to St. Rose.
4. Seniors must successfully complete all courses before receiving a diploma.
5. Seniors must complete failed first semester courses through tutoring in order to graduate in June.
6. Seniors may walk/participate in graduation ceremonies if they are failing no more than one course, with permission from the principal.

7. Once the school year starts, changes to a student's schedule will be based on a valid academic reason. Changes will not be made for other reasons, such as being in the same class as a friend, teacher preference, etc. The last day to request a change is **September 15, 2024**. Requests for a change are made through the Guidance Office.

COURSE SELECTION

Academic requirements for admission exist for certain courses at SRHS. No student may take a course without fulfilling these qualifications. Because the school schedules for a school year in the previous spring, the student's placement for the following year will be determined by their final grade for the school year. Placement rests on past performance and, in some cases, standardized testing. See the *2023-2024 Program of Study* located on the St. Rose High School website under Academics for greater detail and course descriptions. In addition, a student must complete an appeal form for any level changes at the end of the school year. The process for appeal is outlined in the *2024-2025 Program of Study* located on the St. Rose High School website under Academics.

The structure of the master schedule relies on the information gathered through the course selection process. Therefore, changes may not occur after the course selection process is complete. SRHS strives to meet each student's needs and appreciates parental cooperation.

DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN/TOP TEN

The administration reviews cumulative weighted grade point averages at the end of the 3rd Marking Period for each senior. Students who will have completed 2 full years at SRHS and whose cumulative weighted grade point averages are highest and second highest may earn the distinction of valedictorian and salutatorian.

FLEX PERIOD

Flex period is linked to a student's lunch period. This period before or after a student's lunch is intended for students to get academic support, have quiet study time, work collaboratively with other students on an assigned project and/or work on homework. Every day, each academic area has a specific room called an Academic Center that is monitored by a teacher in that particular area (i.e. English Academic Center, Math Academic Center, etc.)

FLEX PERIOD EXPECTATIONS

- Students are to report to one of the flex period classrooms before or after their lunch period.
- If a student needs academic support in a particular academic area, they should report to the room designated for that academic area.
- Students are to work quietly.
- Students must scan-in when reporting to the academic center, and scan-out when leaving.
- If a student makes an appointment with a teacher to make up work, get additional support, complete a quiz or test, they must report to the teacher during the scheduled flex period.
- Students are expected to arrive to flex in a timely manner. Disciplinary consequences will be issued if a student is found cutting flex.

HOMEWORK

- Homework reinforces the educational objectives learned in the classroom. Research affirms that for high school students, homework not only reinforces but also enhances learning. It also provides the student with an opportunity to self assess whether they have comprehended and mastered the learning objective from their class.

- Not all subjects may require written homework each school day. However, each academic subject deserves attention prior to class time for optimum academic success. A student's priority at this time is academics. Extracurricular activities and outside jobs should not interfere with good study habits.
- Homework is a vital link between the school and the home. Parents should ask about assignments and express an interest in the student's school work.
- Students must complete every assignment and if an assignment is not submitted, the result **may** be a "0".
- Makeup work from student absences due to illness is required and must be completed within five (5) school days.
- If a student misses a class due to an extracurricular activity or athletic event, the classwork must be completed one (1) school day following the absence.
- Homework assignments are expected to be completed and submitted by the due date. Late homework will be accepted up to five (5) school days from the due date with a reduction in grade. After five (5) days, the grade may result in a "0" with a possible academic referral. If a student is absent the day of the due date, they will be provided with an extra day to submit without penalty or reduction of grade. Teachers will work with students if additional time is necessary due to content or requirements for the assignment. In this case, the student must meet with their teacher during Flex or after school within 5 days. Failure to meet may result in a "0" for the assignment.

ACADEMIC REFERRAL

- Academic referrals are issued to students who need extra help or need to make up assignments and missing assessments. Attendance to an issued academic referral is mandatory. Failure to attend will result in disciplinary action from the Vice Principal of Student Affairs. A student will still be required to attend the assigned extra help session.

GRADUATION REQUIREMENTS

4 years of Religion	3 years of Science
4 years of English	1 year of World History
4 years of Mathematics	2 years of U.S. History
2 years of Wellness Course	

2 sequential years of World Language (colleges prefer 3 years)

1 year of fine or performing arts
1 class retreat yearly

Note: Certain courses offered in our *Program of Study* may not fulfill the above requirements. Please check with your guidance counselor to determine which courses meet the above requirements.

In addition:

- Elective courses are required to meet the following Graduation Requirements:

Class of 2025: 153 Credits

Class of 2026: 153 Credits

Class of 2027: 153 Credits

Class of 2028: 153 Credits

- College acceptance is required to graduate.
- Students must register for eight courses each year.

HONOR ROLL

Students who earn a 93% or better in all classes receive Distinguished Honors.

Students who earn an 85% or better in all classes receive Honors.

NATIONAL HONOR SOCIETY (NHS) ELIGIBILITY

Students must hold and maintain a cumulative, weighted GPA of 97% average to be considered for NHS membership following their sophomore and/or junior year. SRHS maintains a high standard regarding disciplinary infractions in or out of school, and that record may affect NHS acceptance or continuation. Membership in the NHS requires a service component. Failure to complete the required service requirements by the due dates each semester will affect the status of your NHS membership and will result in dismissal.

NON-CUSTODIAL PARENT

The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school provides the noncustodial parent with access to a student's academic records and other school-related information regarding the child. If a court order specifies that no information be given, the custodial parent must provide an official copy of the court order.

PARENT-TEACHER CONFERENCES

A school wide parent-teacher conference will be held November 14, 2024. Both parents and teachers are encouraged to schedule conferences at other times whenever a concern over a student's academic progress warrants a meeting. Teachers and counselors are available by voice and email, as well as by individual appointment.

REPORT CARDS AND PROGRESS REPORTS

Since student progress can be accessed 24/7 and is in real time, St. Rose High School does not send home progress reports. Below are the midpoint dates of each marking period. It is recommended that at each midpoint date, you visit Genesis to access your child's grades. The school does not distribute report cards quarterly. The final report is mailed at the conclusion of the school year. All parents and students will have access to Genesis to view students' grades. Teachers are required to update students' grades at least twice a month on the 10th and 25th of the month.

- Marking Period Midpoint and End dates for the 2024-2025 academic year:
 - o October 4/ November 1
 - o December 6/ January 17
 - o February 21/ March 21
 - o May 2/ June 12

SEMESTER AND FINAL COURSE GRADES

The 1st semester grade in a course represents 50% of each quarter grade. The 2nd semester grade represents 40% of each quarter grade and 20% of the final exam grade. If a student is exempted from the final exam, the semester grade is the average of the quarter grades. The final course grade is the average of the semester grades. All projects required as an examination are the property of the school unless otherwise arranged.

EXAMINATIONS

NO EXAMS WILL BE ADMINISTERED EARLY.

1. Exam Administration

- a. Exams are administered in January and in June for Seton Hall semester courses. Summative assessments are to be included in the regular class time.
- b. Exams are administered in June for full year courses.
- c. Failure to attend an exam at the scheduled time will result in a zero.
- d. No exams will be administered early.
- e. In the case of extreme illness, please notify the school prior to the exam and submit a doctor's note in order to be eligible for a makeup exam.
- f. Please do not plan vacations during exam dates, which are published on the school calendar.

2. Exam Exemptions

- a. A senior is exempt from final exams for non-core courses. Seniors are required to take final exams in English, Math, and Theology core courses. Exemptions are available if students earn 93 or above in all 4 marking periods (Not an average).
- b. Freshmen, Sophomores and Juniors are not exempt from any exam.

ATHLETICS

MISSION STATEMENT

The mission of the SRHS Athletic Department is rooted in the basic philosophy of St. Rose High School. The Athletic Department offers programs that foster the same values of integrity, respect, responsibility, and

participation embodied in the classroom. The coaching staff fosters a positive attitude about learning and challenges athletes to achieve their highest potential in all aspects of their development.

The Athletic Department believes all students should have the opportunity to participate in interscholastic athletics at some level during their high school years; however, participation on an athletic team is a privilege, not a right and may be curtailed for academic or disciplinary reasons. The lessons that can be learned from athletic participation are invaluable and help in the overall development of the individual. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic program. Athletic participation also plays an important part in helping the individual student develop a healthy self-image as well as a healthy body. Participation on the interscholastic teams adds to school spirit and encourages students, spectators, and participants to develop pride in St. Rose High School.

Saint Rose High School's team locker room is strictly prohibited for student use during the school day. Access to the locker room is only permitted after school hours, and students must be supervised by a coach at all times. Unauthorized use of the team locker room during school hours will result in disciplinary action. Coaches are responsible for ensuring that students follow this policy and for supervising the locker room after school.

Participation in athletics at St. Rose High School is an integral part of our commitment to developing well-rounded students. While we encourage all students to explore their interests and try out for teams, it is important to understand that team selections are made at the discretion of the coaches. These decisions are based on a variety of factors, including but not limited to skill level, effort, teamwork, attitude, and the needs of the team.

We ask all students and families to respect the coaches' professional judgment and the selection process. Our goal is to foster a positive athletic experience for all participants, whether as team members or through other supportive roles within our athletic community.

CODE OF SPORTSMANSHIP

Good sportsmanship, or disregard of it at athletic events, reflects upon the team, their coaches, as well as the entire community.

Accordingly, SRHS advances and pledges to support this code of standards for spectator sportsmanship:

1. Treat visiting officials, fans, and athletes as guests.
2. Recognize the authority of officials. Expect them to be competent and impartial in their handling of games but, even when disagreeing with their decisions, not "booing" them.
3. As guests in other schools and communities, display conduct that represents SRHS, the team, and the community with honor.
4. Whether at home or away, refrain from arguments or other actions that might discredit our community.
5. Support the team at all times.
6. Do not boast in victory or alibi in defeat.
7. Encourage the players in victory or defeat.
8. Respect the authority and judgment of the coach.
9. Demonstrate good sportsmanship.
10. Good sportsmanship, respect for rules, respect for others, and fair play provide the foundation of a successful interscholastic program.

The locker room is the athletes' home for a good part of the school year. Therefore, students must treat it that way. Athletes are responsible for the equipment and for the immediate area around their lockers.

If athletic equipment is stolen or lost, a student must replace it.

An athlete who receives a bad sportsmanship penalty from a referee may incur further coach's penalties at the coach's discretion.

If an athlete willfully damages or defaces school property or steals equipment such as gym suits, sweats, uniforms, etc., he/she will be subject to the terms of the SRHS discipline policy.

A student athlete who does not return his/her team uniform or pay related athletic fees accrued during the season may face disciplinary action.

Any actions done by a student, parent, family member, coach, fan, or spectator that conflicts with our sportsmanship expectations and/or school policies may be suspended or banned from attending athletic events.

Academic Probation

- A student failing two classes will be placed on academic probation and is not eligible for participation in school clubs, activities and/or athletic teams in the next quarter effective the day the report card is distributed.
- A student who fails two or more courses in a marking period or who incurs excessive absences will be placed on academic probation, be required to sign an academic contract to maintain enrollment, or may be asked to transfer from St. Rose.

INTERSCHOLASTIC ATHLETICS

SRHS offers a complete program of interscholastic athletics, fielding competitive teams in many sports. The following is a partial listing:

FALL SPORTS

Girls Cross Country – Varsity & JV
Boys Cross Country – Varsity & JV
Girls Field Hockey – Varsity & JV
Girls Soccer – Varsity & JV
Boys Soccer – Varsity & JV
Girls Tennis – Varsity
Girls Volleyball – Varsity & JV
Boys & Girls Surfing – Varsity

WINTER SPORTS

Girls Basketball – Varsity, JV & Frosh
Cheerleading – Varsity Dance
Boys Basketball – Varsity, JV & Frosh
Boys & Girls Swimming – Varsity
Ice Hockey – Varsity & JV
Boys & Girls Track – Varsity & JV
Boys & Girls Bowling – Varsity

SPRING SPORTS

Boys Baseball – Varsity, JV & Frosh
Boys Golf – Varsity
Girls Golf – Varsity & JV
Girls Softball – Varsity

ATTENDANCE POLICY

Attendance in school is necessary for a student's academic success. Student attendance must be the concern of all staff members and parents/guardians. Student attendance is not only the function of the attendance office and the Vice-Principal, but also the function of parents who value the instructional time given to their children and teachers who establish the expectations and learning standards that necessitate regular attendance by students. It requires the continued vigilance of both parents and teachers.

1. **Regular attendance** - is defined as being present for all classes and activities during the school day 7:55am-2:28pm (Homeroom bell to Dismissal Bell)

2. **Absence from school** - is defined as non-attendance in regular classes and assigned locations for the entire school day. Absence from school is either excused or unexcused.

3. **Excused absence** - Students may be legitimately absent from school for the following reasons (Paper documentation must be provided)

- ☐ Student illness. Provide written medical documentation on letterhead or prescription.
- ☐ Death in the immediate family, three days; funerals of other relatives (Provide a copy of the Obituary, Funeral Card/Program or Funeral Home Letter.
- ☐ Approved College visit - Approved form provided by the Guidance Department.
 - ☐ Seniors may take 2 excused absences to visit out-of-state colleges; they must provide a letter from the college upon their return.
 - ☐ Juniors may take 1 excused absence to visit out-of-state colleges; they must provide a letter from the college upon their return.
- ☐ Suspensions
- ☐ Court Appearance. Provide documentation or note from the court
- ☐ Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
- ☐ Other individual absences as determined and approved by the school administration
- ☐ New Jersey State Agencies' mandated appointments (Driver License Testing)
- ☐ Take Your Child to Work Day

Please note that students who are excused for any of the above reasons are required to complete any missing work for their classes.

Documentation for excused absences from parents/guardians is required upon returning to school after an absence. **If documentation is not provided, the absence will remain unexcused on the student's record.**

4. **Unexcused Absences** (that do not count towards truancy) - is generally defined as any reason not listed in number three above. Unexcused absences include, but are not limited to, vacations, working, oversleeping, issues associated with private transportation, personal prom preparations, etc.

5. **Truancy** - is defined as an absence from all or a part of the school day without the knowledge of the pupil's parent or legal guardian or administration. It also means that the school has not been notified of the student's

absence. It generally takes the form of an unexcused/unexplained absence for the whole school day or part of the school day and is recorded as a “cut” in all missed classes. A truant student may not make up work, quizzes, or tests and receives a zero in class for the truant period. **Tuant students will be drug tested before they are permitted to return to class. Refer to the Discipline Policy for a full explanation.**

6. Cutting - is defined as unexcused or unexplained absence from school, class(es), or assigned location(s). It generally takes the form of selectively missing one or more assigned class(es) or assigned location(s) while being present for the school day. *Seniors who cut school may jeopardize their privilege to participate in senior privileges.*

7. Tardy to class or school - is defined as not being in an assigned seat or at an assigned location by the time the bell or signal ceases. **Tardy to school: 7:55am**

8. Denial of Credit - is defined as a loss of credit due to excessive absences (excused or unexcused) or cutting.

ATTENDANCE RECORD KEEPING

The primary responsibility of the attendance officer is to keep accurate records of school enrollment in accordance with the law. Students report to the attendance officer when they are late to school or when a parent or guardian is waiting to sign them out prior to regular dismissal.

ABSENCES FROM SCHOOL

- ☐ **Parents are required to notify the attendance office of a student's absence. If your child will be absent, you MUST call/email the school by 7:30am.**
- ☐ **All students must bring a written note to the attendance officer within 48 hours of the return to school.** However, this DOES NOT exclude the fact that a physician's note or other types of verification may be required by the high school administration. All notes will be dated and placed in the student's file in the attendance office. If a note is not received within 48 hours by the attendance office, the absence will be considered unexcused. An absence of three (3) consecutive days requires a note from a physician on the day that the student returns to school.

Family vacations, non-SRHS sanctioned sports/ activities, medical, dental, or optical appointments should not be scheduled during school time. *Students who have more than 9 absences per semester or 18 absences for the school year may be denied academic credit and/or promotion. Students who miss any one class more than 10 times per semester or 20 times for the school year may not receive credit for that class.* Appeals due to extenuating circumstances may be made to the administration. Excessive absences, even with good reason, may still result in denial of credit. Those students not in compliance may be asked to withdraw. Family vacations should not be planned during the academic year. Scheduling medical and other appointments during the school day should also be avoided.

Failure to comply with these expectations will result in disciplinary action for the student. **Lack of cooperation with the school's attendance policy or with efforts to address missing work may result in the student being asked to transfer from St. Rose.**

ABSENCES

1. An absence of three (3) consecutive days requires a note from a physician on the day that the student returns to school.
2. A student may not miss more than nine (9) days, excused or unexcused, each semester or twenty (20) classes in one subject per school year (ten per semester course).
3. Notification of absences at specific intervals (5, 10, 15 days) will also be provided through the Genesis

Parent Portal. Letters will be posted and available for review by the parent/guardian. In addition to official notification, teachers are encouraged to directly inform parents via conferences, progress reports, notes, and/or telephone calls when absences may impact a student's grades or credit withdrawal status.

4. All staff members shall maintain accurate attendance records for each student assigned to their classes. Students not in class for any reason are to be marked absent with the reason noted. Examples: Field Trip-FT, Guidance Appointment-G, Student Activity-SA, and Nurse w/time-NT. Students who are "cutting" or "in class but on the absentee list" should be reported to the attendance officer.
5. Teachers and coaches who have students participating in school sponsored field trips/activities, must submit a list of students to the school's office prior to the trip/activity for distribution to all staff members in advance in accordance with building directives.
6. All students are expected to be on time to every class or have a legitimate pass from a teacher, administrator, or staff member. If a student is late for class, he/she must report to the assigned class without a pass. Students are not to report to the office for a late pass. Teachers will admit students who are late and impose discipline on an individual basis. Students must seek and receive permission from the teacher of the scheduled class prior to missing all or any portion of the instructional time. Students who solicit passes from other teachers, counselors, or staff members without prior approval, may find those passes unacceptable to the scheduled teacher. Excessive tardiness to class will result in disciplinary action by the school administration. Students will be marked absent from any class, if more than half of the class is missed. Students are expected to be on time to Flex. Flex is an academic center. Excessive tardiness to Flex will result in disciplinary action by the school administration.
7. If a student's absences exceed these guidelines, he/she will have a required Parent meeting with the Vice-Principal of Student Affairs, and guidance counselor. The purpose of the meeting is to support the student and implement proactive measures to assist the student to improve attendance. He or she may have his/her grades reduced for excessive absences regardless if work is completed on Google Classroom. In person instructional time is required at Saint Rose High School.
8. Four hours constitutes a full day. Students must be present for at least four hours of instruction in order for the student to be counted as present on school that day. Attendance of less than four hours will result in the student being marked absent for the day. Students must arrive at school no later than 10:30am to be considered a full day. Leaving prior to 12pm for early dismissal will result in an unexcused absence.
9. Lack of cooperation with the school's attendance policy or with efforts to address missing work may result in a request to withdraw from Saint Rose High School.

EXCESSIVE SCHOOL OR CLASS ABSENCES

Excessive school and/or class absences will result in the student being placed on probation, which will prohibit the student's participation in extracurricular activities, including but not limited to Athletics.

The Administration may deny course credit if a student's absences exceed the required number of class sessions. Excessive absences may also result in a probationary contract. A student, not on home bound instruction, who misses ten (10) or more classes in a semester will lose 20% for each course in the 2nd and/or 4th marking period with no opportunity to make up that grade. Following ten (10) undocumented absences, the school will file a report with The Division of Child Protection and Permanency (formerly Youth and Family Services) no matter the age of the student.

TARDINESS

Saint Rose High School's Bell Schedule is 7:55am-2:28pm. Our school day begins at 7:55am. Students are required to be in homeroom at 7:55am for attendance. The warning bell is at 7:51am. During that time, students can drop off their athletic equipment in the locker room, visit their school locker, and make their way to homeroom prior to 7:55am. If students are not in homeroom and have not checked in with their homeroom teacher at

7:55am, they are considered tardy regardless if they are in the building or not.

- ☐ Students tardy to homeroom will not be allowed in homeroom without a late pass from the attendance officer. The homeroom teacher will direct the student back to the attendance officer, who will assign a late pass.
- ☐ Tardy students must submit their student ID cards to the receptionist when they arrive at school. Students who do not have their ID cards will need to purchase a replacement ID card/ lanyard (\$12) to be admitted to school. Student ID/Lanyard is a required part of the Saint Rose High School uniform and every student must wear it daily.
- ☐ A consistently late or absent student may be required to sign a probationary contract.
- ☐ The following consequences are assigned after three tardies per semester:

Failure to serve assigned detentions for lateness to school will result in all extracurricular activities being suspended until the obligation is fulfilled.

- Fourth through Seventh Late/Tardy: Detention (each occurrence) in the school library from 2:30pm-3:15pm. Homework is not permitted to be completed during this time. Detention takes precedence over Athletics and extracurricular activities. Students are expected to attend detention. Coaches will be notified by the attendance officer/Vice-Principal of Student Affairs that the student has detention and can not participate in athletics or extracurricular activities until the detention is served.
- Exceeding 8 tardies per semester will result in Saturday Detention from 8am-12pm in school uniform and a required Parent meeting with the Vice-Principal of Student Affairs. Exceeding 2 Saturday Detentions due to tardiness may result in a request for student withdrawal.
- Seniors will lose their lunch sign out privilege every time that they are late to school, beginning their 4th tardy per semester. Seniors will have restricted lunch in the school cafeteria.
- If a student's absences exceed these guidelines, he/she will have a required Parent meeting with the Vice-Principal of Student Affairs, and guidance counselor. The purpose of the meeting is to support the student and implement proactive measures to assist the student to improve attendance. He or she may have his/her grades reduced for excessive absences, regardless if work is completed on Google Classroom. In person instructional time is required at Saint Rose High School.

TARDINESS TO CLASS

- ☐ Students may be counted tardy for any class period if they are not in class by the bell. Students are expected to be prompt and have the necessary materials to start class.
- ☐ Students exceeding 3 tardies in a class period (without a pass) per semester will be issued a teacher detention within 24 hours notice. Detention will be in a designated classroom with the teacher from 2:30-3:15pm. Homework is not permitted to be completed during this time. Detention takes precedence over Athletics and extracurricular activities. Students are expected to attend detention. Coaches will be notified by the teacher that the student has detention and can not participate in athletics or extracurricular activities until the detention is served. In addition, the teacher will communicate with the student and parents/guardians.
- ☐ If tardiness to any class exceeds 5 lates without a pass from a teacher,, a required Parent meeting with the Vice-Principal of Student Affairs, teacher, and Guidance Counselor will be held.

TRUANCY

A truant student may not make up work, quizzes, or tests and receives a zero in class for the truant period. Truant students will be drug tested before they are permitted to return to class. If students register positive on the drug test for being under the influence, they will immediately be sent home in the custody of their parents, suspended from school pending a discipline review. Refer to the Discipline Policy for a full explanation.

EARLY DISMISSAL

Students who may need to be excused from school early or for part of the day must have a valid and verifiable reason.

- ☐ A written note/email from a parent/guardian must be presented to the attendance officer prior to homeroom. The note must include a phone number where the parent/guardian can be reached for verification. A phone call will be made by the attendance officer to contact numbers listed on Genesis only. The note must also include the time, reason, and person who is picking up the student. The person picking up the student must be listed on Genesis. A pass will be given to the student for the designated time of dismissal. The student must be signed out by the attendance officer and by the parent/guardian or designated emergency contact. Telephone calls will not be accepted for early dismissal. Students granted permission to leave early will have their names and time of departure listed on the absence list. Permission to leave school will be granted only for those reasons defined as excused by Saint Rose High School Attendance Policy Bullet Three.
- ☐ Four hours constitutes a full day. Students must be present for at least four hours of instruction in order for the student to be counted as present on school that day. Attendance of less than four hours will result in the student being marked absent for the day. Students must arrive at school no later than 10:30am to be considered a full day. Leaving prior to 12pm for early dismissal will result in an unexcused absence.
- ☐ If a student is leaving and returning within the same school day, medical documentation is required to be handed in upon returning to school.
- ☐ Student Drivers are not permitted to leave and drive with other students unless the teen is accompanied by a Parent/Guardian or the passengers are the driver's dependents (children) and Saint Rose High School has written and verbal permission from both parents. This is a New Jersey State Law for students that have their probationary license.
- ☐ Students who miss any one class more than 10 times per semester or 20 times for the school year may not receive credit for that class.
- ☐ If a student's class absences exceed these guidelines, he/she will have a required Parent meeting with the Vice-Principal of Student Affairs, teacher, and guidance counselor. The purpose of the meeting is to support the student and implement proactive measures to assist the student to improve classroom attendance. He or she may have his/her grades reduced for excessive absences regardless if work is completed on Google Classroom. In person instructional time is required at Saint Rose High School.
- ☐ Lack of cooperation with the school's attendance/early dismissal policy or with efforts to address missing work may result in a request to withdraw.
- ☐ Students who are absent from school, sign out early, or who do not meet the minimum four (4) hour instructional time requirement, are not eligible to participate in any practice, game, meet, special program, evening activity event, or program scheduled for that day without the prior approval of the school administration. Extenuating circumstances may include family emergencies, funerals, religious obligations, a driver's test, etc. If a student who is ineligible to participate in athletics or extracurricular activities is found at an event the day of their absence, disciplinary action will be taken including but not limited to detention.

VACATIONS

The administration strongly discourages vacations during the school year. However, if parents schedule vacation, they must give the guidance office two weeks' written notice. The student must inform each teacher in a timely manner. The student must obtain upcoming assignments from individual teachers and must submit the completed work immediately upon returning to school to gain credit.

A student who has not attended school may not participate in or attend an athletic or social event that evening. If the absence occurs on a Friday, the student may not participate in any weekend functions including athletic and social events.

Lack of cooperation with the school's attendance policy or with efforts to address missing work may result in a request to withdraw.

CAFETERIA

Students may bring lunch to school or may purchase either a hot or cold lunch in the school cafeteria. Students are prohibited from door dashing outside food. Disciplinary consequences will be issued if a student is found to have door dashed food.

CONDUCT

The cafeteria is a special area in the school. It is essential that students comply with the rules established for the well-being of those eating in the area. Students may not engage in personal grooming while in the cafeteria, nor may they sit on the lunch tables at any time before or after school or during lunch periods.

RULES

1. Food may be eaten in the cafeteria only. Students must form a single line in each area and observe order.
2. No one is permitted to "jump" the line.
3. Students must remain seated while eating. Students are to be seated at the table that they choose at the beginning of the semester.
4. Before leaving the cafeteria, students must:
 - a. Clean their area of the table.
 - b. Place their chairs under the table.
 - c. Place their waste in the proper receptacle for recycling.
5. Students must be signed out of the cafeteria by a faculty member assigned to the lunchroom. Students may not leave the cafeteria without permission unless instructed to do so in an emergency situation.
6. Failure to cooperate may result in loss of cafeteria privileges, and disciplinary consequences.

FOOD AND BEVERAGES

Food and beverages other than water are permitted in the cafeteria only. Students may not consume food or beverages other than water during homeroom or in classes. Students bringing food or drinks other than water to homeroom or class will face disciplinary action.

WATER BOTTLES

Students are permitted to have water bottles during the school day, we encourage all students to make use of the filtered water refilling stations located throughout the school.

Water bottles may not be filled with any liquid aside from water and must be of a reasonable size (determined by administration). Staff members reserve the right to verify the contents of student water bottles. Students who do not abide by the water bottle policy may face disciplinary action.

CAMPUS MINISTRY

“For a true education aims at the formation of the human person in the pursuit of his ultimate end and of the good of societies of which, as man, he is a member, and in whose obligations, as an adult, he will share (Gravissimum Educationis).” The St. Rose High School Campus Ministry Team values and supports the spiritual lives of our community members. In collaboration with the administration, Campus Ministry coordinates the spiritual components of life at St. Rose. For those students who are not Catholic, or have not ‘completed’ their Sacraments, but may be interested in doing so, please speak with the Campus Minister as soon as possible. It may be possible to offer the necessary preparation for that during the school day.

PRAYER

Each day and every class at St. Rose begins with prayer. Students, faculty, and staff are invited to lead the school community in prayer each morning. The school-wide morning prayer is prepared in advance by the Campus Minister and students volunteer to lead prayer during the morning broadcast. These prayers tend to follow a pattern or theme to promote participation and familiarity. Our day is also marked with our praying grace and the Angelus prayer before lunch/flex. In the classroom, students may select a favorite prayer from our rich Catholic Tradition, or create an original prayer. All prayers, especially original compositions, must be approved by the Campus Minister, their religion teacher, or a member of the administration before being used with the school community.

BOOK OF PRAYER

The Book of Prayer is located outside the School Chapel in the 100’s hallway. Students, faculty, and staff are invited to add intentions. These intentions are held by the community in prayer each day during morning prayer, at our weekly morning liturgy, and during our school-wide liturgical services.

LITURGY AND PRAYER SERVICES

The Eucharist is *“the source and summit of the Christian life”* (CCC 1324), for it is here that we are nourished and fed, rejuvenated and strengthened, and find rest and are sent. Recognizing the necessity of the Eucharist, the school gathers together regularly to celebrate the Mass and receive our Eucharistic Lord. Please know, that while reception of the Eucharist is reserved for Catholics, our non-Catholic brothers and sisters are invited to participate in our liturgy. We invite them, as we ourselves are called, to pray for the unity of the Christian family that Christ Himself prayed for (cf. Jn. 17: 20-21).

We are blessed to be able to fit the entire school community in the parish church. Holy Days of Obligation that occur on a school day include Mass. The very first day of school, we gather for Mass and pray for God’s blessing on the upcoming year. To view the whole school liturgical calendar, please click [2023-2024 Liturgical Calendar](#).

Students, faculty, and staff are also invited to the celebration of the Eucharist each Tuesday during the first flex period in the school chapel. Athletic teams, student groups and clubs, or individuals, are encouraged to participate at Mass together to deepen their connections to Christ and one another. To view the schedule for Tuesday Flex Mass, please click [2023-2024 Flex Mass schedule](#).

The Sacrament of Reconciliation is offered during the school day in the seasons of Advent and Lent, as well as other times selected by the campus chaplain, or by appointment. If a student would like to make use of the Sacrament, they can make an appointment through the Campus Minister or the Chaplain directly.

Students, faculty and staff are invited to take an active role in the planning of these services, and are encouraged to contact the Campus Minister if they want to be on the Liturgy Team. Likewise, all are invited to participate in these liturgical services on the day of celebration. The first Sunday of the month, students will be able to volunteer to assist with the 9:30AM Parish Mass. Upon graduation, those students who have devoted time and effort to the liturgical and spiritual life of the school will be recognized.

LITURGICAL MINISTERS

There are many opportunities for students to involve themselves in the celebration of liturgy and liturgical services at St. Rose High School. Students interested in being involved in our liturgical celebrations should contact Campus Minister Mr. Petrillo (npetrillo@srhsnj.com) to express their desire to assist at liturgy. Opportunities for involvement include:

- *Altar Servers* – At each Liturgy, the celebrant is assisted by members of the student body who volunteer to be altar servers. Although many of these students have served in this capacity in their local parishes, previous experience for this role is *not necessary*. Students of any grade may volunteer in this capacity.
- *Lectors* – Proclaim the Word of God from the sacred scripture. This role is also utilized in services outside the Mass, like the Stations of the Cross. Students of any grade may volunteer in this capacity.
- *Cantors and Musicians* - These students use their gifts and talents to enhance and support our common worship. Students interested in singing at Mass should contact Ms. Alario (Lalario@srhsnj.com). The Liturgical Choir is not limited to enrollment in the Choir Class.
- *Extra-Ordinary Ministers* - In order for the distribution of the Eucharist to flow smoothly and reverently, select students serve as extraordinary ministers. These students are selected by and prepared in advance by the Campus Minister to serve in this ministry. Students serving in this capacity must be Catholic, and are reserved for Juniors and Seniors.

For more information about the Catholic Mass, or to join the Liturgy Team, contact Mr. Petrillo.

CLASS RETREAT

“Come away by yourselves to a deserted place and rest a while.” (Mark 6: 31)

Retreats are a unique opportunity to dive deeper into one’s faith. These retreats are built around a particular theme and are designed to have participants look deeper at their life, their relationship with each other, and most importantly, their relationship with Christ. Retreats are hosted by the Campus Minister and faculty, but may include outside speakers. The respect and courtesy shown toward teachers is expected on retreat. While on retreat, students will likely be broken into small groups for discussion.

Every year each student has a retreat experience with his or her class. Retreats will take place during the school day and may occur off campus. When the retreat is off campus, transportation will be provided. **Attendance on retreat is mandatory.** Please see the current school calendar for retreat dates. For those who are unable to attend their respective class retreat, they will be required to make the retreat up. This may require attendance at one of the other class retreats, or an outside experience - approved by the Administration in advance. Makeup retreats may incur a cost, for which St. Rose High School is not responsible.

COMMUNITY SERVICE

In Matthew’s Gospel, Christ says to His followers: *“Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.”* (25: 40). These words are a challenge and invitation for us to be Christ’s hands and feet as St. Teresa of Avila says. Campus Ministry seeks to facilitate student involvement in service

activities. Campus Ministry collaborates with other school organizations in connecting students with service groups. Mission collections remind all of our responsibility to our dear neighbor. Campus Ministry will announce various opportunities for students to get involved in various projects throughout the year, including opportunities during the school day. Participation in these opportunities is volunteer based, will necessitate permission slips, and approval from faculty.

One service event is expected by each student each quarter of the year - 2 of these 4 “service” events can be participating in a school wide drive. The other 2 service events must be done outside the school campus, but can include parish work, community service work, visiting a nursing home, etc. Students must get approval from the head of the Theology Department, Mrs. Aisling Hanna, prior to completing each service event.

KAIROS

In addition to their yearly retreat, seniors may choose to participate in one of the Kairos retreats held throughout the school year. The ancient Greeks had two words for time. *Chronos*, referring to chronological or sequential time, and *kairos*, signifying a time in between, a moment of indeterminate length when something special happens.

Kairos, based on the spiritual exercise of St. Ignatius Loyola, consists of talks given by both student and faculty leaders. Over the course of 4 days, students gather together for the Mass, various talks, and small group discussions. Meals are provided for, and dietary accommodations can be made. Please see the school calendar for Kairos retreat dates for the 2024-2025 school year. Juniors, by invitation, may be chosen to participate so as to serve as Kairos leaders in the future.

The Kairos program typically begins after school on Tuesday and ends early Friday evening. The retreat is held at The Marianist Family Retreat Center in Cape May. For any senior that missed the class retreat - the Kairos retreat does not “makeup” that retreat. There is a fee for attending Kairos, which goes toward the retreat center fees as well as supplies. While attendance on Kairos is not mandatory, if you apply and are accepted to attend, you are required to be present from the start of the retreat until it ends. **You will not be able to leave for sports games or practices.** If you think this will be problematic, you may need to choose a different Kairos date. Please note that there is a minimum number of students necessary for Kairos to occur. For those who have attended Kairos, the sacrifices needed to make it happen were well worth it.

CO-CURRICULAR ACTIVITIES PROGRAMS

CLUBS

The school encourages students to participate in co-curricular activities for pleasure, expansion of interests, and because research indicates that students involved in activities often do better in their class work and gain more favorable college admissions outcomes. Depending upon student interest and moderator availability, SRHS offers a varied program of activities. If you would like to know more about our current club and activity offerings, please visit the Student Life page on our website.

In order to avoid overextension, a student may not serve as president, vice-president, or editor in more than one of the following major co-curricular organizations: Student Council Executive Board, National Honor Society, Catholic Athletes for Christ, *Prints & Imprints*, or *The Courier*.

DANCES

The Student Council, individual classes, or clubs sponsor dances with the approval of a vice-principal. Dances are closed to students of other high schools unless guests are registered with and approved by the administration. SRHS students may bring only one guest to dances permitting outside students.

- Formal Dances – by invitation only
 - Junior Prom
 - Senior Prom
- Dress-Up Dances - follow the dress code guidelines for dress up events.
- Semi-Formal Dances - follow the guidelines for dress-down events.
- Informal Dances - follow the guidelines for dress-down events.
- **Nota Bene:**
 - The principal and advisor determine specific times for entering and leaving dances.
 - Smoking is not permitted at any event, dance or prom on or off school property.
 - Students not attending the dance may not loiter in the area, nor may they visit with those attending the dance.
 - Once a student or a guest has entered the dance, he or she may not leave until the dance is over. Seniors may leave the dance ½ hour before its conclusion but they may not reenter.
 - Dances are closed to students of other high schools unless guests are registered with and approved by the administration.
 - SRHS students may bring only one guest to dances permitting outside students. Guests must be a current high school student.
 - All couples attending dances must be boy/girl. If a student invites a guest, they must follow our guest guidelines and the SRHS student and guest must be boy/girl. Students are permitted to attend dances without a date.
 - If you have any questions concerning the dress code please see the Vice Principal of Student Affairs.

FIELD TRIPS AND ATHLETIC TRIPS

During the course of the year, the school sponsors a number of local field trips. Attendance constitutes a privilege not a right. Students may be denied participation if they fail to meet academic, attendance, and/or behavioral standards. Students must also fulfill all school obligations including submission of required permission slips that request parents' signature regarding options for full or partial supervision. Any student who chooses to attend an evening excursion must understand the school's expectation that he/she will attend school the following day.

Moderators and/or coaches may provide requests for parents to allow a coach or fellow student to drive. No student may be driven without a signed form.

INDIVIDUAL CLASS ACTIVITIES

1. Seniors

- a. Privileges – the senior class officers and the principal establishes the privileges of the senior class.
- b. Class activities and senior prom – only those seniors who have maintained an excellent record of school attendance, class attendance, academic responsibility and punctuality; have cooperated in all matters of discipline; and are financially up-to-date may attend the activity or prom. A deposit does not necessarily warrant a guaranteed reservation.
- c. Dance – the senior class sponsors the homecoming dance at which a senior girl and boy are chosen homecoming queen and king.
- d. **NB:** all outstanding school bills must be paid before a senior may go on a school or class trip, attend the prom, or receive a transcript or diploma.

2. Juniors

- a. Senior Investiture Ceremony – This is a mandatory event for all juniors and is scheduled for
- b. Junior prom – the junior prom is held off school grounds.

3. Sophomores

- a. host the Senior Investiture Ceremony and Sophomore/Freshman Spring Dance

4. Freshmen

- a. host welcome event for incoming freshmen and Sophomore/Freshman Spring Dance

SRHS reserves the right to require student attendance at certain school events at the discretion of the principal. Failure to attend mandatory events may result in loss of certain privileges, eligibility to attend future events, and/or disciplinary action.

STUDENT COUNCIL

All members of Student Council serve at the discretion of the Principal.

1. The SRHS Student Council, whose membership is open to all students, consists of elected officers and class representatives. The Council's primary objectives are:
 - a. To serve as a vehicle of communication among the students, faculty, and administration. They meet on a regular basis to discuss concerns and issues relevant to the student
 - b. To promote school spirit among the four class levels accomplished through activities and programs.
2. The Council consists of:
 - a. Executive Board: President, Vice-President, Secretary, and Treasurer
 - b. Class Officers: President, Vice-President, Secretary, and Treasurer from each grade level
 - c. Representatives: A grade-level cabinet will be elected yearly to serve as advisors and committee chairs for the class officers.
 - d. A faculty moderator appointed by the Principal
 - e. **NB:** Faculty and administration must approve any student seeking elective office.
3. The Student Council provides an effective avenue for expressing ideas and attaining action. Any SRHS students may inform the organization about relevant issues. A student may initiate action in the following ways:
 - a. Contact a representative of the Student Council
 - b. Contact any student government elected members: President, Vice-President, Treasurer, and Secretary
 - c. Contact the Student Council Advisor
 - d. Attend a Student Council meeting and present ideas
4. All students in good standing and Student Council members are encouraged to attend meetings and activities.

The advisor may require an officer or member who incurs disciplinary Level 2 or Level 3 infractions to take a leave or to resign his/her position. All members are reviewed on a quarterly basis. Student Council members can only serve the school if they are aware of student issues. It is the community's Student Council.

SCHOOL RING

Students are measured for school rings in the fall of their junior year at which time a deposit is required. No student is obliged to purchase a school ring. The entire cost of each ring must be paid by the time of delivery.

The school ring, a family ring and/or a token from the school are blessed and presented to the students at the Senior Investiture Ceremony in June. The Senior Investiture Ceremony is a mandatory event for all juniors.

EMERGENCY DRILLS AND PROCEDURES

EMERGENCY/FIRE DRILL PROCEDURES

For the safety and the protection of all students, the school conducts periodic drills according to state law. All students must acquaint themselves with the emergency evacuation instructions posted in each classroom.

At the sound of the alarm, the following rules apply:

1. A drill is in progress from the first sound of the alarm until the PA announcement stating that the drill has been officially concluded.
2. Absolute silence must be maintained throughout the drill from beginning to end.
3. Follow directions, as posted in each classroom, for the exit to be used.
4. Leave the room in single file unless otherwise directed by a teacher or member of the staff.
5. Remain in single, orderly lines on the stairs to ensure a speedy exit and avoid congestion at the exits.
6. Be quiet and alert to necessary changes of direction due to impassable areas; the first student in line should raise his/her hands over his/her head to alert students to turn around and seek another exit. Avoid creating panic.

Once outside, students remain grouped as a class, at least 100 feet away from the building. Attendance will be taken by the teacher.

When the signal is given, students may return to the building using the same exit/entrance used to leave the building, unless otherwise directed. Again, students should maintain single, orderly lines on the stairs and/or exits when returning to the building. Once inside the classroom, please remain seated in silence until the emergency/fire drill is officially concluded.

SPECIAL INSTRUCTIONS

The following guidelines are also in place when an emergency/fire drill is conducted in the building:

1. Students who are in the cafeteria or with the nurse, librarian, guidance counselors, etc., will be supervised by these members of the staff for the duration of the drill.
2. Teachers and/or members of the staff who are not in a classroom at the sound of the alarm should check bathrooms before leaving the building.
3. PE teachers who are in class in the MAAC at the sound of the alarm must check the locker rooms before leaving the building.

GUIDANCE

INTRODUCTION

The Guidance Department's role is one of student advocacy, designed to meet the needs of all students, academically, spiritually, and socially. The guidance department is honored to work with all the students that enter through the doors of St. Rose High School.

As a college preparatory school, SRHS can boast a 100% college acceptance rate for graduates. Approximately 97% will attend a 4-year institution while the remaining will pursue a community college degree, with most transferring to a 4-year college or a technical school. Counselors will meet with each student at least 4 times throughout the school year. Students and parents are encouraged to reach out to the counselors to discuss any concerns they may have. Parents may call the counselor to request an appointment for themselves or to ask the counselor to meet with their child. Counselors can also be reached via email. Students may also stop by the guidance office or email their counselor for an appointment.

Counselors begin the school year by focusing on the freshman class and new transfer students. The department strives to make each student and family feel welcomed and supported as they enter into this new chapter of their life. The counselors then transition into helping the seniors with their college applications and discussing post-high school plans. Finally, the counselors send passes and request meetings to meet with sophomores and juniors. Counselors will meet regularly throughout the school year with their assigned students. These meetings may be individual, small group, or classroom group meetings in order to address a variety of guidance topics. Counselors will also schedule a mandatory college planning meeting with students and their parents in the spring of the junior year.

COLLEGE VISITS

- Seniors may take 2 excused absences to visit out-of-state colleges; they must provide a letter from the college upon their return.
- Juniors may take 1 excused absence to visit out-of-state colleges; they must provide a letter from the college upon their return.

Naviance Family Connection is a comprehensive college and career readiness solution that helps align student strengths and interests to postsecondary goals, improving student outcomes and connecting learning to life. Students have their own secure sign-in page and may access their personal information, set up a game plan for their future, develop resumes, search for colleges and review college application data. (Registration codes are available in the guidance office.)

COLLEGE REQUIREMENTS

The usual college preparatory program requires 4 years of English, 4 years of mathematics, 2 or more years of a world language, 3 years of science, 3 years of social studies, plus challenging electives. The more competitive colleges seek 3rd and 4th years of world language, and 3 more years of lab science.

GUIDANCE POLICY FOR INJURED STUDENTS

A parent must report any student injury to the school nurse and to the student's counselor, and must follow up with a doctor's note detailing the student's mobility restrictions. A doctor must provide medical documentation that a student may return to classes or if a student's medical status changes.

1. Full Disability

a. Over Two Weeks

- i. If a student cannot navigate the building, he/she must remain at home and go on formal home instruction using tutors provided by the Monmouth /Ocean Educational Services Commission

- ii. The parent must keep in touch with teachers through email or voicemail. (The student must make up missed work within the recommended time limit.)
- iii. The parent and the student must review all assignments for each respective class through Google Classroom.
- iv. Parents must meet with the guidance counselor to complete the necessary forms for home instruction before the 10th absence. Teachers will provide assignments through email or guidance office. When the student returns completed work, he/she will receive new assignments.

b. Under Two Weeks

- i. If injury or illness causes the student to miss school less than 2 weeks, the parent should contact the guidance counselor. The counselor or guidance secretary will notify the teachers to prepare assignments.
- ii. Teachers will send assignments to the student either through email or to the student.
- iii. The student (parent) must return assignments to the teacher. When the student returns completed assignments to a teacher, that teacher may give new assignments.
- iv. It is the parent's responsibility to keep in touch with the teacher through email or voicemail. It is the student's responsibility to make up for all missed work.

2. Partial Disability

- a. If a student can attend 4 or more classes, he/she may remain in the library for the remaining periods. The student must provide medical documentation specifying what classes he/she cannot access.
- b. The counselor will notify the teacher(s) that the student cannot attend and that he/she will be in the library.
- c. The teachers will provide assignments directly to the student and meet with the student bi-weekly. The student will return completed assignments to the teacher during those meetings. The student will email the teacher if he/she needs additional work.
- d. The parent must provide documentation that the student may return to a full class schedule.
- e. Teachers are encouraged to have their classes or extra help sessions in the library, when practical, in an effort to include the student.
- f. Parents must keep in touch with the teacher through email or voicemail. The student must make up all missed work.

POST-SUICIDE ATTEMPT RE-ENTRY POLICY

When a student has attempted suicide or is determined by the school to have serious suicide ideation, parent(s) and student must schedule a re-entry meeting with the Guidance Counselor and the Principal. At this time, a note from the psychiatrist or psychologist must be presented stating that the student is cleared to return to school and no longer is a threat to himself or herself or others.

The meeting will address the support services in place to ensure a smooth transition back to school and continued academic success. The student and parent will sign a contract with the school, agreeing to continue counseling until released by a professional. Documentation of that release will be forwarded to the Guidance Counselor and will become part of the student's file.

SCHOLARSHIPS

Colleges, corporations, foundations, and civic organizations offer graduating seniors scholarships and grants. Students should listen to morning announcements, watch bulletin boards, consult their counselors, and check the Naviance Family Connection.

STUDENTS ASSISTANCE COUNSELOR (SAC)

All students and/or their families have access to the SRHS Student Assistance Counselor for help with issues of substance abuse and/or related problems.

STATE FUNDED SERVICES

The State of New Jersey provides or partially funds a variety of student services at SRHS through the students' sending districts, including:

1. Transportation
2. Many textbooks
3. Remedial reading, or mathematics
4. Speech therapy
5. Child study team
6. Home Instruction

STUDENTS WITH SPECIAL NEEDS

As a college preparatory high school, St. Rose expects all students to be able to succeed in a challenging curriculum. Students who meet our academic requirements for admission and have an ISP (Individual Service Plan) or IEP (Individual Educational Plan) will receive academic support through the Monmouth Ocean Educational Services Commission(MOESC). Students with IEP's will be evaluated through MOESC and the plans will transition into an ISP. St. Rose does not have the resources required to facilitate all recommendations that may be called for in an ISP or an IEP.

WHAT SRHS CAN DO

St. Rose will provide extended time for standardized tests.
St. Rose will provide preferential seating in the classroom.

WHAT MOESC CAN DO

MOESC will provide Supplemental Instruction to eligible students.
MOESC will provide Compensatory Education to eligible students.
MOESC may provide speech therapy to eligible students in an off-site location.
MOESC may provide a child study team evaluation upon request.

WHAT WE CANNOT DO

St. Rose will not modify rules of conduct for any student.
St. Rose cannot provide "resource room" help.
St. Rose cannot strictly adhere to all recommendations in an ISP.
St. Rose cannot supply a second set of textbooks for home use.
St. Rose will not modify academic graduation requirements.
St. Rose does not provide accommodations for students entering with an existing 504 plan. If accommodations are requested, the student will need to be evaluated through MOESC's Child Study Team (CST) to determine eligibility for an ISP.

STANDARDIZED TESTING

The Guidance department provides standardized testing experiences throughout the students' high school career. The Guidance department advises students of testing opportunities (i.e. SAT, ACT, AP etc.) Achievement on the Junior PSAT determines National Merit Scholarship status. Achievement on the Sophomore and Junior year PSATs will also determine the "A.P. Potential Score" which is one of the criteria used for placement in certain advanced placement (AP) classes. The school sponsors some nationwide testing programs on-site (i.e. PSAT/NMSQT, SAT, and AP). Counselors meet with students individually and/or in small groups to discuss results. These results are maintained in students' records and are available to parents. Test scores are not sent by the guidance department to colleges; the scores must be sent directly from the testing agency (i.e. College Board or ACT program) to the college or university to which the student is applying. seniors must apply to and be accepted to at least one college. Even if a senior believes he/she wishes to enter the business world or the military immediately after high school, an acceptance letter from a college will allow a graduate to maintain options if post-graduation plans change.

TRANSCRIPTS

The Guidance Department mails student transcripts to colleges of their choice. No transcripts will be sent for a student in financial arrears.

Each request requires a \$5.00 fee to cover processing and postage. Mid-year and final transcripts are sent without further student cost.

Students must complete the necessary form available in the guidance office, which processes transcript requests on a first-come, first-served basis. Requests must be submitted at least TEN school days before college deadlines.

TRANSFER, WITHDRAWAL AND RE-ENTRY POLICIES

When a student transfers during the school year either by choice or requirement, the parent will call the guidance counselor to schedule an appointment to sign the withdrawal forms. No student transcripts will be released until all textbooks are returned and all fees are paid. The Vice Principal of Student Affairs will determine, based on the student's discipline record, whether a student may attend any St. Rose High School activities in the future.

If a student enrolls in another school without first completing the withdrawal process and after no parent contact for ten days, the school will alert the Department of Child Protection and Permanency as well as the student's public sending district and will remove the student's name from the active school rolls. The school will send no transcript or report cards until a parent completes the withdrawal process.

1. During the Academic Year

- a. The parent contacts the guidance office to schedule a meeting with the Guidance Counselor.
- b. The parent and student sign the withdrawal form indicating what school should receive the student's records.
- c. The Guidance Office takes the form to each of the school offices for signature, indicating there are no outstanding obligations.
- d. The Guidance Office takes the form to each of the student's teachers, who sign off when textbooks and equipment are returned.
- e. The teacher should also provide the student's current grade where indicated on the form.
- f. The Vice Principal of Student Affairs will indicate on the form whether a student may attend any St. Rose activities in the future.

- g. When all obligations are met, the Guidance Secretary will send an official school transcript and academic records to the student's new school. The student's original health records will be sent to the new school.

2. At the End of the Academic Year

- a. When a student will not be returning to St. Rose High School for the following academic year, he/she is expected to pick up an end of the year transfer form. Both student and parent/guardian must sign the form, which will indicate where the student's records will be sent. The Vice Principal of Student Affairs will indicate on the form whether the student may attend any St. Rose activities in the future.
- b. Once all financial obligations have been met, the Guidance Secretary will send an official transcript and academic records to the student's new school.
- c. The student's original health records will be sent to the new school.

3. During the Summer

- a. A parent may pick up the withdrawal form in the guidance office.
- b. The form must be signed by the parent and student and indicate where to send the student's record.
- c. The Vice Principal of Student Affairs will indicate on the student's record whether they can attend any St. Rose activities in the future.
- d. Once cleared by the finance department, the guidance secretary will send the official transcript, original health records, and academic records to the student's new school.

HEALTH OFFICE

A parent must alert the school of any health situation that may pose a potential hazard to his/her student or to others.

It is required that a parent call the school on each day of his /her absence.

STUDENT ILLNESS

Once a student has entered the school grounds, only the school nurse or a school administrator may excuse the student for illness. Students may not email, text, or call parents directly for permission to go home.

Once the nurse or administrator has determined that a student needs to go home because of an illness, he/she will contact the student's parent to arrange pick-up. The nurse or administrator will also contact the receptionist to let her know that the student will be going home.

If a student contacts his/her parent directly for permission to go home, the student's device will be held and the accompanying fines applied. The student will also receive a Saturday detention.

COVID-19 REPORTING & PROTOCOLS

If your child tests positive for COVID-19 or is in close contact with an individual who tests positive it should be reported to SRHS immediately.

All reports of COVID-19 positive tests or exposures should be reported to the SRHS Health Office by calling 732-681-5858 x712. If you are unable to reach someone, you should leave a detailed message and await their response.

Your child should remain home from school until the nurses contact you and provide further guidance.

SRHS Protocols for Covid and other Contagious Respiratory Illness

St. Rose High School continues to work in consultation with our local health department to provide a safe and healthy learning environment for our students and staff members.

Fever is defined as a body temperature above 100.4 F (38 degrees C) from any site.

Infection/Condition	Signs/Symptoms	Exclusion for School	Notes
Acute Respiratory Illness	Fever above 100.4 and rhinorrhea, nasal congestion, sore throat, or cough in absence of a known cause.	Until fever free for 24 hours without fever reducing medication and symptoms are improving.	
Covid-19	New or worsening cough, shortness of breath, difficulty breathing, new olfactory or taste disorder. Fever, chills, myalgia, headaches, sore throat, GI, fatigue, congestion, rhinorrhea	Until fever free for 24 hours without fever reducing medication and symptoms are improving.	Once individuals return to normal activities, they should take additional precautions for the next five days.

Students that are absent due to COVID or any other illness must stay home reflective of our Health Office policies. Students are encouraged to monitor and keep pace with their class assignments as best as possible via google classroom while they are absent from school. Students will be afforded extra time to make up their school work upon their return to school.

Students that are absent due to Conjunctivitis or Mono may not return to school unless they have a note from the MD submitted to the Nurse on the first day that they return.

PHYSICAL EXAMINATIONS

All incoming freshmen and students new to St. Rose must present a record of a physical examination on [an official SRHS Physical Form](#) in order to attend classes.

In order to participate in sports, the NJSIAA requires student athletes to have an annual physical examination. Documentation of the annual physical must be on file prior to the start of the season in order for the student athlete to participate in any activity, including practices. If a student does not comply with the physical examination policy, he/she will be removed from the team and may face disciplinary action.

All student-athletes must submit a Pre-Participation Physical Evaluation Form completed by a physician to the Genesis Parent Portal prior to participation.

Registration Deadline:

Register by August 12, 2024

Due dates for athletic physical forms for the 2024-2025 academic year are:

- Fall Sports Forms – August 12th 2024
- Winter Sports Forms – TBA
- Spring Sports Forms –TBA

DISPENSING MEDICATION

Students may not carry medication with them or self-medicate during the school day. Any student requiring medication must have the **Permission to Medicate Form** on file in the nurses' office. Medicines must be in their original pharmacy containers and may be dispensed only by the school nurse.

Asthmatics and those with documented anaphylaxis may carry inhalers or epi-pens with the **proper documentation** on file in the nurse's office. 1)Permission to Medicate Form and 2) Permission to Self Medicate Form. Both Forms must be signed by the Physician. These students should also wear the appropriate medical identification bracelets.

IMMUNIZATIONS

The following are recommended minimums for providing a safe environment for all students and staff. An applicant whose immunization record is incomplete will not gain admission.

- DTP: minimum of 4 doses
- TDAP: 1 dose
- IVP/OVP: minimum of 3 doses
- MMR: 2 doses, 1 at or after 1st birthday
- Hepatitis B vaccine: completed 3 dose series
- Varicella: 1 dose or statement of the disease
- Meningitis: 1 dose

The school reserves the right to require further vaccinations if recommended by health officials.

STUDENT INJURIES

If a student is injured during the school day, he/she must report immediately to the nurse. If an injury occurs while participating in a sport, the student must immediately report the injury to the coach or trainer and then it is also the responsibility of the student to report the injury to the nurse within forty-eight hours.

No student may use crutches, braces, or elastic bandages in school without first being examined by a physician. Students must have a doctor's note on file in order to use crutches in school.

SCHOOL INSURANCE

An accident insurance policy is available to students. This insurance supplements family insurance and covers students during the hours and days when school is in session and while students attend school sponsored and supervised activities. In order to access this insurance, a coach or faculty member must submit an accident report to the school nurse before a claim form can be issued.

LIBRARY POLICY

GENERAL EXPECTATIONS

The following guidelines ensure students' orderly use of the library. Use of the library is a privilege; proper behavior and conduct are expected at all times. The Librarian and library assistants aid students and deserve appropriate respect. If the Librarian requests, a student may lose his/her privileges for an entire quarter and will regain them only after an administrative hearing. Students may never eat or drink in the area and must show particular respect for the equipment.

As stated in the SRHS Acceptable Use Policy (AUP), game playing is not permitted on the library computers. Disregard of the SRHS AUP will result in disciplinary action.

LIBRARY PROCEDURES

Employ the following procedure for use of the library:

1. Swipe cards are used to access the library at all times.
2. Students may use the library in the morning before school provided that a staff or faculty member is present.
3. If a student wants to remain in the library during homeroom, the student must report to homeroom for prayers and announcements and then return to the Library with a note from their homeroom teacher giving them permission to return to the Library.
4. Students must then remain in the library until the bell for the start of class.

Students who wish to use the library during lunch must:

1. Sign out of cafeteria with moderator approval;
2. Sign in to the library at the circulation desk;
3. Remain in the library for the duration of the lunch period.

LIBRARY MATERIALS AND SERVICES

Books (fiction, non-fiction, reference, e-books), magazines, newspapers, maps and more are available. The library also offers student devices for borrowing while theirs is being repaired. A self-service copier (10 cents per page) is available.

Students are encouraged to borrow materials from the library. Our loan policy is as follows:

Type of Material Borrowed	Loan Period	Overdue Charge
Circulating books	2 weeks, may be renewed	.05 per item, per day
Magazines or newspapers	1 week	.05 per item, per day
Reference or reserve books	Overnight only, due before homeroom the next day	.25 per item, per day
Lost items	Cost of replacement + \$5.00 processing fee	

COMPUTERS AND ONLINE DATABASES

There are 30 computers in the library. You may use these computers to access the internet, use the library's online catalog to search for books, or access our online databases for research.

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Available databases include

- [Follett Destiny](#)
- [EBSCO Host](#)
- [Infobase Facts on File](#)
- [Encyclopedia Britannica](#)
- [Gale Virtual Reference Library](#)
- [The New York Times Replica Edition](#) (Classroom username: 200371052 Classroom password: 200371052)

Follett Destiny*

EBSCO HOST

Britannica[®] School

Infobase Learning

GVRL
Gale Virtual Reference Library

Search

& Parent Handb

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PRINTING MATERIALS

A printer is available in the library for student use. This is a self-service copier. Students are charged 10 cents per page printed.

SUPPORT SERVICES

PARENT SUPPORT ORGANIZATIONS

St. Rose High School encourages all parents & guardians to actively participate in school events and organizations including the Athletic Club, PTA, and Arts Council. Meeting dates and location will be updated on the St. Rose High School Google Calendar.

THE ADVANCEMENT OFFICE

The Advancement Office encourages communication and activities that enhance the present environment and reaches out to the community for financial and in-kind support. Tuition alone cannot sustain a Catholic school and this office seeks avenues of support beyond tuition. The director also spreads the good news of SRHS in order to enlighten the surrounding communities of students' spiritual, academic, athletic, and civic activities. For further information, please contact

ALUMNI RELATIONS

The Director of Alumni Relations informs graduates of current activities and innovations. She also provides a network for alumni news. The office publishes newsletters, supports an alumni page on the school's website, and plans a variety of alumni events, including reunions. For more information, please contact Mrs. Michelle Devoy at extension 765.

SCHOOL STORE

SRHS maintains an online school store through BSN Sports. To access the store you can follow the link below:

[SRHS School Store](#)

School uniforms are ordered through Flynn O'Hara. Access the link here: [Flynn O'Hara](#) or on the school's website.

TECHNOLOGY

ACCEPTABLE USE POLICY (AUP) FOR THE DIOCESE OF TRENTON SECONDARY SCHOOLS

INTRODUCTION

“Technology must be at the service of the human person...in conformity with the plan and the will of God.”

“This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all.”
(Catechism of the Catholic Church, #2293, #2294)

We believe that technology including the World Wide Web is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to appreciate the resource advantage of all technology and not use it in any manner that violates these values and ideals.

Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software, network systems (between users and internet), electronic communications such as cell phones, texting and email.

PURPOSE

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, students must restrict their activities to those that are in support of and consistent with the school’s philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students’ pictures and information on the school website.

Students' access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student’s attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

STUDENT SUPERVISION

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students and parents will sign the Technology Acceptable Use Policy. Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly, the privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have brought into school. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.
- Students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.
- Students will not post any photographs of the students without written permission of the parents. Students' photos that are posted on the internet should not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, school, grade, hobbies and e-mail addresses.
- Students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Students will not remove technology hardware or software from the school without permission of the administrator(s).
- Students will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
- Students will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Students will not use a school network for commercial or private advertising.
- Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

- Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school administrator(s).
- Students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.
- Students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his or her parents or guardians.
- Students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.
- All students will be informed about policy 5050.8, [Student Participation on Social Networking Sites](#).

PARENTAL RESPONSIBILITY

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

GUIDELINES

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Students will not make unusable or inaccessible any individual's computer data files and/or programs.
- Students will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Students will not use or attempt to obtain another user's credentials.
- Students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Students will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

STUDENT PARTICIPATION ON SOCIAL NETWORKING SITES

Diocesan Policy 5050.8

Social networking sites are a part of 21st century culture for students today. There are many beneficial aspects to social networking sites, however, it is important that Catholic secondary students understand that they have not only the right to take advantage of such sites but also the responsibility to participate in these sites in an appropriate manner.

While the values and ideals of the Catholic faith should be followed in posting comments on a social networking site, it must be stated emphatically that PARENTS are the first and best teachers for their children, and so, they bear the greatest responsibility in monitoring their children's on-line activities.

SRSJ does not wish to police on-line activities. We do, however, reserve the right to conduct periodic internet searches in order to determine whether students have violated this policy.

Any activities on social networking sites that take place on school equipment, on school property, or during school hours and violate the technology acceptable use policy, which every student has signed, will merit appropriate disciplinary action.

The following points, while not comprehensive in nature, provide initial guidance. No student should:

- infringe upon another's copyright or trademark
- post anything that is sexually explicit, illegal, unethical, or harassing in nature
- post anything that harms the reputation of or causes embarrassment to the diocese, St. Rose High School, its administrators, teachers, or students
- interact with current administrators or teachers on a social networking site

BRING YOUR OWN DEVICE

BYOD is an initiative that will allow students to use personal technology devices at school for educational purposes to meet their personalized learning needs under the direction of their teachers and the Technology Department. We will provide the ability to connect compatible devices to a filtered internet service. BYOD is optional for grades 10-12 and required for grade 9.

We value each student's individual needs and realize the increased possibilities with technology allowing us to expand our learning networks around the world. Every device brought in to be used at St. Rose High School must comply with our BYOD program and acceptable use policies which can be found at www.srhsnj.com/byod

"Bring Your Own Device" Agreement

Definition of "Device"

For purposes of BYOD, "Device" refers to a privately owned laptop or tablet that can be used for accessing the internet, running Google applications and other education resources. Cell phones, iPads, smart watches, Kindles and other personal devices are also subject to this agreement.

Internet

Internet access is only allowed through the SRHS wireless network. The wireless networks provide the same filter as workstations on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. SRHS is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Protective cases for devices are encouraged.

B.Y.O.D. Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all school policies, particularly the Acceptable Use Policy.

Responsibility for Devices

The technology devices students bring to school are their responsibility. School personnel assume no responsibility for personal devices if they are lost, damaged, or stolen. Personal devices may be subject to investigation in accordance with school policy. Students are to keep their devices secure at all times and not share them or loan them to others. Student cell phones must be physically turned off during the school day unless accommodations or staff members allow the usage. Devices must be in silent mode if turned on. Each student is responsible for his/her own device, including setup and maintenance. Teachers will not store student devices at any time, nor will any SRHS employee diagnose, repair, or work on a student's personal device. All devices should be fully charged each morning. Charging should happen at home. Students should clearly label all devices with the students' names. Parents should also set a password or passcode to secure entry into each device. Students understand that there is absolutely no wired access to the school's LAN. Printing from a student's personal device will be available through DirectPrint.io

Acceptable Use Policy

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to a staff member. Any student identified as a security risk or as having violated the Acceptable Use Policy may be denied access to the SRHS network. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the SRHS network. The student will also be subject to further disciplinary action in accordance with the Student Handbook.

Subject to Monitoring

All SRHS computer/network/ Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students are required to download Google Chrome and login to the browser using their SRHS account. GoGuardian's extension will be automatically installed on a student's personal device and monitoring can/will occur during school days/hours, regardless of whether a student is on the SRHS network or working remotely. During those days/hours, students should not use the computer system to send, receive, or store any information, including email messages, which they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. St. Rose High School reserves the right to access, review, copy, modify, delete, or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received, or stored anywhere in the computer system will be available for review by any authorized representative of SRHS. Personal electronic devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that any school rules or guidelines have been violated.

School Personnel Role

The SRHS Tech Staff or teachers will not work on personal devices brought to school by any SRHS staff or students. Staff members will assist in getting students on the "BYOD" SSID. However, if SRHS staff or students still cannot connect to the "BYOD" SSID then it is the responsibility of the owners to troubleshoot the issue on their devices.

Consequences of Agreement Violation

Any violation of the Acceptable Use Policy or these Student Network Guidelines may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken. With just cause, SRHS personnel, including the building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

Internet Access Warning

The school makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Personal Safety

- will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
- I will not agree to meet with someone I have met online without my parent's approval.
- I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

Illegal Activities

- I will not attempt to gain unauthorized access to SRHS network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.
- I will not install software on any SRHS computers or on the SRHS network without direct supervision of SRHS staff.
- I will not alter hardware or software setups on any SRHS computer resources.

Security

- I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
- I will immediately notify a teacher or school's technology department if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
- I will take all precautions to avoid the spread of computer viruses.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- I will not engage in personal attacks, including prejudicial or discriminatory attacks. (Derogatory statements/disruption of education)
- I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop.
- I will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- I will not repost a message that was sent to me privately without permission of the person who sent me the message.
- I will not post private information about another person.

Respecting Resource Limits

- I will use the technology at my school only for educational purposes.
- I will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher.
- I understand that SRHS personnel may monitor and access any equipment connected to SRHS network resources and my computer activity.
- I will not access streaming sites such as (but not limited to) Netflix, Pandora, Youtube or Spotify unless I have direct authorization from a teacher or administrator and is necessary/related directly to my coursework at SRHS.

Plagiarism and Copyright Infringement

- I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

Inappropriate Access to Material

- I will not use SRHS network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people
- If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
- My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The school fully expects that I will follow my parent’s instructions in this matter.
- I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

Student and Parent/Guardian Agreement Form

(This is a sample of the acknowledgement page of the BYOD Agreement)

I understand and will abide by the BYOD Agreement and the Student Network Guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action. Consequences may include:

- Device blocked from the SRHS network
- Notice sent home to the parents
- Loss of the device for a class period
- Loss of the device for the rest of the school day
- Meeting with parents
- Appropriate disciplinary action as determined by administration, i.e detention, suspension, disciplinary probation, expulsion, etc.

I have reviewed and discussed this document with my child. My child understands the expectations and responsibilities associated with the proper care and handling of personal electronic devices while at school. My child is clear that the consequences of not upholding his/her responsibilities may result in disciplinary actions in accordance with the Student Network Guidelines and Student Handbook. I further understand that any student-owned device brought to school is the responsibility of the student. SRHS takes no

responsibility to search for lost or stolen devices nor is there any financial responsibility by SRHS for damaged, lost, or stolen personal computing devices.

Closing

Technology is an essential part of learning at St. Rose High School. To be able to engage successfully in our information-rich society, students must be able to utilize technology appropriately and effectively. Many students' lives today are filled with technology that gives them continuous access to information and resources, enabling them to pursue interests and learning in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous.

TUITION AND FEES

TUITION

Tuition for the 2024-2025 academic year is \$15,120 per student.

1. **Option A:** Payment in Full, **\$15,120** due and payable **September 5th 2024**.
2. **Option B:** One-half, **\$7,560**, of Tuition due and payable **July 2024**. One-half, **\$7,560**, of Tuition due and payable **November 2024**. This option is only available via direct debit through FACTS Tuition and requires an annual fee.
3. **Option C:** Quarterly payments in the amount of, **\$3780**.. This option is only available via direct debit through FACTS Tuition and requires an annual fee.
Tuition due and payable:
 - a. September 2024
 - b. October 2024
 - c. January 2025
 - d. March 2025
4. **Option D:** Ten-month payment plan payable in ten equal monthly payments of **\$1,512** from July 2024 through April 2025. This option is only available via direct debit through FACTS Tuition and requires an annual.

This Tuition does not include the PTA Fee/family, Advanced Placement Testing Fee/course or Senior Graduation Fee/Senior Student. Those fees will be billed separately to your FACTS account. This payment will be withdrawn from your FACTS account with your first payment on your FACTS account.

I agree that I am unconditionally obligated to pay the tuition and all other charges for the entire School Year.

TUITION REFUND POLICY:

A student who voluntarily withdraws from SRHS will receive a partial tuition refund (based on 100% of the 2024-2025 school year tuition) according to the following schedule:

- Withdrawal September- 30% of tuition due to school
- Withdrawal October- 40% of tuition due to school
- Withdrawal November- 50% of tuition due to school
- Withdrawal December- 60% of tuition due to school
- Withdrawal after December 30, 2024-Full tuition is due to school
- Student & AP Course Fees – non-refundable
- Registration – non-refundable

No tuition refund is granted after December 30, 2024.

Students who are invited to withdraw for disciplinary reasons or who are expelled will not receive tuition refund at any point in the academic year. Registration fees are non-refundable.

COURSE AND OTHER FEES

Fees for the 2024-2025 academic year will be posted to your FACTS Management account. The billing will come directly from FACTS and be deducted from your account. No invoices will be issued by SRHS.

The following is a list of the most common fees:

- PTA membership fee* (per family)-\$50.00/Family
- Advanced Placement Testing Fees -\$118/Course *
- Graduation Fee * (non-refundable fee **for Seniors only** includes graduation announcements, cap & gowns, diplomas, senior video, etc.)-\$400/Senior Student

** These fees will be billed directly to your FACTS Management account and withdrawn on August 31, 2024 for the 2024-2025 academic year.*

FACTS MANAGEMENT

All families must register with the FACTS Management system to complete the registration process. Enrollment with FACTS Management can be completed safely and securely online at <https://online.factsmtg.com/signin/4HH61>

Students re-registering at St. Rose will automatically be re-enrolled with FACTS Management. You will receive an email from FACTS in April 2024 confirming the active agreement for the 2024-2025 academic year.

FINANCIAL AID

St. Rose offers limited financial aid grants for students who demonstrate financial need. SRHS employs the services of FACTS, to evaluate financial need. Registration and/or re-registration must be complete before a financial aid request will be considered.

The FACTS Grant Application should be submitted online no later than the deadline of November 15, 2024. Do not return FACTS Grant applications to St. Rose High School. FACTS Grant application can be accessed following this link to FACTS <https://online.factsmtg.com/signin/4HH61>. If you have any questions, please contact the finance office at 732-681-2858 or tuition@srhsnj.com.

Financial aid award information will be sent via email from Facts.

Application for financial aid must be made on an annual basis and awards are based on available funds. Students and parents accepting financial assistance from the school must agree in writing that the student will maintain an academic average of no less than a 3.0; have good attendance; demonstrate exemplary behavior; and commit to 15 hours of school based community service. Financial aid may be withdrawn if this contract is not met.

REGISTRATION AND RE-REGISTRATION FEE

New & Current families pay a \$675 non-refundable re-enrollment fee per student each year.

Students new to St. Rose pay a \$675.00 non-refundable registration fee through Facts. This is due at the time of registration. Enrollment is complete at the time a FACTS Management account for the student has been created and verified.

NON-PAYMENT OF TUITION

Tuition payments must be current before a student will be permitted to attend classes. The student's schedule for the next academic school year will not be released unless tuition payments are up-to-date.

Payments are considered delinquent when they are more than one month in arrears. When this occurs, a reminder is sent. If a family fails to pay tuition for any period of time during which the student is enrolled or the family fails to respond to tuition reminders in a reasonable time, the following may occur.

- 1. The student(s) will not be allowed to attend school until the tuition is brought up-to-date.**
- 2. Transcripts will not be released until all debts are satisfied.**
- 3. Access to the parent portal will be suspended and report cards will not be released.**
- 4. The student(s) may not sit for exams nor are they permitted to return to classes for the following semester until written arrangements are made and tuition is brought up-to-date.**
- 5. A student whose family is in arrears may not purchase a prom bid nor attend a prom.**
- 6. The student(s) may not participate in co-curricular activities including class trips and sports until financial obligations are met.**
- 7. For seniors, diplomas, announcements, and cap and gowns will be withheld. A senior will not be permitted to walk at graduation until all financial obligations are met.**

If a family fails to meet their financial obligations, the student(s) will be instructed to withdraw from St. Rose.

Please advise the Finance Office in writing immediately, tuition@srhsnj.com, if circumstances warrant a delay in timely payment. We make every effort to work with families experiencing a financial crisis.

***Delinquencies: Any student who is receiving financial aid or a scholarship and the Facts tuition account is not kept current are subject to losing those funds.**

Any Facts account 30 days delinquent will be required to schedule a meeting with the Director of Finance.

***In order to enroll, a student must be in good standing with the school, both academic and disciplinary, and must have no outstanding financial obligations to the school.**

STUDENT CONDUCT POLICIES

St. Rose High School students are responsible for adhering to all student conduct policies when classes are in session, in transit between classes, at school functions (on and off campus), on social media, and in the greater community.

It is essential that a positive relationship exists between St. Rose High School and its students in order to fulfill the school's educational and spiritual mission. To meet this end, the discipline policies and Honor Code at St. Rose High School have been constructed to maintain order and positivity in the school environment. The Vice Principal of Student Affairs with the guidance of the school Principal is responsible for regulating the conduct of our students and for administering disciplinary actions. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

The Administration maintains the right to suspend or require the withdrawal of a student if their behavior or performance consistently demonstrates their unwillingness to be a productive and positive member of the St. Rose community. St. Rose High School recognizes its responsibility to protect the name and reputation of our

community and reserves the right to respond as it sees fit to the misbehavior of its students. The administration may assign disciplinary actions and/or counseling even if a student's actions take place outside of school hours and away from school grounds or activities.

An extracurricular activity, practice, game, or event is not an excuse to miss a scheduled central detention and/or Saturday detention. At any point, St. Rose High School reserves the right to place a student on extracurricular probation and/or any school related functions/activities at the discretion of the administration.

VIOLATIONS & CONSEQUENCES

The behaviors listed below are contrary to the beliefs and mission of St. Rose High School and will be subject to review and disciplinary action by the school Administration.

Some of the disciplinary actions listed are potential consequences for each violation. Habitual violations may result in more severe consequences.

The administration of St. Rose High School reserves the right to change, modify, or alter disciplinary consequences on a case by case basis in order to maintain an orderly and safe school environment for all students.

Cell Phone Use: Please see "Mobile Phone and General Electronic Device Policy."

If a student is found with a cell phone out, turned on, or on his or her person during the school day (when not permitted) the phone will be confiscated in its entirety including battery, sim card, memory card, and all other attachments, and turned over to the Vice Principal of Student Affairs. Refusal to comply with any component of this policy will result in immediate suspension. This policy also applies to headphones/airpods.

Cell phone violations are accumulated for the duration of the school year - not by marking period.

1. **First Offense:** One Central Detention, phone held by Vice Principal of Student Affairs for 3 school days during school hours (not including the day of offense)
2. **Second Offense:** One Central Detention, Phone held by the Vice Principal of Student Affairs for 5 school days (not including the day of offense)
3. **Third Offense:** Phone held by the Vice Principal of Student Affairs for 5 school days (not including the day of offense) and Saturday Detention. A behavior contract must be signed that may result in suspension and/or mandatory withdrawal from the school.

Class/Cafeteria/Assembly Disruption: Teacher Detention (class disruption), Detention(s)

Cutting Class: Detention, Central Detention, Suspension

Defiance of Authority: Detention(s), Saturday Detention, Suspension

Disrespect to other Faculty/Staff: Detention(s), Saturday Detention(s), Suspension

Dress Code/Lanyard Violations: Dress Code Violations are accumulated for each quarter. Students reaching the following thresholds will be subject to disciplinary action. All students are given an allowance of three dress code

violations per quarter. Disciplinary action begins upon the fourth violation. If a student comes to school in violation of the dress code policy, administration reserves the right to send the student home immediately for the school day.

- Students will be assigned detention for every four violations earned. Following the fourth violation, the VP of Student Affairs will assign disciplinary consequences at their discretion.
- Students with more than 5 violations per quarter will be assigned Saturday detention and a parent conference will be required.
- **Seniors exceeding eight violations cumulative throughout the entire school year will result in lunch sign out privileges being suspended**

Dishonesty: Detention(s)

Disruption of Safe School Environment: Saturday Detention, Suspension, Disciplinary Review Board, Expulsion

Drugs/Alcohol: Suspension, Disciplinary Review Board, Expulsion, (Please see “Substance Abuse Policy”)

Misbehavior during Club Period: Teacher Detention, Detention(s)

Fighting: Suspension, Disciplinary Review Board, Expulsion

Forgery: Suspension, Disciplinary Review Board, Expulsion

Gambling: Suspension, Disciplinary Review Board, Expulsion

Harassment, Intimidation, and Bullying: Meeting with Administration, Saturday Detention, Suspension, Expulsion, possible law enforcement notification, (Please see “Harassment Policy”)

Late to Class: Teacher Detention, Detention (more than three violations in one Marking Period)

Late to School: Students are given three excused lates per semester. The following consequences are assigned after three latenesses:

- Fourth through Seventh Late: Detention (each occurrence)seniors will lose their lunch sign out privilege after 5 tardies.
- Eighth through Tenth Late: Saturday Detention(s)More than Ten Latenesses: Saturday Detention(s) Mandatory conference with Vice Principal, Counselor, student, and parents.
- Notes on Lateness:
 - *Students must be signed into their homeroom prior to the late bell at 7:55. Students in the building but not yet signed in are still considered to be late.*
 - *Students must allot time to visit their locker prior to Homeroom.*

Profanity: Teacher Detention, Detention(s)

Stealing: Suspension, Disciplinary Review Board, Expulsion

Tobacco Products (includes Vaping): Mandatory Drug Test, Suspension, Disciplinary Review Board, Expulsion

* If students register positive on the test for being under the influence, they will immediately be sent home in the custody of their parents, suspended from school pending a discipline review.

All SRHS restroom facilities are equipped with “Vaping Sensors” that monitor and alert school administration when an individual is vaping in the school building. Administration will utilize hallway security cameras along with restroom Vaping sensors to identify students that are using vaping devices on our campus. To maintain a safe and secure learning environment, SRHS reserves the right to search a student, their belongings, locker or a vehicle driven to school. Lockers are considered to be school property. SRHS administrators reserve the right to search students at any time. If a student is found possessing or using a vaping device and/or vaping accessories, etc. SRHS will follow established procedures of a mandatory drug test and suspension, along with potential expulsion. If a student is found to have activated a vape sensor, SRHS administrators reserve the right to search the student for vaping devices and conduct a mandatory drug test. SRHS administration may deem that an immediate expulsion is necessary. If school faculty have reasonable suspicion that a student has possessed, intentionally misplaced, or been in possession of vaping devices or other inappropriate items/paraphernalia, school personnel will require the student to undergo a mandatory drug test. Disciplinary consequences will be enforced as appropriate.

Step 1

- Drug Test / Search
- Three Days In School Suspension
- Three Days Suspension from extracurricular activities
- *1st session with SAC should be held before student can return to athletics/extracurricular activities
- Three Sessions scheduled with SAC to be completed within 3 weeks
- Mandatory online training video completion, paid by the student's family. - Vape educate
- Parent Signature of School Vaping policy

Step 2

- Drug Test /Search
- Four Days in School Suspension
- Two Week Suspension from extracurricular activities / athletics
- 3 Sessions schedule with SAC to be completed within 3 weeks

Step 3

- Drug Test / Search
- Four Days out of School Suspension, Two Days in School Suspension upon return
- Placed on Disciplinary probation until further notice, no participation in extracurricular activities / athletics
- Parent/Guardian must sign withdrawal form, to be processed if additional incident occurs
- 3 Sessions schedule with SAC to be completed within 3 weeks

Step 4

Mandatory self withdrawal from St. Rose High School

Truancy: Saturday Detention, Suspension, Mandatory Drug Test

- *Students who are absent from school or leave school grounds without permission of an Administrator's is considered truant.*

Vandalism/Destruction of Property: Payment for damages, Saturday Detention(s), Suspension, Expulsion

DISCIPLINARY CONSEQUENCES

The disciplinary consequences below are listed in order of increasing severity.

➤ **Teacher Detention:**

- An individual teacher may hold a classroom detention 2:30-3:15pm on any designated day with 24 hours' notice.
- Students who fail to report to Teacher Detention will be assigned two Central Detentions.

➤ **Central Detention:**

- Detention will be assigned to students for low level infractions and is assigned by the Vice Principal of Student Affairs.
- Students assigned to central detention must report to the school library at 2:30pm.
- Students will sit in quiet reflection from 2:30pm to 3:15pm.
- Failure to show up to detention will result in an additional detention. Two detentions will need to be served. Missing the scheduled make-up central detentions will result in a Saturday Detention

➤ **Saturday Detention:**

- Saturday Detention is held from 8:00-11:00am and will be scheduled by the Vice Principal of Student Affairs.
- **Students should report to Saturday Detention in full uniform** and use the 7th Ave. Main Entrance to the building.
- A student who fails to attend a Saturday detention will be suspended pending a parent conference with administration.

➤ **Suspension:**

- In the case of severe violations, students may be suspended from school by the Principal.
- The length and type of the suspension is at the principal's discretion based upon the severity of the infraction. Parents will be called to notify them of their student's suspension and to schedule a parent conference.
- A parent conference with the student, his/her parent(s), the student's guidance counselor, the Vice Principal of Student Affairs, and the Principal must take place before a student may return to school following a suspension.
- A suspended student may be required to pass a drug test in order to be readmitted to classes.

- A suspended student will have the opportunity to make up class assignments, major tests, or exams missed during the suspension period.

➤ **Disciplinary Probation:**

- For severe or habitual/repeated offense, students may be assigned Disciplinary Probation.
- The Principal, Vice Principal of Student Affairs, or a Disciplinary Review Board will set the terms of the probation in keeping with the nature of the student's offense(s).
- Students on disciplinary probation may not participate in or attend school events including, but not limited to, organizational, social, and athletic activities for the term of probation which may last for the entire period of attendance.
- Loss of Senior privileges
- Following a period of good behavior, the student may request that the terms of the probationary contract be lessened or discontinued. This request must be made in writing to the principal for consideration.

➤ **Disciplinary Review Board:**

- The Principal may convene a Disciplinary Review Board (DRB) hearing to determine the repercussions of a major violation of school policy or of continuing violations of school policy.
- The DRB will include: an administrator, a teacher, the student's guidance counselor, the student, and his/her parent(s).
- Recommendations from the DRB may include but are not limited to:
 - Substance Abuse Testing
 - Counseling
 - A contract with the student
 - Disciplinary probation
 - A parent signed, undated withdrawal form to remain in the student's file for as long as the student attends SRHS
 - Student withdrawal from SRHS
 - The initiation of expulsion proceedings

➤ **Expulsion:**

- Expulsion may be warranted in extreme circumstances when either a student's interests would be better served in another environment or when the student's behavior is a serious threat to the school community.
- The procedures detailed in the handbook for the Diocese of Trenton will be followed to regulate expulsion (Diocesan Policy 5050.4).
- *Any student expelled or asked to withdraw from St. Rose High School is not permitted on school property or permitted to attend any school-sponsored functions.*

HARASSMENT POLICY

STUDENT TO STUDENT/STUDENT TO TEACHER/TEACHER TO STUDENT

Harassment of any type, personal, sexual, bullying, teasing, etc., that makes another person uncomfortable, will not be tolerated.

N.J.S.A. 18A:37-14 defines "Harassment, intimidation or bullying" as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
 - has the effect of insulting or demeaning any student or group of students; or
 - creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
1. Sexual, racial, or personal harassment shall consist of unwelcome advances; stalking (in person or in verbal or written communication); requests for sexual favors and/or other inappropriate verbal or physical conduct of a sexual or personal nature; and/or abuse of personal property when made by anyone to another when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or safety, or when
 - b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual, or when such conduct has the purpose and effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment.
 2. Harassment may include, but is not limited to the following:
 - a. Verbal harassment or abuse of a personal, sexual or racial nature
 - b. Verbal harassment to threaten or to cause embarrassment
 - c. Talking to or about (i.e. Gossip or spreading rumors)
 - d. Pressure for sexual activity
 - e. Repeated remarks to a person, with sexual, demeaning or threatening implications
 - f. Unwelcome touching of any type
 - g. Abuse of personal property
 - h. Suggesting or demanding sexual involvement accompanied by implied or explicit threats.
 3. Procedures
 - a. A student who believes he/she has been subjected to harassment must report the incident to a counselor, teacher, or the Vice Principal of Student Affairs. The Vice Principal of Student Affairs and a counselor will investigate and report the findings to the principal.
 - b. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
 4. Sanctions - A substantiated charge against anyone in the school may result in disciplinary action, including removal, suspension, or expulsion.

INTERNET ISSUES OF GRAVE CONCERN

The posting of offensive, disparaging, threatening, or inappropriate messages or comments in the form of a blog, instant messaging, image, picture, etc. on any computer or website or postings (i.e. Facebook, Twitter, etc.) deemed not conducive to maintaining the good name or safety of a student, the school, a faculty member, administrative or staff member will be treated as a major offense.

St. Rose High School must report any crime to the Belmar Police Department, the Monmouth County Prosecutor's Office, and/or DCPD.

SUBSTANCE ABUSE POLICY

SRHS strictly forbids the use or distribution of controlled substances of any kind both in and out of school. The school reserves the right to use a Breathalyzer® on any student or guest during school and/or at any school activity. To maintain a safe and secure learning environment, SRHS reserves the right to search a student, their belongings, locker or a vehicle driven to school. Lockers are considered to be school property.

If a student displays symptoms of possible misuse and/or activates an environmental sensor that indicates potential substance abuse on campus, the school may require an evaluation to determine possible drug or alcohol use and/or dependency. This evaluation will be conducted at the school, in the school's medical office, following receipt of written or verbal permission from a parent. If the student or parent fails to comply with the procedure, the student must immediately withdraw from St. Rose.

A nurse, counselor, and/or an administrator will supervise the testing. If a positive result occurs, a parent will be called to come to school immediately and the student and parent will meet with the principal and the school's SAC. The student and parent will sign a transfer form. The school may choose to assist the student's efforts to avoid drugs and/or alcohol and may file the withdrawal form pending cooperation. The student must enroll with a SRHS approved counselor who has a CADIC certificate and who performs random testing. The student's counselor must regularly communicate with the school's SAC. If the student withdraws from the program, the school must be notified immediately in writing. A second positive test will initiate the transfer process.

Any student acknowledging or found guilty of possessing or distributing an illegal substance in or out of school will face immediate suspension, police action and (in the case of distribution) expulsion.

MOBILE PHONE AND GENERAL ELECTRONIC DEVICE POLICY

Prohibition During Instructional Time: Cell phones, electronics, and headphones must be turned off or placed in silent mode and stored in lockers or designated areas during all instructional periods. This includes class time, assemblies, and any other school-related activities where students are expected to engage fully.

Use During Non-Instructional Time: Students may use their devices before school, during lunch/flex, and after school, as long as usage does not disrupt others or violate school policies (e.g., taking unauthorized photos or videos).

Classroom-Specific Rules (Teacher Discretion): Teachers have the authority to allow or prohibit the use of cell phones and electronics in their classrooms for educational purposes (e.g., using a calculator app, conducting research). Teachers may require students to place their cell phones in a designated area during class time. Students are responsible for appropriate technology use, online safety, and the impact of digital distractions on learning.

Designated Cell Phone Zones: Cell phones are permitted during lunch and flex time as long as usage does not disrupt others or violate school policies (e.g., taking unauthorized photos or videos).

The school reserves the right to inspect a student's cell phone if there is reason to believe that the student has violated school policies, administrative procedures, or has engaged in other misconduct. Students are responsible for the content and use of any cell phone they bring to school. Inappropriate content on a cell phone will result in disciplinary action.

If a student is found with a cell phone out, turned on, or on his or her person during the school day (when not permitted) the phone will be confiscated in its entirety including battery, sim card, memory card, and all other attachments, and turned over to the Vice Principal of Student Affairs. Refusal to comply with any component of this policy will result in immediate suspension. This policy also applies to headphones/airpods.

Cell phone violations are accumulated for the duration of the school year - not by marking period.

4. First Offense: One Central Detention, phone held by Vice Principal of Student Affairs for 3 school days (not including the day of offense)
5. Second and Third Offense: Two Detentions, phone held by the Vice Principal of Student Affairs for 5 school days (not including the day of offense) and Saturday Detention. A behavior contract must be signed that may result in suspension and/or mandatory withdrawal from the school.

Because they are a distraction to the academic process and raise serious issues of privacy and misuse, media players of any kind, portable video game systems, laser pointers, and all other recreational electronic devices are not permitted in school during the school day. Students who use these devices before or after school must turn them off and store them in their lockers during the school day (from warning bell to dismissal).

Smartwatches and other similar wearables that have the ability to connect with the internet via a mobile phone may not be worn during any classroom assessment (classwork, quiz, test, exams, etc.). It is the student's responsibility to remove these devices to preclude even the appearance of potential academic dishonesty.

St. Rose High School is not responsible for expensive electronic equipment that is brought to school. SRHS does not assume responsibility to investigate missing or misplaced property.

School issued iPads & Chromebooks are provided to students for academic use only. The iPad/Chromebook is the property of St. Rose High School and must be treated with care and respect.

Use of personal wireless connections is not allowed at any time on the SRHS campus. Access to the SRHS wireless network will be available to students on our student network. No other wireless connections are allowed while at school.

Recording devices (audio and/or video) may not be used in class without the prior permission of the class teacher; this includes cameras and audio recorders or laptop computers, iPADS, and phones.

Violation of the Technology Acceptable Use Policy is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action. Consequences may include:

- Device blocked from the SRHS network
- Notice sent home to the parents
- Loss of the device for a class period
- Loss of the device for the rest of the school day
- Meeting with parents

- Appropriate disciplinary action as determined by administration, i.e detention, suspension, disciplinary probation, expulsion, etc.

DRESS CODE

INTRODUCTION

Students will dress in accordance with the St. Rose High School dress code, designed for the student's comfort and safety. Repeated and/or flagrant dress code violations will result in disciplinary consequences specified in this handbook under "Violations."

The Administration reserves the right to determine appropriateness in matters dealing with hairstyles, jewelry, uniforms, casual dress days, etc. Displays of midriffs, pierced body parts beyond single earlobe piercings, and tattoos are considered distracting and not appropriate in this school's environment. SRHS will not allow any distraction from the academic or spiritual environment of our community.

Only uniforms purchased from the SRHS Flynn O'Hara website may be worn unless otherwise stipulated by the school administration. "In uniform" does not simply mean having the correct items on one's person. The uniform must be worn modestly and properly at all times. Please make all purchases using the St. Rose Flynn O'Hara website or by calling Flynn O'Hara.

GYM UNIFORMS

Students must wear SRHS gym uniforms during their Phys. Ed. classes.

HAIRSTYLES AND FACIAL HAIR

Gentlemen must maintain their hair style in their natural color. The hairstyle may not include a shaved portion, hide the student's eyes, exceed their collar length, or be extreme in style as determined by the school administration. If worn, sideburns may not exceed the ear lobe in length. **Gentlemen must shave each day and may not have facial hair.**

Ladies must maintain their hair in a single, natural color in an orderly condition with no portion shaved, hiding their eyes, or extreme in style as determined by the school administration.

JEWELRY AND ACCESSORIES

Jewelry and accessories for both male and female students should be simple, modest, and appropriate for school. Jewelry and accessories must be limited and not distracting. If earrings are worn, only one earring may be worn per ear. Jewelry and accessories may not promote any political statements/parties etc. and/or anything that conflicts with the teachings of the Catholic Church.

TATTOOS AND BODY PIERCINGS

No body piercings, except for one earring per ear, are permitted. Tattoos may never be visible during the school day nor at any school related activity or event including athletic events.

UNIFORM DRESS CODE

1. GENTLEMEN

a. Required All Year

- i. School Lanyard, Identification Card, and Access Card
- ii. A brown or black belt

b. Full Year Options (May be worn anytime)

- i. Twill or Men's Classic Pants w/Navy, Black, or White Crew Socks
- ii. Short/Long Sleeve Oxford Shirt Blue or White
- iii. Plain white t-shirt (no colors or writing) under the oxford shirt
- iv. Conservative, appropriate tie
- v. Youth or Adult Polyester Navy Blazer
- vi. Students are required to wear leather or canvas shoes with ties (Sperry brand not required) in the following solid colors: Brown/Tan, Dark Navy, Grey, or Black. Please note that slip-on shoes and athletic shoes are not permitted.

c. Winter Only (Must be worn in addition to "All Year" uniform)

- i. [Flynn O'Hara Outerwear](#) :
 - o V-Neck Cardigan Sweater
 - o V-Neck Pullover Sweater
 - o Fine Gauge V-Neck Sweater
 - o V-Neck Sweater Vest
 - o 1:4 Zip Fleece Jacket
 - o 1:4 Zip Pullover Sweater
 - o 1:4-Zip Performance Fleece Pullover
 - o Heavyweight Crewneck Sweatshirt
- ii. Any/All hoodies/sweatshirts are not permitted

d. Fall and Spring Only

- i. [Flynn O'Hara](#) Boys Twill Walking Shorts w/Navy, Black, or White Crew Socks
- ii. Short Sleeve Polo Navy or White



2. LADIES

a. Required All Year

- i. School Lanyard, Identification Card, and Access Card

b. Full Year Options (May be worn anytime)

- i. [Flynn O'Hara](#) Navy or Khaki Flat Front Slacks w/White or Navy Socks
- ii. Short/Long Sleeve Oxford Shirt Blue or White
- iii. Short/Long Sleeve Oxford Blouse Blue or White
 - o Optional plain white t-shirt (no colors or writing) under the oxford shirt
- iv. Plaid Skirt w/Solid Navy Tights or Leggings
 - o If leggings are worn then student must also wear solid navy socks
 - o **The Flynn O'Hara skirt must be worn at a modest length no more than 3 inches above the knee at all times.**
- v. Footwear: Students are required to wear leather or canvas shoes with ties in the following solid colors: Brown/tan, Dark Navy, Grey, or Black. Please note that slip-on shoes and athletic shoes are not permitted.

c. Winter Only (Must be worn in addition to "All Year" uniform)

- i. [Flynn O'Hara Outerwear](#) :
 - o V-Neck Cardigan Sweater
 - o V-Neck Pullover Sweater
 - o Fine Gauge V-Neck Sweater
 - o V-Neck Sweater Vest
 - o 1:4 Zip Fleece Jacket
 - o 1:4 Zip Pullover Sweater
 - o 1:4-Zip Performance Fleece Pullover
 - o Heavyweight Crewneck Sweatshirt
- ii. Any/All hoodies/sweatshirts are not permitted

d. Fall and Spring Only

- i. [Flynn O'Hara](#) Lands End Skort w/Knee Highs*
- ii. Khaki Skort w/Knee Highs
 - o Please note Ankle socks are not permitted.
 - o Short Sleeve Fitted Polo Navy or White
- iii. Short Sleeve Polo Navy or White



3. DISCONTINUED AND BANNED UNIFORM ITEMS

- a. All students should be wearing [Flynn O'Hara](#) uniform products only.
- b. The following items are being phased out after the 24-25 school year and is no longer available:
 - i. Lands End Skort
 - ii. *All green Lands End apparel is being phased out. This is the final school year where that apparel will be part of our uniform
- c. The following items have been discontinued and no student may wear these items to school:
 - i. Any uniform item with the “round seal” school logo which was used prior to 2012.
 - ii. Kilt pins or any other pins
- d. Torn or ripped opaque tights

SCHOOL SHOES

Both male and female students are required to wear leather or canvas shoes with ties in the following solid colors: *Brown/tan, Dark Navy, Grey, or Black*. Please note that slip-on shoes and athletic shoes are not permitted.

STUDENT ID CARDS

Swipe cards give students access to the building at limited entrances from 7:30 AM – 3:30 PM each school day.

All students must wear the school issued ID card, swipe card, and lanyard at all times during the school day. Failure to wear the ID card, swipe and/or lanyard will be treated as a uniform violation. A student who has lost any one of these three items is required to purchase a new one from the main office. A replacement lanyard with Student ID and access card will be invoiced through the FACTS account for \$12.

If a student accumulates three uniform violations for missing a lanyard, a warning will be issued and a central detention will be issued upon the fourth violation.

Student ID/Lanyard is a required part of the Saint Rose High School uniform and every student must wear it daily.

ALTERNATE DRESS GUIDELINES

On occasion, the administration may respond to the student council's request for a relaxing of the school uniform policy. Please keep in mind that each dress-up or dress-down opportunity sets the tone for future events.

Dress-Down Guidelines

- Gentlemen must wear:
 - Shirts with collars or t-shirts with no inappropriate writing
 - Properly fitting slacks or shorts (no gym shorts), including denim. No sweatpants, athletic pants, or pajama pants.
 - Sneakers/shoes for comfort and safety
- Ladies must wear appropriate outfits to include:
 - Skirts of no more than 3" above the knee
 - Properly fitting slacks or shorts, including denim
 - Please choose shoes, including sneakers, for comfort and safety (max. 1" soles)
 - **Leggings, yoga pants, etc. are not an acceptable choice for ladies on dress down days.**

Semi-Formal Guidelines

- Gentlemen must wear:

- o Collared shirt (tie is optional)
- o Properly fitting dress slacks (no denim)
- o Dress shoes or school shoes
- Ladies must wear appropriate outfits to include:
 - o Modest dresses or skirts no more than 3" above the knee
 - o Properly fitting dress slacks (no denim)
 - o Choose shoes for comfort and safety (max 1" soles) dress or school shoes (no sneakers)

At no time may a SRHS student ever wear the following items to a school event:

- Torn clothing
- Displayed body piercings
- Visible tattoos
- Work boots, clogs, or flip flops
- Tee-shirts with inappropriate writing or logos
- Ill-fitting pants/shorts of excessive or immodest length, leggings, jeggings, yoga pants, or sweatpants
- Gym shorts
- Bare midriff (i.e. any top that does not allow for full coverage while sitting, standing, or dancing)
- Any clothing and/or accessories that display words and/or symbols that conflict with the teachings of the Catholic Church

Failure to adhere to the dress-down and semi-formal dress code delineated above will result in disciplinary action and may result in a student being withheld from class and/or a school activity until an appropriate change of clothing is dropped off by a parent/guardian.

DANCE REGULATIONS

INTRODUCTION

Dance guidelines are strictly enforced for all students and their guests. St. Rose reserves the right to test any person who appears to be under the influence of alcohol, drugs, and/or any controlled substances.

ATTIRE

Attire should always be modest and appropriate for a high school event. For a casual dance students should refer to the Dress-Down Guidelines. For a semiformal event, students should refer to the Semi-Formal Guidelines. For a dress-up dance students should refer to the Dress-Up Guidelines on. All Proms are formal events and specific guidelines will be provided.

BEHAVIOR

All St. Rose high school rules and regulations are in effect at any school sponsored event.

1. Students are expected to arrive at the scheduled start time. Students will not be admitted to the dance if they arrive more than thirty minutes after the scheduled start time. If students are late due to participation in another SRHS sport or activity, they must bring a note from the coach or moderator.
2. Tickets are always sold in advance of a dance. No tickets will be sold at the door. When the student purchases a ticket, his/her name is recorded so that attendance can be taken at the dance. If a pre-ticketed student does not arrive at the dance, his or her parents/guardians will be notified.
3. Students will not be dismissed from the dance until the scheduled end time. At the discretion of the supervising administrator, seniors may be offered the privilege to leave a dance thirty minutes early.

4. Any student or guest who repeatedly behaves in an offensive manner may be removed from the dance and may forfeit the opportunity to attend future SRHS social events.

DANCING

All St. Rose High School students and their guests are expected to behave and dance in a respectful, wholesome manner befitting our Christian community. Crowd-surfing and moshing could cause injury and are not allowed. When dancing with a partner, both people must dance face to face. Lewd and offensive dancing will not be tolerated. The administration of SRHS reserves the right to determine appropriate behavior. Any student or guest who repeatedly behaves in an offensive manner may be removed from the dance and may forfeit the opportunity to attend future SRHS social events.

GUESTS

All guests are the responsibility of the sponsoring student. No guest will be admitted without a guest permission slip issued and approved in advance of the dance by a SRHS administrator. The administrator reserves the right to refuse admission to any student. No student who has been asked to leave SRHS may return as a guest. Guests must be a current high school student. All couples attending dances must be boy/girl. If a student invites a guest, they must follow our guest guidelines and the SRHS student and guest must be boy/girl. Students are permitted to attend dances without a date.

REFUNDS

No refund will be made to a person who is removed from a dance or is refused admission due to behavior, dance, or dress violations. No refund is made for students who fail to attend a dance.

APPENDIX

OTHER RESOURCES

- Lost And Found Report
- [Bell Schedules](#)
- [Key Dates](#)



LOST AND FOUND REPORT

Name	Grade	Today's Date
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Date item lost (if unsure, write unsure):

Lost Item (sweater, shoes, iPad, cell phone, etc.):

Please provide a brief description of the item (color, size, model, etc.).

What was the last known location the item was left (if unsure, write unsure)?

Please submit this form to Mrs. Ganley

If you find your lost item after this report is submitted, please let Mrs. Ganley know.

Thank you.