



*Bishop Eustace Preparatory School*  
*2011-2012 Student/Parent Handbook*

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Headmaster

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**“The charity of Christ urges us on!” (2 Cor. 5:14)**

Property of: \_\_\_\_\_ Homeroom #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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# TABLE OF CONTENTS

<b>School Overview.....</b>	<b>3</b>	Sexual Harassment and Other Unlawful	
Accreditation.....	3	Harassment and Discrimination Procedures.....	21
Alma Mater.....	4	Bullying.....	23
Announcements.....	5	Student Accident Insurance.....	23
Assemblies.....	5	Suspension.....	23
Campus Ministry.....	5	Tuition Policy.....	24
Christian Service Component.....	5	Use of Computers.....	25
Emergency School Closings.....	6	<b>Regulations.....</b>	<b>26</b>
History.....	6	Gym Regulations.....	26
Honors and Advanced Placement Programs.....	7	Locker Regulations.....	27
Mission Statement.....	7	Lost and Found.....	27
Prayers.....	7	Lull Library/Resource Center Regulations.....	27
School Seal.....	9	Lunch and Crusader Hall (Student Center)	
St. Vincent Pallotti.....	9	Regulations.....	28
Student Affairs Office.....	9	McAuliffe Science Center Regulations.....	28
<b>Policies and Procedures.....</b>	<b>9</b>	Picnic Area Regulations.....	28
Academic Honesty Policy.....	9	Quadrangle Regulations.....	29
Athletic Refund Policy.....	10	Special Events/Dances.....	29
Attendance Policy.....	10	Student Parking and Driving Regulations.....	29
1. Absence and Lateness Reporting		Student Regulations and Code of Conduct.....	30
Procedure.....	10	<b>Dress Codes.....</b>	<b>31</b>
2. Early Dismissal Policy.....	11	Dress Code for Students.....	31
3. Parents/Guardians Out of Town.....	11	Dress Codes for Dances.....	32
4. Sickness During the Day.....	11	Dress Code for Scheduled Dances.....	33
Calculator Policy.....	11	Dress Code Descriptions.....	33
Change of Address.....	12	Dress Down Days.....	33
Co-Curricular Activity Qualification.....	12	<b>Medical Policies.....</b>	<b>33</b>
Deadlines.....	12	Medication Policy.....	33
Dismissal (Expulsion).....	12	Chronic Problems Requiring Prescription	
Examination Exemption Policy.....	13	Medications.....	33
Course Transfers.....	14	Acute Problems Requiring Prescription	
Field Trips/Class Trips.....	14	Medications.....	33
Grading Policy.....	14	Homework in Cases of Illness.....	34
Graduation Address Policy.....	14	<b>Discipline.....</b>	<b>34</b>
Important Notice to Parents.....	15	Disciplinary Committee.....	34
Incomplete Grades.....	16	Teacher Detentions.....	34
National Honor Society.....	16	<b>School Schedules.....</b>	<b>35</b>
Parent/Student Agreement.....	17	Daily Schedule.....	35
Probation.....	19	One-Hour Snow Delay Schedule.....	35
School Detention Policy.....	19	Afternoon Assembly/ Faculty Meeting	
Search Policy.....	19	Schedule.....	35
Sexual Harassment and Other Unlawful			
Discrimination.....	19		

# **HANDBOOK OF BISHOP EUSTACE PREPARATORY SCHOOL (“THE SCHOOL”)**

This Handbook is provided to all students in order to introduce and organize the rules and procedures that must be followed by students at the School. All students are expected to be familiar with this Handbook and the policies it contains. The Handbook is not to be regarded as an irrevocable contract, however, and the School reserves the right to change any provision or requirement at any time during the student's enrollment here. The School further reserves the right to ask any student to withdraw at any time.

Notwithstanding any other provision or provisions contained herein, the Headmaster and/or Principal of the School retains the right to interpret and apply any and all provisions contained in this handbook in their sole and absolute discretion.

The Headmaster/Principal have the right and authority, notwithstanding any other provision or provisions contained herein, to impose such penalty or penalties as he deems appropriate (including, but not limited to, expulsion and/or suspension) for any conduct or behavior of any student, whether such conduct occurs on the school premises or at another location, which the Headmaster/Principal deems, in his sole and absolute discretion, to be inimical to the good order, reputation and discipline of the School and/or its religious and/or educational mission.

The School admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its educational policies, admission policies, scholarship and aid programs, athletic and/or school administered programs. All students are, however, required to take all theology courses and attend all religious gatherings for the community.

The Student/Parent Handbook is intended as a guide by which all members of our school community - students, parents, faculty, and staff will better understand their specific responsibilities in the maintenance of good order and the efficient functioning of the School as a Catholic academic institution.

- A. To assure the pursuit of these standards, each student and parent must be familiar with, and give fullest cooperation to the administration in the execution and enforcement of all regulations.
- B. Outside the classroom, all faculty are charged with the enforcement and proper coordination of these student regulations. Each student must obey directions from any member of the faculty or staff. Insubordination will not be tolerated.
- C. Although we believe that our students will behave appropriately, the School does reserve the right to detain, suspend, or expel any student who, in the opinion of the Administration, violates or ignores the regulations and procedures in this Handbook.

## **SCHOOL OVERVIEW**

### **ACCREDITATION**

The Middle States Association of Colleges and High Schools accredits Bishop Eustace Preparatory School. The school is also a member of the National Catholic Education Association and holds institutional memberships with the College Entrance Examination Board, the National Association for College Admission Counseling, the Council for Advancement and Support of Education and the Association of Delaware Valley Independent Schools.

## **ALMA MATER**

With pride and spirit we hold high our  
banner black and white.

United by the seal we bear; Crusaders  
for what's right.

Our Alma Mater, more than words, for  
us a heartfelt song:

Bishop Eustace, forever will to you our  
hearts belong.

To Bishop Eustace we now give our  
thanks and loyalty,

For values formed and honors earned  
through our community

With loving arms and honest hearts

We've built our friendships strong.

Bishop Eustace, forever will to you our  
hearts belong.

## Profile of a Bishop Eustace Graduate

A Bishop Eustace Graduate is:

A Spiritual Individual who:

- Experiences and witnesses the charism of St. Vincent Pallotti
- Lives the gospel message
- Promotes human dignity
- Nurtures a developing prayer life

An Academic Individual who:

- Thinks independently
- Thinks critically and creatively
- Communicates effectively
- Uses new technologies to explore contemporary issues and problems
- Establishes appropriate priorities and manages time wisely

A Caring Individual who:

- Has a personal commitment to service
- Is socially responsible and respectful
- Believes in the principles of Democracy
- Is a responsible citizen
- Is compassionate, empathetic and open-minded
- Has a personal commitment to social justice in a global society
- Serves as an ambassador of Bishop Eustace

### **ANNOUNCEMENTS**

Important information is announced via BE TV daily during the homeroom period. There is also a community bulletin board on the television monitors which displays important information throughout campus.

### **ASSEMBLIES**

The School sponsors assemblies and liturgical functions designed to enhance the educational and spiritual experience. Students are expected to behave in a courteous and attentive manner at all assemblies and to avoid distracting activities and unnecessary conversations. Reverence at liturgical celebrations is expected of all students.

### **CAMPUS MINISTRY**

Inspired by the spirituality of St. Vincent Pallotti, the Campus Ministry Office fosters the spiritual growth of the Bishop Eustace community. Each student is challenged to develop his/her faith. Through the year, various liturgical experiences are offered, including the celebration of the Eucharist and the Sacrament of Reconciliation. The student-led, three day Kairos retreat is held several times. In addition, many outreach programs, such as food drives and Christmas gift donations, provide the entire student body with the opportunity to reach out to others in need.

### **CHRISTIAN SERVICE COMPONENT**

As a part of our faith foundation and education, Bishop Eustace Preparatory School requires students to participate in service to others. This service commitment is to be fulfilled by the student during each of the four years.

Freshmen are asked to serve others within the Bishop Eustace community. This includes administrative, teaching, secretarial, and maintenance staff, BEPA etc. A project(s) totaling at least two hours in length is to be completed each quarter.

Sophomores are asked to serve within their faith community. A project(s) totaling at least four hours in length is to be completed each quarter.

Juniors are required to make a commitment to serve those in extraordinary need through works of social action. They are to work as groups. A project(s) totaling at least six hours in length is to be completed each quarter.

Seniors are required to make a weekly commitment to serve those in extraordinary need. At Bishop Eustace we interpret this to mean “the direct provision of a basic human good to people in extraordinary need.” Basic human goods include food, shelter, education, and care and companionship to the elderly, confined, mentally or physically challenged, sick and dying. Seniors are to serve once a week for the duration of the academic year, i.e., September through early May. To better serve the needs of others, seniors are to serve at the same place, the same time of day, and the same day of the week.

For All Grade Levels:

- Each student will maintain a service log that is to be signed by the adult who supervised the service and by his/her parent/guardian.
- The quarterly time commitment and completed service log are due on the designated dates. These dates are scheduled before the academic marking period ends.
- Each student will receive a service grade of “satisfactory” or “unsatisfactory.” This assessment will be marked on his/her report card for the corresponding quarter.
- A student who does not perform the required service, does not turn in his/her log by the defined deadline, or does not behave in an appropriate manner will receive an “unsatisfactory” grade.
- An “incomplete” grade will only be given in the case of a serious medical condition.
- Any student who receives an “unsatisfactory” grade will be ineligible to participate in co-curricular activities in accordance with the Co-Curricular Eligibility Policy as stated in the handbook. This includes all organizations, clubs, inter-scholastic and intramural sports.
- If a student receives an “unsatisfactory” grade, the student must make up double the amount of service during the following quarter plus complete that quarter’s service. For example, if a junior receives an “unsatisfactory” grade for the 2nd quarter, he/she must complete 12 hours of service to make up the “unsatisfactory” grade and 6 hours of service for the 3rd quarter. This means the student must complete 18 hours of service during the 3rd quarter.
- If the student makes up the service, his/her “unsatisfactory” grade will be changed to “satisfactory” at the end of the marking period in which the service was completed.
- All “unsatisfactory” grades must be resolved by the end of the academic school year or the student will not be permitted to return to Bishop Eustace. Any senior student who does not fulfill his/her service requirement will not graduate.
- Any student who forges a supervisor or parent/guardian signature will be referred to the Dean of Students and suspended.
- Students performing service both on and off campus are reminded that they represent Bishop Eustace. Any student whose conduct is deemed improper will be subject to disciplinary action.

## **EMERGENCY SCHOOL CLOSINGS**

The identification number of Bishop Eustace for emergency school closings (inclement weather, etc.) is 599. The school closing announcements are made over the major radio stations for public and parochial schools and are posted on the School’s website: [www.eustace.org](http://www.eustace.org) Please do not call the School to inquire about school closings.

PLEASE NOTE: In rare cases, the School may decide to dismiss early because of bad weather. On such days, we ask for your patience and cooperation. Parents are asked NOT TO CALL THE SCHOOL to request that their child be dismissed before the official dismissal time.

## **HISTORY**

The Pallottines established Bishop Eustace Preparatory School in 1954 after receiving permission from Bishop Bartholomew J. Eustace, first Bishop of Camden. They purchased the Cooper River Golf Course and named Reverend Marco Martorelli, S.A.C. the school’s first principal. By September 1954, the Pallottines had remodeled the course’s clubhouse and remaining structures to create two classrooms, a cafeteria and a locker room. Ninety students entered that fall.

Bishop Eustace began as a school for young men and also served as the minor seminary for the Immaculate Conception Province until 1968. In 1972, the Board of Trustees admitted young women to the school.

The school’s success story is truly outstanding. Since its first graduating class in 1958, over 98% of Bishop Eustace graduates have gone on to college.

## **HONORS AND ADVANCED PLACEMENT PROGRAMS**

Honors courses are offered in the English, History, Science, Mathematics and World Language departments. Advanced placement is also available in English, Mathematics, World Language, History, Science, Fine and Performing Arts and Computer Sciences.

## **MISSION STATEMENT**

Within the Catholic tradition, Bishop Eustace Preparatory School—a private four-year co-educational academic environment—promotes the lived philosophy of St. Vincent Pallotti, founder of the Pallottines. The mission of the school, through the collaboration of clergy, religious and laity, is to prepare all students to realize their unique potential through spiritual growth, Christian service, education and personal development.

By fostering self-discipline, integrity, cooperation and responsibility among our young men and women, Bishop Eustace ensures that students will become productive citizens in a diverse, challenging and evolving world.

## **PRAYERS**

### **THE LORD'S PRAYER**

Our Father, who art in heaven,  
hallowed be thy name;  
thy kingdom come;  
thy will be done on earth as it is in heaven.  
Give us this day our daily bread;  
and forgive us our trespasses  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil.

### **THE HAIL MARY**

Hail, Mary, full of grace, the Lord is with you.  
Blessed are you among women,  
and blessed is the fruit of your womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners,  
now and at the hour of our death.  
Amen.

### **THE DOXOLOGY**

Glory be to the Father, and to the Son, and to the Holy Spirit:  
as it was in the beginning, is now, and will be forever.  
Amen

### **ACT OF CONTRITION**

O my God,  
I am heartily sorry for having offended You,  
and I detest all my sins, because I dread the loss of heaven  
and the pains of hell, but most of all because they have offended  
You my God who are all good and deserving of all my love.  
I firmly resolve, with the help of your grace,  
to confess my sins, do penance and to amend my life.  
Amen.

### **PRAYER OF ST. FRANCIS**

Lord, make me an instrument of your peace,

Where there is hatred, let me sow love.

Where there is injury, pardon.

Where there is doubt, faith.

Where there is despair, hope.

Where there is darkness, light.

And where there is sadness, joy.

O Divine Master, grant that I may not so much seek

to be consoled as to console, to be understood as to

understand, to be loved as to love. For it is in giving that we receive.

It is in pardoning that we are pardoned. And it is in dying that we are born to eternal life.

Amen.

### **PRAYER TO ST. VINCENT PALLOTTI**

God, our Father, you called St. Vincent Pallotti to be a priest in your Church. He dedicated his life to the revival of faith and worked unceasingly to make love grow. As we follow his example, help us to make your truth shine brightly in people's lives and to embrace them all with true love as our brothers and sisters. Grant this through Christ our Lord. Amen.

### **PRAYER TO MARY, QUEEN OF APOSTLES**

Most holy Virgin Mary, Queen of Apostles, we humbly ask you to intercede with your beloved Son, our Lord Jesus Christ, that through the power of the Holy Spirit we may always act to increase, defend and propagate faith and charity. We ask you to hear our prayers that we may fight the good fight, run the course, keep the faith and be found worthy to wear the crown of justice among the ranks of the Apostles. Amen.

## SCHOOL SEAL

The school seal is dominated by the striking figure of the Crusader, the symbol of our school, suggesting the zeal and dedication to purpose that have motivated the Pallottine Fathers and Brothers since the school's founding in 1954. With sword drawn, the Crusader can face, undaunted, the clouds, or challenges, looming on the horizon at left. His shield, proudly displaying the cross of our Christian faith, firmly states that our true protection always lies in the salvation of our Redeemer. This is reinforced by the close proximity of the shield to the Book of Knowledge, based on and firmly supported by a triangle, emblem of the Blessed Trinity. Near the bottom of the inner seal is found the motto of the Crusades, "Quod Deus Vult" (that which God wills), avowing the righteousness of our mission here at Bishop Eustace Preparatory School.



## ST. VINCENT PALLOTTI

### Founder of the Pallottines

Born on 21 April 1795 in Rome and ordained a priest in 1818, Vincent Pallotti believed that the clergy and laity should work together to build God's Kingdom. He was a compassionate person who ministered not only to the sick but also to sinners, soldiers and prisoners. Simply, he proclaimed "all are called to holiness; all are called to minister. Everyone is called to be an apostle."

He founded the Union of Catholic Apostolate in 1835 and in subsequent years initiated the communities of Priests and Brothers of the Catholic Apostolate (Pallottines) and the Sisters of the Catholic Apostolate. He entrusted to the members the task of instructing, animating, guiding and supporting the Union's works. St. Paul's saying, "The charity of Christ urges us on," (2 Cor. 5:14) became St. Vincent's motto and the foundation of his teachings.

Pallotti died on 22 January 1850, at the center of his new community, San Salvatore in Onda, Rome. Pope Pius XII proclaimed Pallotti "Blessed" on 22 January 1950, and Blessed Pope John XXIII formally proclaimed him "Saint" on 20 January 1963.

## STUDENT AFFAIRS OFFICE

The Office of Student Affairs (Dean of Students) is the center of student information and communication on campus. The Dean of Students regulates the students' code of conduct and governs the guidelines when it comes to dress code, lateness/absence, early dismissals, ID badges, and lost and found.

# POLICIES AND PROCEDURES

## ACADEMIC HONESTY POLICY

### 1. Introduction

We believe that honesty is a moral demand of our faith in God. Secondly, honesty in academic work is necessary both for the effective intellectual development of the student and for the effective evaluation of his or her performance. Because of this, Bishop Eustace cannot and will not tolerate academic dishonesty.

### 2. Definition of Academic Dishonesty

The following shall constitute academic dishonesty:

- a. Plagiarism - The use of language, ideas, or thoughts of another as if it were one's own original work.
- b. Copying another student's answer in tests or examinations, laboratory work, or class assignments.
- c. Communicating answers during in-class examinations.
- d. The use of crib notes or other types of unauthorized material.
- e. Attempting to secure a future examination.
- f. Being in possession of a teacher's answer key.
- g. Resubmission of old work, even though the student's own, for a new course without permission from the new instructor; submission of the same paper in two courses without specific authorization from both faculty members concerned.

- h. 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.
  - i. Knowingly and willfully giving any type of one's own work to another student to hand in as another student's own work. This includes any work a student may have completed in previous years at Bishop Eustace Prep.
  - j. Knowingly and willfully taking anything from a teacher's desk to use in any form will be considered academic dishonesty.
  - k. Knowingly and willfully handing in another student's work from a previous year as one's own work with or without the other student's knowledge.
  - l. Knowingly and willfully changing answers on an answer sheet during a review of the answers by a teacher with the class.
3. Enforcement

This policy should be read with care by all students and parents. Violations of either the spirit or letter of these statements will result in a grade of zero for this infraction, which in turn will have a negative impact on the quarter, or exam, semester and final grades. This may affect eligibility for co-curricular activities (sports and clubs). A report of the incident will be submitted to the Office of the Vice Principal/Registrar. In addition, if the student is a member of NHS, the NHS faculty council will be informed of the incident. A conference involving the student, parent, counselor, teacher and Vice Principal/Registrar will be held to discuss the severity of this infraction. **More than one such offense will make a student liable for expulsion.**

## **ATHLETIC REFUND POLICY**

If you participate in an athletic sport that requires a fee, you have the right to receive a full refund until the first day of interscholastic competition. There will be no refund issued once interscholastic competition takes place. In addition, once interscholastic competition occurs there will be no refund issued based on removal from the team due to academic ineligibility.

Your withdrawal from the team takes effect when you give written notice to the Director of Athletics. If you mail your Notice of Withdrawal to the School, it becomes effective as of the postmark, if properly addressed with proper postage. You are due a complete refund within 30 days after the School receives a valid Notice of Withdrawal. However, if you have received any equipment, you must return it to the School within 30 days of the date of the Notice of Withdrawal. If you do not return it, the School may deduct the documented cost of the equipment from the amount of the refund.

## **ATTENDANCE POLICY**

Students may not exceed 10 absences per semester.

The administration will re-evaluate the enrollment of any student who accumulates more than twenty days of absences in a school year.

**Students must contact their teachers on the day they return to school to make arrangements to complete assignments missed during their absence.**

Any student in attendance less than four full periods on a particular day will be marked absent for that day. Such students may not participate in any co-curricular activities on that day.

Students arriving at school during a scheduled class are to report to that class immediately after signing in. If a test has been missed, the student must arrange to take the test before leaving school that day.

No student will be admitted to school late without parental acknowledgement (except bus late).

Students are encouraged to arrive at school on time. Our school day begins at 8:10 AM. We understand that at times one cannot help being late. Each student will be permitted three latenesses without penalty each marking period.

## **1. ABSENCE AND LATENESS REPORTING PROCEDURE**

One parent/guardian must call the Attendance Office before 9:00 AM on the day a student will be absent from school. A call must be made each day that a student is absent. If the parent fails to call, the Attendance Officer will call the parent.

A student who is absent for three (3) consecutive days must bring a physician's note which must be presented to the homeroom teacher or directly to the Student Affairs Office. The physician's note certifies the student's ability to return to school.

Students arriving at school between 8:10 and 8:30 AM are to report to the late room.

A student arriving at school after homeroom period has ended must report immediately to the Student Affairs Office with his/her acknowledgement of absence/lateness from his/her parent/guardian.

A student is permitted 3 unexcused late arrivals per marking period.

Upon the 4th late arrival (and any further late arrivals) the student will receive a detention. For example, if a student receives their 4th late on Monday, then there will be detention on Tuesday.

A detention will be given for each subsequent late until the end of the marking period.

Upon the 7th late arrival in the marking period, the student will become ineligible for ALL co-curricular activities (dances, clubs, athletics, trips, etc.) for the remainder of the marking period.

On the first day of a new marking period, the process begins again.

**Please Note: If weather or traffic is bad and/or buses are late, NO student will be marked late. The school will make that decision and make an announcement to inform the student body.**

## **2. EARLY DISMISSAL POLICY**

Students are permitted two (2) early dismissals per semester. The following steps are to be followed for each early dismissal:

- A note signed by parent/guardian stating the reason and time for the early dismissal; must be given to the Office of Student Affairs. The note must be presented during the homeroom period on the day of the early dismissal in order for students to receive a pass releasing them from class.
- Parental transportation (the parent must pick-up and sign-out student); unless the student is driving to the appointment.
- Documentation upon return.

## **3. PARENTS/GUARDIANS OUT OF TOWN**

Should parents/guardians find it necessary to be away from home for an appreciable amount of time, the School requires that the name of a temporary guardian be registered with the Office of Student Affairs in case an emergency arises.

## **4. SICKNESS DURING THE DAY**

Any student who becomes ill during the day is to report to the Office of the School Nurse, who will determine the course of action to be taken. Students may not call home to request a parent to pick them up because of illness. Only the nurse may send a student home because of illness.

1. A student scheduled for class at that time must bring to the nurse a pass from the teacher in charge.
2. If the nurse is not available, the student should report to the Student Affairs Office.
3. Evaluation may result in:
  - a. Appropriate action and return to class;
  - b. Admission to the Nurse's Office, not to exceed one class period; or
  - c. Dismissal to home. If a child is too sick to remain in school a parent must pick up his/her child. If a student drove to school a parent must pick up or follow his/her child home.

Students sent home may not return to school to participate in co-curricular activities.

## **CALCULATOR POLICY**

The TI-82 and the TI-83 graphing calculator is required equipment for all mathematics classes and mathematics tests (as designated by the teacher) at the School. Thus, a student needs to have his/her own calculator with him/her in order to be properly prepared for a class or test. Sharing another's calculator during a test is not permitted.

Since the specific properties of the TI-82 and the TI-83 are an integral part of the course, other calculators, though not advised, may only be used in class with the approval of the teacher.

## CHANGE OF ADDRESS

The Main Office is to be notified of any change of address or telephone number at any time during the school year.

## CO-CURRICULAR ACTIVITY QUALIFICATION

Pursuant to a directive of the Board of Trustees, all students participating in any co-curricular activity must meet the academic qualifications by the Board of Education of the State of New Jersey, the New Jersey State Inter-scholastic Athletic Association, and the Board of Trustees of the School.

In order to be eligible and remain eligible in any co-curricular activity at the School, a student must be passing in all subjects in which he/she is enrolled during the period of participation in the activity.

Determining grades for qualification are first quarter, first semester, and third quarter.

The minimum passing grade is 70.

Any student who is unable to meet this requirement will be ineligible to participate in any co-curricular activity until such time as a passing grade is achieved. The earliest this can occur is at the end of the next quarter succeeding the quarter at the end of which the student became ineligible.

Co-curricular activities include all organizations, clubs, inter-scholastic and intramural sports. The Vice Principal/Registrar will have final approval in the determination of academic qualifications.

Ineligibility will officially begin at 3:00 PM on the day announced by the Vice Principal/Registrar. Ineligible students may not participate in any co-curricular activity (with the exception of school retreats and ministry activities). Ineligible students may not sit on team benches or ride in team buses. Ineligible students may not attend organization/club meetings or functions.

Eligibility will be restored on the day after a teacher's grades for the next marking period are submitted to the Vice Principal/Headmaster's Office, if the grade is 70 or above.

## DEADLINES

It takes much effort for all of our programs at the School to run smoothly. To ensure the continued success of these programs, all deadlines will be strictly enforced. We ask for the cooperation of both students and parents in keeping these deadlines.

*The possible consequence of not responding appropriately and on time could include one or more of the following:*

1. The temporary suspension of access to the CrusaderNet. Suspended access means that the students and parents would not be able to view student's grades, schedules, the school calendar or messages and assignments from teachers. Suspended access would happen if, for example, fees were late or unpaid, or forms requiring signatures were late or not returned.
2. Reduction in grades for assignments that are turned in late.
3. Loss of participation in co-curricular activities, which includes athletics, clubs, field trips, performing arts events and programs.

This is something that we do not wish to follow through on, but will do so if necessary. This can be avoided by responding to requests appropriately and on time or by contacting, **in advance**, the appropriate person, explaining extenuating circumstances and making arrangements for an extension of the deadline if necessary.

## DISMISSAL (EXPULSION)

Before any student is dismissed for disciplinary reasons, the Dean of Students and a school guidance counselor, other than the student's guidance counselor, will investigate the incident. Thereafter, they will make findings and recommendation(s) to the Principal regarding the student in question; the Principal makes the final decision regarding dismissal.

After receiving the recommendation from the Dean of Students and guidance counselor, the Principal shall consider the violation, the student's past disciplinary record, and any other matter he deems relevant in determining, in his sole discretion, whether dismissal may be warranted. If the Principal determines dismissal may be warranted, a meeting with the student and parent(s) will be convened that same day, or thereafter as soon as the parent(s) are available. The Principal, Dean of Students and the Director of Student Personnel Services will be present at the meeting.<sup>1</sup>

The student and parent(s) will be apprised of the results of the investigation of the student's conduct and the Principal's preliminary determination. The parent(s) and student may offer an explanation or defense to the relevant conduct if they so choose. Thereafter, the Principal shall consider the information provided to him, if any, and further investigate the matter if he believes such further investigation is warranted.

Following the meeting with the parent(s) and the findings of the investigation, if the Principal determines that dismissal is warranted, he will advise the student and parent(s) telephonically and in writing by hand delivery. The Principal's decision may be appealed to the Pallottine Headmaster. The appeal of a student's dismissal from Bishop Eustace Preparatory School must be made by the student and parent(s) in writing and received within three (3) business days of the dismissal. This written appeal should include all evidence or statements the student or parent(s) wish to present on the student's behalf and should be sent by certified mail, return receipt requested to the Pallottine Headmaster of this school, in care of the school's official mailing address. Upon receipt of a student's appeal papers, the Pallottine Headmaster will review those papers and may also review the student's school files, including his/her disciplinary file. The Headmaster may also, at his discretion, consult with any other school personnel in making his decision. The Headmaster will then rule on the merits of the student's appeal, with full authority and broad discretion to reject the appeal or to modify, change or reject the decision or actions of the school administration. He will notify the student and parent(s) of his decision in writing within three (3) business days of his receipt of all of the materials that are submitted by the student or parent(s) in connection with the appeal.

Conduct meriting expulsion will include, but is not limited to, the following:

- Any student found in possession of any type of weapon or illegal substance is liable for expulsion.
- Any student whose out-of-school conduct, including electronic communication, brings public discredit to Bishop Eustace Prep School is liable for expulsion.
- Any student tampering with fire alarms or fire extinguishing equipment is liable for expulsion.
- Any student who incurs two suspensions in the school year is liable for expulsion.
- Any student who makes inflammatory statements about the racial/ethnic background of another student or one who harasses or abuses another member of the community is liable for expulsion.
- Any student found guilty of a serious breach of the principles of Christian morality in speech writing or action is liable for expulsion.
- Any student found guilty of defacing school property is liable for expulsion.
- Any student who contributes to a non-school sanctioned publication (print or electronic) that is divisive or defaming to any member of the community or the community itself is liable for expulsion

<sup>1</sup> In the event that any of these designated parties are unavailable, Bishop Eustace will select another member of the administration to participate in the meeting.

## **EXAMINATION EXEMPTION POLICY**

All juniors and seniors are eligible for exemption from final examinations (exams given at the end of the second semester of each school year) in full-year courses provided they meet the following requirements:

- Have a 93 or above average for the first semester of the academic year.
- Have earned a grade of 93 or above for the third and fourth quarters.
- Students who are exempt from final examinations will receive a grade of EXT in place of the grade they would have received if they had taken the examination. Students who are exempt have the option of sitting for the final examination should they wish to improve their second semester numerical average. The second semester grade for students exempt from final examinations will be the average of the third and fourth quarter mark received by the students in course(s) for which the exemption was earned.
- Students will be exempt from the final examination in each Advanced Placement course in which they are enrolled, provided they satisfy the following requirements:
  - have earned at least a mark of 85 in the Advanced Placement course or courses in which they are enrolled
  - have sat for the Advanced Placement test for each Advanced Placement course or courses in which they are enrolled.

## EXAMINATION SCHEDULE

During the exam week the Dining Hall will open at 7:30am

Students report directly to their scheduled exam

Session 1 – 8:30 – 9:45

Session 2 – 10:15 – 11:30

Session 3 – 1:10 – 2:25

Office hours – 8:00am – 2:00pm

Library hours – 8:00am – 2:00pm

## COURSE TRANSFERS

When a student transfers from the AP/honors level of a course to the college prep level of the same course the following grading procedures exist for all departments at Bishop Eustace Preparatory School. No deviation is permitted!

- If the student transfers from the AP/honors level of a course prior to the official mid-quarter date as specified on the official school calendar, then the student is permitted to take all the major tests that were given in the college prep level of the same course. All major test grades from the AP/honors level will be discarded and not be calculated as part of the final quarter grade. All homework, lab reports, quizzes and other non-major test grades from the AP/honors level are not permitted to be retaken and will be calculated into the final quarter grade of the college prep level of the course. All additional evaluations completed in the college prep level will also be included in the calculation of the final quarter grade.
- If the student transfers from the AP/honors level of a course on or after the mid-quarter date as specified on the official school calendar, then the student will not be afforded the opportunity to take any of the college prep level major tests that were given in the class. All major test grades received in the AP/honors level of the course along with the remaining evaluations completed by the student in the college prep level of the same course will be calculated in the final quarter grade.

## FIELD TRIPS/CLASS TRIPS

Field trips and Class trips are a privilege afforded to students; **NO STUDENT** has an absolute right to a field trip or class trip. Any student can be denied participation to field/class trips if they fail to meet academic, attendance (tardy), financial or behavioral requirements.

Special rules and regulations have been formulated regarding the class trips. Parents will have the opportunity to review them with their son/daughter prior to the trip.

Any student attending a school field trip or class trip must provide proof of current medical insurance prior to the trip.

## GRADING POLICY

Academic work at the School is graded based upon the following scale:

Grade	GPA System Equivalent
93-100	4
85-92	3
77-84	2
70-76	1
0-69	0

The minimum passing grade is 70. All grades are printed on the report card as numbers. All averages are calculated using the 4.0 grade point system.

In calculating the semester grade, the two quarter grades are weighted at forty percent each while the examination grade is weighted as twenty percent of the semester grade. The final grade in the full year courses is the average of the first and second semester grades.

The weighted GPA will be calculated using the formula:

$$\text{WEIGHTED GPA} = \text{UNWEIGHTED GPA} \times [1 + (N \times .02)]$$

In this formula, *n* equals the number of Honors, Advanced Placement and/or Cum Laude courses that a student has completed.

## GRADUATION ADDRESS POLICY

At Graduation, one student delivers the Welcoming Address (the Salutatory) and one student delivers the Farewell Address (the Valedictory).

The selection process to determine the students who will deliver the addresses at Graduation is as follows:

During the second semester, the five students with the highest weighted grade point average at the end of their seventh semester at the School will be invited to deliver speeches to a panel of judges. This panel will be composed of at least three persons, usually an administrator and two teachers. The panel will select the best speech and speaker to deliver the Welcoming and Farewell addresses.

## **IMPORTANT NOTICE TO PARENTS**

Students attending Bishop Eustace Preparatory School, a private Catholic school, give up certain legal rights to which they would otherwise be entitled if they were attending a public school. For example, freedom of speech, a constitutional right of all citizens with regard to public bodies, is limited in many important respects in a private setting such as our private Catholic school environment. Speech, either electronic, written or oral, contrary to the Roman Catholic faith or the teachings of the Church is absolutely prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of this educational institution.

Another important right all students at Bishop Eustace Preparatory School give up has to do with searches and seizures. School administrators may search a student's person, vehicle and belongings if, in the sole opinion of a school administrator, contraband, illegal substances or objects, or stolen property is being concealed, or a violation of a school rule relating to the maintenance of discipline in the school has been committed. Any evidential or unauthorized items found may be seized. Moreover, student lockers, which are at all times under the joint control of the school and the student to whom the locker has been assigned, may be searched by school administrators at any time. Students should have absolutely no expectation of privacy with regard to any object or item in their lockers.

Students and parent(s) are advised that any conduct in violation of the teachings of the Roman Catholic Church is strictly prohibited and is grounds for immediate dismissal. There are other grounds for dismissal or disciplinary action that are set forth in the Disciplinary section of the Student/Parent Handbook. Any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and parent, and is not meant to be an all-inclusive or exhaustive listing of improper conduct or disciplinary action to be expected from such conduct.

Another, and perhaps the most important example of rights which a student and parent give up when they decide to have a student attend this school, is the right to sue the school, the Pallottines, the operator of the school, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered by school policy.

Each student and his/her parent(s) or guardian(s), by their acceptance of enrollment at Bishop Eustace Preparatory School, agree to and accept the school's rule and policy that students and parents may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within the Student/Parent Handbook. Students and parents agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this book may only be challenged or appealed to the Pallottine Headmaster, subject to the limitations contained therein. This includes any decision relating to a student's enrollment at the school or termination of that enrollment. Any such appeal of a student's dismissal from Bishop Eustace Preparatory School must be made by the student and parent(s) in writing within three (3) business days of the dismissal. This written appeal should include all evidence or statements the student or parent(s) wish to present on the student's behalf and should be sent by certified mail, return receipt requested to the Pallottine Headmaster of this school, in care of the school's official mailing address. Upon receipt of a student's appeal papers, the Pallottine Headmaster of the school will review those papers and may also review the student's school files, including his/her disciplinary file. The Headmaster may also, at his discretion, consult with any other school personnel in making his decision. The Headmaster will then rule on the merits of the student's appeal, with full authority and broad discretion to reject the appeal or to modify, change or reject the decision or actions of the school administration. He will notify the student and parent(s) of his decision, in writing, within three (3) business days of his receipt of the materials that are submitted by the student or parent(s) in connection with the appeal.

While any student and his/her parents are free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

Finally, it must be remembered by the student and his/her parent(s) that attendance at this school is a privilege, not a right. In order to protect the good order, reputation and discipline of Bishop Eustace and its religious and educational mission, this school reserves the right, and students/parents concede to the school the right to deny admission to and to require the withdrawal of any student at any time, for any reason deemed sufficient at the sole discretion of the school and its administrators. Admission to and enrollment in this school include obligations in regard to conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school. By their signatures on the annual Student Enrollment Contract a student and his/her parents acknowledge the important limitations on civil rights contained in this book and agree to be bound by the restrictions placed upon them.

### **INCOMPLETE GRADES**

A grade of INCOMPLETE (I) automatically makes a student ineligible for co-curricular activity participation. Students will have ten (10) school days from the end of each marking period in which to complete the course work for subjects in which they received an incomplete grade. At that time, if the Vice Principal/Registrar has been notified that the course work has not been completed, the student will receive a failing grade for the marking period. Determination of the completion of all incomplete grades will be made by the Vice Principal/Registrar. Eligibility is restored as soon as the incomplete grade is replaced with a passing grade.

### **NATIONAL HONOR SOCIETY**

Members of the National Honor Society for the classes of 2010-2011 are expected to maintain a cumulative unweighted GPA of 3.5. Any students whose cumulative unweighted GPA falls below a 3.5 will be placed on Academic Probation for a semester. If after the probationary period, the student's unweighted GPA is still below a 3.5, they will be dismissed from the National Honor Society.

If any member of the National Honor Society is suspended, he or she will meet for a hearing with Faculty Council to discuss the suspension. Faculty Council will then determine if the student's conduct warrants probation or dismissal from the Society.



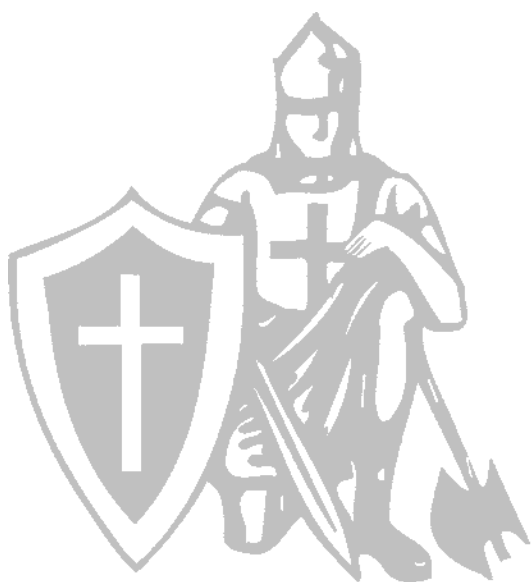
## **PARENT/STUDENT AGREEMENT**

In order for a student to be validly enrolled at THE SCHOOL both a student and his/her parents MUST sign the following agreement which is contained in the annual Enrollment Contract.

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We, the undersigned, agree that we have read and hereby agree to the policies and guidelines contained in the School's Student/Parent Handbook which is available on the School's website [www.eustace.org](http://www.eustace.org) and is provided to each student on the first day of school.. We understand fully the regulations contained therein and recognize the right of the School to establish rules and provide for their enforcement. The Student shall also abide by all regulations as may from time to time be announced by the School.

We also agree to and fully accept the School's rule and policy that students and parents may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any School decision on academic or disciplinary matters including any decision relating to the rules, regulations, procedures or programs covered within the Handbook. We agree that any challenge or appeal to any disciplinary action that results in dismissal of a student from the School may only be made to the School's Headmaster pursuant to the procedure detailed in the "Important Notice to Parents" section at the beginning of the Handbook.



## **PROBATION**

The Principal or his designee may place a student that has committed any serious or continual violation of School policy on probation for a specified amount of time. The terms of the probation will be in writing and presented to the student and parent(s) who will then sign an acknowledgment. Refusal to sign the acknowledgment may be considered a withdrawal from the School.

A student may be placed on disciplinary probation at any point during a school year. At the conclusion of the school year, the individual's discipline record will be reviewed by the Principal and the Discipline Committee to determine his/her continued matriculation at Bishop Eustace. A student may be released from probationary status at the end of the school year if he/she has been in compliance with the rules and regulations that govern the student body.

## **SCHOOL DETENTION POLICY**

1. All school detentions will run from 7:15 – 8:00 am and in the afternoon from 2:45 – 3:30 pm. The Dean of Students will determine with the student which detention session they will attend.
2. The Office of Student Affairs will send a copy of the detention referral home to the parent/guardian and another copy will be given to the student as a reminder of when they will serve their detention.
3. Students must be in full school uniform for school detentions. No one will be dismissed for any reason once the detention period begins.
4. Students must report to detention on time.
5. SCHOOL ACTIVITIES, SPORTS PRACTICE, GAMES, WORK, OR TRANSPORTATION PROBLEMS WILL NOT BE ACCEPTED AS VALID EXCUSES FOR NOT SERVING OFFICIAL SCHOOL DETENTIONS.

## **SEARCH POLICY**

All lockers and all parking areas within school property are owned by the School, students are merely granted permission to use same by the school. As a condition of the use of the School's lockers and parking areas, each student must acknowledge that they have no expectation of privacy within them and must consent to searches by school officials of the School's lockers and each car parked in the school's parking areas.

## **SEXUAL HARASSMENT AND OTHER UNLAWFUL DISCRIMINATION**

### **INTRODUCTION**

The School is an arm of the Catholic Church, maintained and operated by the Pallottines, a religious Order founded by Saint Vincent Pallotti. While carrying out the mission of the Church through the means of an educational facility, the School seeks to promote the ethical principles and Christian values that preserve respect for self and for others, consistent with the doctrines, teachings and beliefs of the Church and the Order. This statement of Policy on Sexual and Other Unlawful Harassment and Discrimination (the "Policy") is intended to comply with the laws of the United States of America and the State of New Jersey, recognizing that the broad application of such laws is limited by the religious rights of the Church and of the Order, pursuant to the First Amendment of the Constitution of the United States of America.

### **PART A. EMPLOYEES**

It is the policy of The School ("Bishop Eustace") to comply with all applicable State and Federal laws in all matters relating to its employees, including each employee's right to work in an environment which is free of unlawful discrimination and free of sexual harassment. Since Bishop Eustace is committed to providing a work environment that is free of unlawful discrimination and sexual harassment, actions, words, jokes or comments based on an individual's gender, race, ethnicity, national origin, age, religion, physical or mental conditions will not be tolerated. Further, other legally protected characteristics or traits, not in conflict with the doctrines, teachings or beliefs of the Catholic Church or of the Order of Saint Vincent Pallotti, will be similarly protected.

Sexual harassment is a violation of Federal and State laws and will not be tolerated by Bishop Eustace. Sexual harassment is defined as a continuing pattern of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct involves a term or condition of an individual's employment, either stated or implied;

2. The individual's submission to or rejection of such conduct is used, or might be used, as a basis for employment decisions which affect such individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a work environment that is intimidating, hostile, or offensive.

All of the foregoing is to be judged on objective reasonable standards, appropriate for the School community, as an arm of the Church and of the Order of Saint Vincent Pallotti.

The School strongly disapproves of and prohibits sexual harassment as described above, as well as use of materials or making of jokes, comments, or remarks which create an intimidating, hostile or offensive work environment. The School similarly strongly disapproves of and prohibits discrimination on the basis of race, ethnicity, religion, color, age, gender, physical or mental conditions, or national origin, and other legally protected characteristics or traits, so long as they are not in conflict with or offensive to the doctrines, teachings or beliefs of the Catholic Church or the Order of Saint Vincent Pallotti.

In keeping with the spirit and intent of this Policy, the School has established an internal complaint procedure. If you feel you have been subject to or have witnessed any sexual harassment, or have been subject to or have witnessed any unlawful discrimination on the basis of race, ethnicity, religion, color, age, gender, physical or mental condition, or national origin, or other characteristics protected by this Policy, you should promptly report the incident to one of the Human Resources Officers ("HRO"). The HRO will supply you with a complaint form, which must be fully completed and signed in order to initiate an investigation and response to the subject matter of the complaint. The HROs are trained to assist you and are prepared to conduct investigations of all complaints. If, for any reason, you do not feel comfortable in reporting the matter to any of the HROs, you should discuss your situation with the Principal or Vice Principal/Registrar, who will receive the written complaint form, and who will either conduct or arrange for an investigation of the complaint. The School shall determine the appropriate response to each complaint and shall inform the complaining party, as well as the alleged perpetrator of the violation of this Policy, of the nature and extent of the response.

Retaliation against persons who make good faith reports under this Policy, or who in good faith participate in any investigation or proceeding arising out of such reports, is expressly prohibited.

Any person who commits or participates in an act prohibited by this Policy is subject to appropriate sanctions, up to and including termination or expulsion.

Since most sexual harassment and unlawful discrimination is not conducted openly, in some instances the School cannot deal appropriately with the offending party, unless you immediately report the wrongful conduct. The School expects its employees to assist the School in maintaining a working environment free from sexual harassment and from unlawful discrimination.

## **PART B. STUDENTS, THEIR FAMILIES AND ALUMNI**

The above-stated Policy against sexual harassment and unlawful discrimination also applies with respect to all students and their families, as well as to all alumni. While the issues relating to employment status and conditions may not be applicable to the students, their families and the alumni, the underlying legal and social concerns are the same.

Thus, sexual harassment or unlawful discrimination by the administration, faculty, other staff, fellow students, family members (including guardians or other custodial persons) or alumni will not be tolerated, and will give rise to appropriate relief to the victims thereof and sanctions against the perpetrators thereof. Incidents of sexual harassment or unlawful discrimination should be reported immediately to an HRO, or, if necessary, to the Principal or Vice Principal/Registrar. The requirement for a written complaint form shall apply to complaints under this Part B of the Policy. Further, it is recognized that issues involving students, family members and alumni may be different than employee issues. However, this Policy is intended to protect against unlawful discrimination and harassment which would affect the rights, privileges and benefits of those persons covered by this Part B.

It is intended that the students shall enjoy an atmosphere at the School which is conducive to pursuing their education and which promotes Catholic morality. The families of the students should have the comfort of knowing that their children are afforded such salutary conditions in which to flourish as students. The alumni, who remain an essential and integral part of the School community, should have the assurance that an appropriate environment exists in which to maintain their important relationship with the School. None of the foregoing can prevail unless sexual harassment and unlawful discrimination are avoided and, if they occur, are effectively stopped and resolved in an appropriate manner.

## **PART C. CONSTANCY OF POLICY WITH RELIGIOUS MISSION**

The promotion and propagation of the Catholic faith is central to the existence of the School. Thus, it is intended that all policies of the School, including the Policy against sexual harassment and unlawful discrimination, be consistent with Catholic morality and the teachings of the Church.

The dignity of all persons is to be respected. No persons should be subject to humiliation or debasement relating to their race, ethnicity, religion, color, age, gender, physical or mental conditions, national origin or other personal characteristics, not otherwise in conflict with the doctrines, teachings and beliefs of the Catholic Church or the Order of St. Vincent Pallotti. If appropriate respect is accorded between all members of the Bishop Eustace family, our Policy against sexual harassment and unlawful discrimination can be applied within the embrace of the Catholic faith and the teachings of the Church.

It is recognized that the freedom of religious institutions, such as the School, to express and promote religious doctrines, teachings and beliefs, may sometimes conflict with rights that persons might have when dealing with public or private non-religious entities. In recognition thereof, the School endeavors to fairly balance its religious obligations as part of the Church with both the legal rights and human rights of the persons subject to this Policy. In so doing, and consistent with the religious mission of the School, it is hereby declared that in a case where such rights conflict with the doctrines, teachings and beliefs of the Church, that the religious object shall prevail.

Let us all hope that this Policy statement will make each of us a better person, so that we will serve our fellow human beings and ourselves in an upright and moral manner. When we succeed, the world will be a better place, and we shall help to fulfill the mission of the Church.

## **SEXUAL HARASSMENT AND OTHER UNLAWFUL HARASSMENT AND DISCRIMINATION PROCEDURES**

### **PREFATORY STATEMENT**

The School has adopted a policy on sexual and other unlawful harassment and discrimination (the "Policy"). In order to carry out the Policy, the School has established Procedures to be followed with respect to violations of and claims made pursuant to the Policy.

### **PROCEDURES**

1. Any person covered by the Policy who forms a belief that he or she has been the victim of Harassment or Discrimination, shall initiate the process for enforcement of the Policy by filing a Complaint with one of the school's Human Resource Officers ("HRO"). Complaint Forms are available from the HROs, and the said Complaint Forms include a portion for a written narrative of the incidents and other relevant information forming the basis for the Complaint. In order for the HRO to act upon the Complaint, the Complaint Form must be signed by the person bringing the same (the "Complainant").
2. Immediately upon receiving a completed and signed Complaint, the HRO shall prepare an Incident Report which, together with a complete copy of the Complaint, shall be immediately forwarded to the Principal or his designee.
3. (a) As soon as practicable after receipt of the signed Complaint, the HRO shall initiate an investigation of the subject matter of the Complaint ("Investigation"), to be completed as expeditiously as possible. Upon completion of the Investigation (or an Initial Investigation if the Investigation becomes protracted) the HRO shall prepare an Investigation Report, a copy of which shall be immediately provided to the Principal or his designee. The Principal or his designee shall determine, in the exercise of his or her reasonable discretion, if and when copies of the Investigation Report shall be made available to the Complainant and to the alleged violator (the "Respondent").  
(b) As an alternative to initiating the Investigation provided for in paragraph 3(a) herein above, a Complainant shall have the right to request the HRO to meet with the Complainant or Respondent in an effort to mediate the subject matter of the Complaint. Any such mediation efforts shall be conducted expeditiously, and if the same shall not result in the agreed resolution of the Complaint, acceptable to both the Complainant and the Respondent, the Investigation provided for in paragraph 3(a) herein above shall proceed as set forth therein. However, in the event that the mediation is successful, the Complainant, Respondent, and HRO shall sign a "Consent Resolution of Complaint by Mediation", on the form provided by the HRO. Notwithstanding the provisions of this paragraph 3(b), neither Complainants nor Respondents shall be required to participate in mediation (which is solely voluntary), nor shall the fact that either Complainant or Respondent declined to accept mediation be relevant or considered as a factor in determining the response by the School to any Complaint filed under the Policy.

4. Any Complainant shall have the right to request that the Complaint be withdrawn (whether or not there has been Mediation or an Investigation initiated or completed) by signing a Request for Withdrawal of Complaint Form. Notwithstanding that a Complainant may sign a Request for Withdrawal of Complaint, the Principal, in the exercise of reasonable discretion, shall have the right to cause the subject matter of the Complaint to be investigated and to take such other further proceedings that the School deems appropriate, taking into consideration the severity of the alleged violation of the Policy and other factors that the Principal deems appropriate in order to carry out the salutary purposes of the Policy.
5. Unless the Principal or his designee deems that prompt notice to the Respondent might reasonably jeopardize the Complainant or other persons, a written Notice to Respondent shall be served upon the Respondent promptly after the Principal receives the Incident Report, or within such reasonable time thereafter as the Principal shall deem appropriate in all of the circumstances.
6. At such time as the Principal receives the Investigation Report, the Principal shall determine the appropriate response to and the disposition of the Complaint, which determination shall be made in a reasonably expeditious manner. Thereupon, the Principal shall issue a written Notice of Response and Disposition, to be provided to the Complainant, Respondent and HRO.
7. At the time that the Notice of Response and Disposition is served upon the Complainant and Respondent, there shall also be served upon the Complainant and Respondent a Notice of Right to Hearing. In the event that either or both the Complainant and/or Respondent shall be dissatisfied with the Response and Disposition, either or both may request a due process hearing (the "Hearing") by submitting a written Request for Hearing.
8. In the event that a Hearing is scheduled, a Notice of Hearing shall be served upon the Complainant and Respondent. The Notice of Hearing shall provide, among other things, the date, time and place of the Hearing, the Specification of the Charges (derived from the Complaint and the Investigation Report), and other information that the Principal deems to be appropriate.
9. The Hearing shall be held before either the Board of Trustees or a Hearing Panel designated by the Provincial. At the Hearing, the Complainant and Respondent each have the right to be represented by an attorney-at-law of the State of New Jersey, of their own choosing, provided, however, that the School shall not provide or pay for any attorney representing the Complainant or Respondent. At the Hearing testimony of the Complainant, Respondent and all other witnesses shall be given either under oath or affirmation, and the Complainant and Respondent, or their attorneys (if any) shall have the right of reasonable cross-examination of all witnesses. The Board of Trustees or the Hearing Panel, as the case may be, shall determine what persons may be present during the Hearing, and whether or not witnesses shall be sequestered. During the course of the Hearing, the formal rules of evidence shall be relaxed. A stenographic record or electronic recording of the Hearing shall be made. The School shall have the right to have its independent legal counsel assist the Board of Trustees or the Hearing Panel, as the case may be, in the conduct of the Hearing.
10. Subsequent to the closing of the Hearing, the Board of Trustees or the Hearing Panel, as the case may be, shall issue a written Decision of the Final Disposition of the Complaint. The Board of Trustees or the Hearing Panel, as the case may be, shall have the right to affirm, reverse, or modify the Response and Disposition made by the Principal.
11. The Principal, in the exercise of reasonable discretion, shall determine what information and documents, if any, shall be placed in the permanent personnel files of the Complainant and Respondent. Nonetheless, complete records of the proceedings initiated by the filing of the Complaint shall be maintained by the School under the auspices of the Principal, whether or not, some, all or any of such documents have been placed in the respective personnel files.

## **CONCLUDING STATEMENT**

In processing and concluding proceedings pursuant to the Policy, the School and those acting on its behalf shall be mindful of and conform to the Religious Mission of the School. In determining and deciding Complaints of Harassment and Discrimination, the relevant community standards to be applied are the standards of the Bishop Eustace community, consistent with the Religious Mission of the School. In declaring such community standards, it is acknowledged that such standards most likely will vary from the community standards prevailing in the public sector and the standards applicable to a non-religious community. Further, no public laws which would conflict with Catholic Morality and/or the teachings of the Church shall be deemed to supersede the community standards of the Bishop Eustace community or consistency of such standards with the Religious Mission of the School.

Dated: September 14, 1995

## **BULLYING**

Bishop Eustace recognizes the devastating effect that bullying has on young people. When this type of behavior is witnessed or reported to the administration, immediate action will be taken to investigate, correct and resolve the situation. Incidences of bullying will be defined as: Any act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors. Students who are in violation of this policy are in direct conflict with the Mission Statement of Bishop Eustace. Disciplinary action may range from reprimand to dismissal of the student from the school.

## **STUDENT ACCIDENT INSURANCE**

All students are covered by Student Accident Insurance during the school day and while participating in after-school activities. This is included in tuition. Requests for information or claims must be directed to the Main Office. The insurance policy offered is considered Full Excess which requires that claims be submitted to the primary insurance carrier first. Unpaid benefits will be paid in accordance with the policy. In order to expedite payment of claims, all students sustaining an injury should file a claim in the Main Office immediately.

## **SUSPENSION**

The Principal or his designee may suspend a student from school for any conduct deemed to be, at the school's discretion, a serious or continual violation of school policy. Suspension from school is a serious matter and should not be taken lightly.

Certain types of student behavior are beyond the norm of student behavior as covered by school policy. These would include but not limited to:

### **FIGHTING**

Any student who physically fights with another student or instigates a fight or exhibits any acts of violence may be suspended from school. A serious offense may warrant dismissal.

### **THREATENING STATEMENTS**

Any student making threatening statements whether verbally, in writing, or through e-mail may be subject to disciplinary action. Any threats of violence may be reported to authorities and the student may be suspended or dismissed.

### **STEALING**

Any student who commits or attempts to commit a theft, or act of breaking and entering at school may be put on probation, suspended or dismissed and liable to civil action. The student or his family may be required to make restitution. Students participating in gym or after school activities are responsible for the security of their valuables.

## **ILLEGAL SUBSTANCES**

1. Any student found using, in possession of, or involved with drugs or any illegal substances, including alcoholic beverages, is liable for expulsion. This applies to both school related and non-school related activities. Proper law enforcement agencies will be notified.
  - a. By enrolling and remaining a student at the School, each student consents to submitting himself or herself to non-invasive testing for the use of alcoholic beverages. Such testing may include the use of life-check alcohol breath analyzers, or similar devices, or collecting of other samples (excluding invasive methods). Testing may be required at the request of any faculty member, coach, or member of the administration who believes that a student may have partaken of alcoholic beverages during the School day or during any school sponsored activities; or who may have consumed alcoholic beverages prior to arriving at the School property or at the School sponsored activity. Students refusing to submit to such non-invasive testing for alcohol consumption, are subject to immediate suspension. Any student who submits to such testing shall receive a duplicate copy of the results of the test.
  - b. By enrolling and remaining a student at the School, each student consents to non-invasive testing for drugs, controlled dangerous substances, improperly obtained prescription medications, and/or other substances which may be mind-altering or affect physical functioning (such as violates, glues or other inhaled substances). The School is authorized to use any medically recognized non-invasive testing methods and equipment, and shall have the right to cause a student to supply appropriate samples for testing. Testing may be required at the request of any faculty member, coach, or member of the administration who believes that a student may have taken

drugs or other controlled dangerous substances during the School day, or during any School sponsored activities; or prior to arriving at the School property or at the School sponsored activity. Students refusing to submit to such non-invasive testing for drugs or other controlled dangerous substances, are subject to immediate suspension. Any student who submits to such testing shall receive a duplicate copy of the results of the test.

- Students who are suspended will report to school at 3:00 pm. and will remain at school until 7:00 pm to serve their suspension.
- Teachers of the suspended student will be responsible for getting the day's class assignments to the Student Affairs Office by 2:30 pm on the day of the suspension
- Students will be charged \$150.00 (\$37.50 per hour) per suspension day to cover the cost of faculty supervision of the suspension.
- A suspended student may not participate in or attend any school related function, athletic event or co-curricular activity.
- During a suspension, a student will not be permitted on school property until 3:00 pm. In such cases, a student will be the responsibility of the parent(s) at home. The Principal or his designee will determine the type and length of any suspension, which may be up to ten (10) days.

The student and parent(s)/guardian will be orally advised of any suspension, and will also be given written notice of the suspension and the reasons for it.

Conduct meriting suspension will include, but is not limited to, the following:

- 5 detentions for poor conduct, a 1 day suspension;
- Repeated dress code violations, a 2 day suspension;
- Extreme disrespect towards a teacher or peer, a 3 day suspension;
- Cutting class/truancy, a 3 day suspension;
- Vandalism, a 4 day suspension and restitution;
- Fighting, a 5 day suspension or dismissal;
- Stealing, a 5 day suspension, restitution or dismissal;
- Drug/alcohol policy violations, up to 10 days suspension or dismissal.
- Leaving campus without permission, a 3 day suspension.
- Cutting an official school detention, a 1 day suspension
- Forging a parent signature, a 1 day suspension
- Smoking or use of any form of tobacco, a 2 day suspension
- Overly aggressive behavior, 1 day suspension
- Absences/lateness deemed excessive by the administration, 1 day
- Violation of Personal Electronic Devices Policy, 1 day

## **TUITION POLICY**

The School permits several different payment plans for tuition, the payment must be kept current regardless of the plan selected.

Option 1 – Tuition is due in full by July 1. A 2 % discount will be given if paid on time. Those receiving financial aid do not qualify.

Option 2 – 1st tuition payment is due July 1. 2nd tuition payment is due December 1. A 1 % discount will be given if paid on time. Those receiving financial aid do not qualify.

Option 3 – 10 monthly automatic withdrawals on the FACTS tuition payment plan. Please note that there is an annual enrollment fee of \$38.00.

- **These are the ONLY tuition payment options approved by and accepted by the Board of Trustees.**
  - a. Unless your account is kept current, you will not be able to access CrusaderNet.
  - b. Your financial obligations to the school must be met before the student will be permitted to advance to the next academic semester or, if a senior, graduate from the School.

- c. The School will not release report cards, or grades and transcripts will not be sent to other high schools or colleges until your account is brought up to date.
- d. The student will not be allowed to participate in a school-sponsored trip unless your account is current.

**All fees and fines must be paid in full in order to obtain grades and/or transcripts.**

**Approved by the Board of Trustees of Bishop Eustace Preparatory School regarding *Unpaid Tuition*:**

**Any student whose tuition remains unpaid at the end of the first semester will not be permitted to sit for first semester exams. Likewise, any student whose tuition is unpaid at the end of the second semester will not be permitted to sit for second semester exams.**

#### Withdrawing From The School

If the student's enrollment is withdrawn on or before June 30 of the current year, you will be released from the obligation to pay tuition; however, your initial registration of \$200.00 shall not be refunded.

#### Tuition Refund

Tuition refunds will be pro-rated. This means a refund for tuition only will be available, school fees are not refundable.

If a student attends school for one day of the month, tuition must be paid for the entire month regardless of when the student withdraws from school.

Any notice of withdrawal or refund requests must be made in writing to the Finance Office.

#### **Student Withdrawal from the School**

Students who withdraw from the School on their own volition or are asked to leave the School, will not be accepted for readmission to the School. Students who withdraw from the School due to their family moving from the School's sending area will be permitted to reapply for readmission to the School.

#### **Transfer Students**

The School admits transfer students on an individual basis from both non-public and public schools based on their academic and other performance records. All determinations made by the Admissions Committee are final. It is not our practice to accept students applying for admission to the twelfth (12<sup>th</sup>) grade level.

### **USE OF COMPUTERS**

**Application.** Information technology facilities operated by The School are available for use by students, faculty, and staff. Students, faculty, and staff are encouraged to use the information technology facilities for research, instruction, and other school related activities. The School's technology facilities include but are not limited to personal computer workstations, printers, peripheral devices, network user accounts, direct and wireless network and Internet access, electronic message systems and instructional materials. The Information Technology Acceptable Use Policy applies to situations where any person or persons utilizes the School's information technology facilities alone or in combination with other information technology facilities or equipment including personal equipment.

**User Responsibility for Compliance.** Utilization of any of the School's information technology facility constitutes acceptance of the terms of this Information Technology Acceptable Use Policy. Users acknowledge they have read and understand this Information Technology Acceptable Use Policy and they shall be personally responsible for their acts or omissions in connection with this policy.

**Penalties for Violation.** Any violation of this policy may result in revocation of utilization privileges, administrative discipline, or immediate termination of the violator's relationship with the School, and could lead to criminal and civil prosecution. The School is authorized by anyone utilizing its information technology facilities to cooperate with government and civil authorities in the prosecution of any criminal and civil matter against any person who violates this policy, including disclosure of any records, information, data, images, communications, recordings, or other evidence in the custody of, or accessible by, the School. Administrative discipline will depend on the severity of the offense and will be at the discretion of the Dean of Students.

**Waiver of Privacy Expectations.** Any person utilizing any the School's information technology facility understands and agrees they are specifically waiving any expectation or right to privacy in their communications, data, programs, information stored, displayed, accessed, communicated, published, or transmitted on the facilities. Those utilizing the information technology facilities that require security for School-related purposes must contact the Director of Technology to arrange for specific project or program requirements.

**Internet Access and Use.** Students are not permitted to access web sites promoting gambling, pornography, illegal substances, hatred or violence, or any other web site or category of web sites that is illegal at the local, state or federal level, or that is prohibited and/or restricted by the Technology Department.

**Personal Laptops.** Students are encouraged to bring and use personal laptops for research and educational purposes. Classroom use of personal laptops is at the discretion of the instructor and all use is governed by this agreement.

Activities considered to be in conflict with this policy include, but are not limited to, the following:

- Accessing computers, accounts, data and programs for which you are not authorized.
- Sharing your password and account(s). You are responsible and will be held accountable for all activity occurring on your account.
- Intentionally providing computer access to unauthorized people (by loaning your account to another person, disclosing someone else's password to a third party, etc.)
- Creating, modifying, executing or re-transmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- Installing software including freeware, shareware, public-domain, commercial, or personally licensed software on any school-owned computer equipment without appropriate authority.
- Using computers or networks with the intent to compromise any other computers or networks or to commit crimes or other unethical acts.
- Using computers or networks for unauthorized non-school-related commercial or for-profit activity.
- Removing any school owned computer software or hardware from the campus without the written permission of the appropriate administrator.
- Any attempt to modify the settings, or operation of a computer including but not limited to the desktop, wallpaper, screensaver, network settings, drive access, printer access, toolbars, language default, installed software, or any intentional act with the intended purpose of removing the computer from service.

### **Personal Electronic Devices**

Personal electronic devices are permitted to be used on campus during the school day. Classroom use of PED's will be stated in the syllabus of each teacher. Rules regarding the use of PED's in the library are listed under "Lullii Library". Earbuds or headphones must be used when audio is on. **No student is permitted to use or have on them any personal electronic device while tests or exams are being given.**

## **REGULATIONS**

### **GYM REGULATIONS**

1. All students are required to wear the official gym uniform which is available in the school store.
2. Students must remain under the supervision of the Physical Education staff for the entire period. Students who have finished using gym and locker room facilities may not move to other areas of the campus until the period has ended.
3. A student will not be excused from participation in gym class without a note from a parent (1 day) or a physician (for 2 or more days consecutively). The note must be submitted to the Nurses' office. Students excused from gym class must remain with the class for the entire period.
4. Students are permitted in the gym only when scheduled and supervised by a teacher or coach. This regulation applies to all areas of the gym building. Athletes, in particular, are not permitted in the gym building until 2:30 p.m. without the express permission of the Office of Student Affairs.
5. Gym lockers are for use only during class time to secure the student's personal belongings.
  - a. Lockers are assigned for overnight use only to athletes in season.
  - b. Only official locks may be used in the locker room.
  - c. Students are responsible for securing their valuables before they go to class. The School cannot be responsible for items that are left unattended and not locked in a locker.

## **LOCKER REGULATIONS**

1. Students are permitted to use their lockers before homeroom, during passing time, and at dismissal.
2. Each student locker is officially assigned. Each student is responsible for the appearance, maintenance, and contents of the locker assigned to him/her.
  - a. Lockers will be checked periodically for proper maintenance and cleanliness. Fines will be levied when lockers are not properly kept.
  - b. Students are not to switch or share lockers with one another.
  - c. The school is co-tenant of lockers and desks and reserves the right to search and confiscate any illegal substances at any time.
3. Lockers are to be **locked** when unattended. The school assumes no responsibility for articles lost or stolen due to student negligence. Students will be fined for failing to lock their lockers.
4. A student is not permitted to enter another student's locker even with permission from the student to whom it is assigned.
5. Only officially assigned locks may be used. Unofficial locks will be confiscated and the student will be fined.
6. Unassigned lockers are not to be used by any student.
7. Lockers must be cleaned prior to Christmas and Easter vacations. They must be vacated before final exams.

## **LOST AND FOUND**

1. All articles or money found on school property must be turned in to the Student Affairs Office.
2. Students must print their names in each of their school books and stencil their names on their gym uniforms and calculators.
3. Students receiving notice of "found" items should report to Lost and Found in the Student Affairs Office. Items not claimed will be considered unwanted and will be discarded.
4. "Found" items not brought to the Student Affairs Office will be considered stolen. Offenders will be dealt with accordingly.
5. Students are responsible for securing all valuables. Valuables such as purses, calculators, laptops, etc. should not be left unattended. The School is not responsible for items that are lost or stolen.

## **LULLI LIBRARY/RESOURCE CENTER REGULATIONS**

1. Students who spend prep periods in the library/resource areas are expected to study, read, research, meet with a teacher/librarian or be otherwise engaged in academic pursuits. Activities should be conducted as quietly as possible as a courtesy to other students and teachers at work there. When no teacher is available to supervise, the overhead lights will be turned off to indicate that a resource area is closed.
2. All school regulations are in effect from 8:00am, when the library opens, until 6 pm when the library closes. Students may not visit the library during the homeroom period. Those who participate in after-school activities or sports may wear appropriate apparel other than the school uniform.
3. Students may enter and exit the building at any time but must always leave the premises through the security gate.
4. Students wishing to use PED (personal electronic devices) should always use earbuds or headphones when the audio is on. Texting is permitted but phone calls and loud conversation are not. No group accessing a single screen. Except when working on a group project.
5. Students who wish to borrow library materials should follow these procedures:
  - a. Present a current ID card at the circulation desk.
  - b. Check out not more than 5 books on a single topic. The loan period for books is 2 weeks with 3 renewals. The library charges .25 cents a day for overdue materials and the replacement cost if lost, stolen or vandalized library materials, including calculators and laptops. Borrowed calculators, laptops and fine transactions must be handled by a librarian.

- c. Return borrowed items on time. The library sends overdue notices to homerooms periodically as a courtesy to students. Students who owe the library overdue materials and/or fines at the end of the marking period will be referred to the Office of Student Affairs, which will issue detentions for non-compliance. "On Reserve" materials are due back at the end of the period and may not leave the library.
6. The following misconduct may result in disciplinary action:
    - Disobeying directives of a librarian or teacher
    - Being disrespectful to a librarian or teacher
    - Making unnecessary noise or other disruptive behavior
    - Misusing the lavatories
    - Misusing PED's
    - Disregarding the dress code, including the ID card
    - Entering library staff areas without authorization
    - Eating, drinking, sleeping, or moving library furniture
    - Defacing, vandalizing or stealing library material/school property
    - Filming or taking photographs in the library without prior authorization

### **LUNCH AND CRUSADER HALL (STUDENT CENTER) REGULATIONS**

1. With five (5) minutes remaining in the periods, all trays are to be returned, cans and plastics recycled, trash picked up off the floor and the tables wiped clean. Crusader Hall Monitors will assist in this process.
2. Sitting on top of tables, windowsills and radiators, or grouping chairs in any walkway is not permitted. Sitting on top of chairs or putting feet on the seat of chairs is not permitted.
3. Conduct during any designated use of Crusader Hall is to be orderly. Inappropriate behavior will not be tolerated. Violations include unnecessary loudness or singing, the throwing of food or any matter, unruly conduct in the lunch line, and/or the interference with another's use of Crusader Hall facilities.
4. Cutting into the lunch lines is prohibited.
5. **No food or drink is to be taken out of Crusader Hall except for those students whose schedule does not permit them to have a scheduled lunch period.**
6. Underclass students are permitted to be in Crusader Hall during **only one lunch period per school day as scheduled**. Seniors have the privilege of remaining in Crusader Hall whenever they are not scheduled for class.

### **MCAULIFFE SCIENCE CENTER REGULATIONS**

1. All students are to enter and exit the building using the doors facing the Library. The doors on Crusader Hall side of the building are to be used only in cases of an emergency.
2. The stairwell on Crusader Hall side of the building is to be used only in cases of emergency.
3. Students are not permitted to be in the prep rooms (area between the classrooms and laboratories) unless accompanied or supervised by a teacher.
4. Students are to enter the building to attend class or to see a teacher. Loitering in the corridors or lavatories is strictly prohibited.
5. All safety equipment such as shower and eyewash stations are to be used only in cases of emergency.

### **PICNIC AREA REGULATIONS**

1. During the school day, only seniors may use the picnic area.
2. Seniors must stay in the immediate picnic area; the Field House and the areas behind the Field House are off-limits. Use lavatories in Crusader Hall.
3. No student may go into the parking lot without permission.

4. Students are expected to maintain the area by discarding any refuse.
5. Conduct in the area should be orderly: no sitting on tables, no unnecessary loudness, no throwing of food or other inappropriate behavior will be tolerated.

### **QUADRANGLE REGULATIONS**

1. Students are not to walk across the quadrangle grass when moving from one building to another.
2. **No food or drink is permitted in the quadrangle or outside the library.**
3. No littering.
4. No loud talking, disruptive noises, unruly behavior, or lying on the ground.
5. **No sitting/standing on any of the steps.**
6. Students are reminded that school rules apply to the quadrangle and they should conduct themselves accordingly.
7. General disregard of these regulations will lead to the closing of the quadrangle.

### **SPECIAL EVENTS/DANCES**

Students attending activities or functions sponsored or supported by the School are bound by all School regulations and discipline. The following should also be noted:

1. Students may not return to a function once they have left the function.
2. Students must report to events on time. Students arriving late will be denied entrance to the event.
3. Any student whose conduct is deemed improper will be asked to leave the function and will be subject to disciplinary action by the Office of Student Affairs.
4. Anyone wishing to bring an outside guest to the dance needs to pick up a registration form for that guest **IN ADVANCE** from the Office of Student Affairs. The form is to be completed and given to the student's class advisor. For dances where tickets are sold in advance, a ticket must be purchased for the guest in advance. Once arriving at the dance, the student and their guest must sign in at the table set up in the foyer before entering the dance. No student and guest will be allowed to enter the dance if they did not register beforehand. Students of the school are responsible for the behavior of their dates/guests. Guests will be expected to follow all rules and regulations of the school, including arrival and dismissal times, proper behavior, language and dress at the event. Please note that **NO** guests from other schools may attend the Freshman Dance.
5. No alcoholic beverages and/or controlled substances are to be brought to, consumed at, or consumed prior to any school activity.
6. Students who are marked absent on the day of an athletic/special event are not permitted to attend the activity.
7. Students who are suspended are not permitted to attend athletic or special events, including weekend activities during the time of suspension.
8. The times of dances and special events are listed on the monthly calendar or are announced to the students. Parents are asked to pick up their students at the designated termination of each activity.
9. The Homecoming dance begins at 7:00 PM. All students must arrive by 8:00 PM (unless permission has been obtained from the Student Affairs Office prior to the dance). School dances end at 10:00 pm. Students are permitted to leave the dance after 9:30 pm. If a student needs to leave a dance before 9:30 pm they must have written permission from parent/guardian. Telephone calls are not acceptable.
10. The Junior Ring Dance and Senior Prom are formal events and since we believe in the importance of social amenities as part of a high school experience, these dances are couples only (male/female) events.

### **STUDENT PARKING AND DRIVING REGULATIONS**

Student parking is considered a privilege and not a right. It may be revoked at any time. Parking at the School is at your own risk. The school assumes no responsibility for any cars parked on campus, however the school reserves the right to search for and confiscate any illegal substances.

1. Only Seniors with a parking permit are allowed to park their cars on school grounds.
2. Parking permits must be displayed on the rear view mirror with the number side facing out.

3. Students who park on campus without the permission of the Office of Student Affairs are liable for disciplinary action and a fine.
4. The speed limit on campus is 15 mph at all times. **No speeding on campus**
5. All traffic signs and traffic directives on campus must be obeyed.
6. Student drivers who violate the speed limit or engage in dangerous behavior while driving on campus are liable for disciplinary action and revocation of driving privileges. Parents will be notified.
7. In coordination with the Camden County Parks Commission, students are no longer permitted to park in any lots on the Cooper River. Parking off campus is subject to local township ordinances.

## STUDENT REGULATIONS AND CODE OF CONDUCT

The following directives are intended to aid in the normal functioning of the School:

1. The school day begins at 8:10 AM, at which time students must be in complete uniform and in their homeroom. Students are to be wearing their student ID card on their designated class lanyard. Students who do not have their student ID are to report immediately to the Student Affairs Office for a replacement. If a lanyard or ID is lost, it must be replaced for a cost of \$5.00. Students who arrive after 8:10 AM but before 8:30 AM must report to the Late Room in room 105. A student arriving after 8:30 AM is to report to the Office of Student Affairs.
  - a. Prior to 8:00 AM, students arriving on campus should report to Crusader Hall. No students are to enter the school buildings before 8:00 a.m. (This includes Lullu library)
  - b. Once students have arrived on campus, regardless of the time, they must REMAIN on campus until the end of the school day. Breakfast is available in Crusader Hall before the start of homeroom.
  - c. Crusader Hall is closed to students between 8:00 a.m. and the start of first period.
2. Homeroom Period
  - a. Anyone missing part of the uniform will be asked to leave homeroom and return properly dressed. If this cannot be done before 8:10 am, then the student will be considered late and sent to the Late Room.
  - b. Student drivers are **not** permitted to go to their cars during homeroom or any other time of the day without explicit permission from the Dean of Students.
  - c. Students are expected to stand, and show the proper respect during morning prayer and the Pledge of Allegiance.
  - d. Students must honor all appointment notices received during homeroom.
3. Passing Time
  - a. Students are permitted to move between classes **ONLY** during passing time. When classes are in session, a student must have a pass to be in the hallway.
  - b. Students are permitted five (5) minutes for passing time.
  - c. Students should be mindful of courtesy to others.
  - d. Normal conversation is permitted in the corridors between classes.
  - e. Profanity in the hallways will not be tolerated.
4. Students must attend all classes to which they have been scheduled.
  - a. Students **must** be on time for their assigned classes.
  - b. Scheduled conferences and resource assignments are considered the same as classes.
  - c. Students are to remain in class for the **entire** scheduled period.
  - d. Classes are canceled if there is a posted notice or an administrator verbally cancels them. Check with the Student Affairs Office if your teacher is not in the classroom.
  - e. Any student who is asked to leave class for a disciplinary matter must report immediately to the Student Affairs Office. If the Dean is not available, the student **must** wait in the office. After a conference with the Dean, the student may be detained for disciplinary reasons. This regulation applies also to dismissal from the Library/Resource Areas, Crusader Hall, and the Field House.
5. **Prep Time.** Students unscheduled for class are responsible for choosing how to spend their "prep" time, subject to the following restrictions:
  - a. Students must comply with the passing time regulations.
  - b. Students are not permitted to be in a classroom, office or the Field House at any time, including after school, without supervision.

- c. Time spent outside is restricted to the quadrangle, the canopy areas near Crusader Hall, and the bench area outside the Library.
  - d. Students are never permitted to go to their lockers during scheduled class periods **without a pass**.
  - e. Seniors have the privilege of using the picnic area.
  - f. Students must cooperate in keeping the school campus clean and tidy.
  - g. In keeping with the educational philosophy of "Prep time", students are to use this time for class preparation, research and study.
  - h. Students are not permitted in parking lots without an official pass from the Student Affairs Office.
  - i. Recreational activities of any kind must be approved by the Office of Student Affairs except the privilege of being in the Senior Picnic area for senior students.
6. Students are not permitted to leave the campus during regular School hours without the written consent of their parents or legal guardians. Students must obtain a pass from the Student Affairs Office to leave campus.
  7. Students are not permitted to bring guests on campus during the school day. Visitations are handled through the Office of Institutional Advancement.
  8. The use of profanity or vulgar language will not be tolerated.
  9. Public displays of affection are not permitted on campus.
  10. Student ID cards must be worn at all times during the school day.
  11. Students are expected to carry the Student Handbook with them when attending classes during the school day.
  12. Advertisements, notices, or displays of any kind must be stamped in the Student Affairs Office before they are posted on the bulletin boards or distributed. When posted, they are to be respected by all. They are to be taken down when outdated.
  13. The faculty mailboxes, desks, and lounge are off limits to all students before, during, and after school hours.
  14. School bus misconduct will be dealt with by the Office of Student Affairs and will result in a reconsideration of a student's bus privileges.
  15. Students are not permitted to have visible tattoos. Student with visible tattoos will not be permitted to participate in co-curricular activities. No visible signs of body piercing are acceptable on campus, except for pierced ears for female students.

## **DRESS CODES**

### **DRESS CODE FOR STUDENTS**

Students are expected to maintain a neat appearance during the school day, reflecting pride in themselves and their school. The following guidelines are intended to clarify the standard or decorum by which student dress and appearance will be evaluated. Students may wear coats (not sweatshirts) during inclement weather when changing buildings. Coats must be removed before entering any classroom, Crusader Hall or Library.

### **YOUNG MEN**

1. The uniform pants (khaki) are to be worn the entire school year. Young men are to wear a belt everyday.
2. A white dress shirt with BE monogram, with a coordinating tie are also part of the uniform. Only a plain white shirt may be worn under the dress shirt. The tail of the shirt must be tucked into the pants. Shirt cuffs must be buttoned and sleeves unrolled.
3. All young men are to wear the School black v-neck sweater from Dec. 1 to March 31.
4. Only the regulation school shoe is permitted to be worn during the school day. Shoelaces must be the same color as shoes and must be tied.
5. No head coverings, such as hat, caps, etc., may be worn in buildings.

- Hair must be neatly trimmed (above the collar of the shirt) and no outlandish/bizarre hair styles are permitted (example: no mohawk style, no afros, no spiked hairstyles, etc.) If questions arise—the Office of Student Affairs will solve the issue.
- Earrings are prohibited for young men during the school day, including Dress Down days. Earrings are permitted to be worn at school sponsored social and athletic events.
- Students must be clean shaven, including sideburns, which are not to exceed the earlobe.

## YOUNG WOMEN

- The uniform skort is to be worn the entire school year.
- The uniform skort (gray) must be worn with black or gray SOLID tights. No alterations are to be made to the length of the skort. Girls are to refrain from wearing tights which have runs or tears in them.
- All young women are to wear the school black v-neck sweater from Dec. 1 to March 31. Young women are required to wear the light-weight pink vest (or the black V-neck sweater) from the start of school through November 30th and from April 1st to the end of the school year.
- A BE monogrammed white blouse is to be worn. Blouses must be tucked in at all times and oversized blouses are not permitted. Only a plain white tee-shirt may be worn under the blouse. Blouse cuffs must be buttoned and sleeves unrolled.
- Only the regulation uniform shoe is permitted to be worn during the school day. Shoelaces must be the same color as shoes and must be tied.
- Accessories, such as excessive jewelry, scarves, and pins are not permitted. Two pair of non-pendant earrings may be worn. No long dangling or oversized earrings may be worn.
- Hair style should be appropriate for school, especially avoiding flamboyant styles which require teasing and spraying. Abnormal or eccentric hair coloring is forbidden.
- Students are expected to exercise moderation in their use of cosmetics.

## FOR BOTH YOUNG MEN AND YOUNG WOMEN

- Students may wear school pins reflecting co-curricular interests, such as Athletics, N.H.S., or Youth Ministry.
- The school retains the right to regulate the dress of students at all school sponsored events.**

As a Roman Catholic Preparatory School we would be remiss if we did not challenge our young men and women in the virtue of modesty. The Catechism of the Catholic Church states “modesty protects the mystery of the persons and their love.” (CCC 2522). We do our utmost to fulfill our mission. Clothing styles change, fashions come and go, but human dignity must be protected today and always.

Formal and informal dresses for young ladies must conform to the Church’s view of modesty. Therefore, young women **WILL NOT** be admitted to any dance with backless, bare mid-driffs, cut-out bodices or excessively low cut dresses.

When our students participate in any assemblies or Masses where the school uniform is not required—no bare shoulders are permitted. Also dress and skirt lengths should be no more than two inches above the knee. Sundresses are **NEVER** permitted.

**Male students posing for their Senior Portrait must be clean shaven and are not permitted to wear earrings. Violators will be billed for the cost of correcting the photo.**

When our students attend school-sponsored dances, clothing reflects our values. Please review the dress code below.

## DRESS CODES FOR DANCES

- CASUAL
- DRESSY CASUAL
- SEMI-FORMAL
- FORMAL

## **DRESS CODE FOR SCHEDULED DANCES**

- |                           |               |
|---------------------------|---------------|
| 1. Freshman Welcome Dance | Casual        |
| 2. Homecoming Dance       | Dressy Casual |
| 3. Sophomore Cotillion    | Semi-Formal   |
| 4. Junior Ring Dance      | Semi-Formal   |
| 5. Senior Prom            | Formal        |

## **DRESS CODE DESCRIPTIONS**

1. The casual code allows the students to wear sneakers and jeans. The students may also wear walking shorts, but no short shorts or tank tops are permitted.
2. The dressy casual code does not allow for sneakers and/or jeans. The males usually wear dress shirts and /or sweaters. The females usually wear dress pants or dresses. Gowns are not permitted.
3. The semi-formal code does not allow for sneakers and/or jeans. The males usually wear suits or jackets with a tie. The females usually wear dresses with heels.
4. The formal dress code does not allow for sneakers and/or jeans. The males usually wear tuxedos, and the females usually wear full-length gowns.

## **DRESS DOWN DAYS**

Students may dress down on the 5 days listed on the school calendar. On dress down days, students may wear jeans and sneakers, but shorts, sandals and flip flops are **not** permitted. Midriff tops, tank tops, revealing tops or clothing with inappropriate messages are not permitted.

# **MEDICAL POLICIES**

## **MEDICATION POLICY**

### **CHRONIC PROBLEMS REQUIRING PRESCRIPTION MEDICATIONS**

Prescription medications which must be routinely taken during school hours must be kept locked in the Nurse's Office. Medications must be in their original container with the doctor's name and instructions on the label. A doctor's note describing the chronic condition must accompany the drug if not clearly described on the student's medical record. Students will then report to the Nurse's Office according to the prescribed schedule to take the medication. This procedure is to be followed whether the medication is to be taken daily or only as needed.

NOTE: Students who have "as needed" orders for medications which are rarely used, i.e., inhalers/asthma, antihistamines or epinephrine/bee stings, insulin/ diabetes, etc., **MUST** have an emergency supply, clearly labeled and complete with doctor's orders, locked in the Nurse's Office. **STUDENTS WITH CHRONIC PROBLEMS WILL NOT BE PERMITTED TO BEGIN CLASSES UNLESS THE MEDICATIONS AND PROPER AUTHORIZATIONS ARE IN ORDER BEFORE SCHOOL BEGINS.**

### **ACUTE PROBLEMS REQUIRING PRESCRIPTION MEDICATIONS**

Any prescribed medication must be in its original container with the doctor's name and instructions on the label. Ideally, it should be taken at home. When this is unavoidable, it must be taken in the Nurse's Office after the nurse checks the container, physician's order and parental request.

### **MEDICATIONS WHICH ARE NEEDED DURING SCHOOL ACTIVITIES OUTSIDE OF THE SCHOOL BUILDING**

Medications, such as inhalers for asthmatics, may be needed by a student when he/she is away from the school building. Medications should be carried by the student or supervising adult whose only function will be to verify the student's name and Nurse's authorization on the label. Students using these medications must have a record of the doctor's orders and parental request and a Bishop Eustace Self-Medication Form on file in the Nurse's office. The medication must be labeled and include: the student's name, nurse's signature, and medicine's expiration date.

### **OVER-THE-COUNTER (OTC) NON PRESCRIPTION MEDICATIONS**

OTC Medication taken on a routine basis for a chronic condition requires a doctor's note and students must follow the same procedure as above for chronic conditions.

## **OTC MEDICATIONS FOR ACUTE PROBLEMS**

OTC Medications taken during school hours require that the doctor/parent consent/request form be on file or accompany the medication. Medications must be taken in the Nurse's Office.

**Any student, taking medication of any type outside the Nurse's Office without proper consent, or giving medication of any type to another student, will be subject to disciplinary action which will vary from detention to expulsion, as the situation warrants.**

## **HOMEWORK IN CASES OF ILLNESS**

Homework assignments may be requested and will be provided for upperclassmen who have been or expect to be absent from school for five or more consecutive days, and for freshmen who expect to be absent for three or more consecutive days. Such requests may be made by contacting the "Student Personnel Services Office." Each request will require 24 hours to process.

# **DISCIPLINE**

## **DISCIPLINARY COMMITTEE**

The Disciplinary Committee's purpose is to consider and suggest the most appropriate course of action to be taken regarding a student who has committed an offense against the civil or moral law in school or at a school function. The committee consists of the Dean of Students, The Director of Student Personnel Services and a counselor other than the student's counselor.

## **TEACHER DETENTIONS**

A teacher may give a student a private detention for inappropriate behavior in or out of the classroom. A notice must be forwarded to the Office of Student Affairs. The student will be given a day's notice before the detention is to be served.

The time and place of the detention will be determined by the teacher. In the event that the student fails to appear for a private detention, the teacher will inform the Office of Student Affairs. Private detentions may never supercede official school detention.

# SCHOOL SCHEDULES

## DAILY SCHEDULE

Homeroom	8:10	+	20	=	8:30
Period 1	8:35	+	40	=	9:15
2	9:20	+	40	=	10:00
3	10:05	+	40	=	10:45
4	10:50	+	40	=	11:30
5	11:35	+	40	=	12:15
6	12:20	+	40	=	1:00
7	1:05	+	40	=	1:45
8	1:50	+	40	=	2:30
Dismissal	2:30				

## ONE-HOUR SNOW DELAY SCHEDULE

Homeroom	9:10	+	20	=	9:30
Period 1	9:35	+	35	=	10:10
2	10:15	+	35	=	10:50
3	10:55	+	35	=	11:30
4	11:35	+	35	=	12:10
5	12:15	+	30	=	12:45
6	12:50	+	30	=	1:20
7	1:25	+	30	=	1:55
8	2:00	+	30	=	2:30
Dismissal	2:30				

## AFTERNOON ASSEMBLY/ FACULTY MEETING SCHEDULE

Homeroom	8:10	+	20	=	8:30
Period 1	8:35	+	35	=	9:10
2	9:15	+	35	=	9:50
3	9:55	+	35	=	10:30
4	10:35	+	35	=	11:10
5	11:15	+	35	=	11:50
6	11:55	+	35	=	12:30
7	12:35	+	35	=	1:10
8	1:15	+	35	=	1:50
Assembly/Dismissal	1:55				

TIME	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
HOMEROOM 8:10 - 8:30						
PERIOD 1 8:35 - 9:15						
PERIOD 2 9:20 - 10:00						
PERIOD 3 10:05 - 10:45						
PERIOD 4 10:50 - 11:30						
PERIOD 5 11:35 - 12:15						
PERIOD 6 12:20 - 1:00						
PERIOD 7 1:05 - 1:45						
PERIOD 8 1:50 - 2:30						

SCHEDULE

TIME	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
HOMEROOM 8:10 - 8:30						
PERIOD 1 8:35 - 9:15						
PERIOD 2 9:20 - 10:00						
PERIOD 3 10:05 - 10:45						
PERIOD 4 10:50 - 11:30						
PERIOD 5 11:35 - 12:15						
PERIOD 6 12:20 - 1:00						
PERIOD 7 1:05 - 1:45						
PERIOD 8 1:50 - 2:30						

SCHEDULE