

GLoucester Catholic High School POLICIES AND REGULATIONS 2011 - 2012 ACADEMIC YEAR

TO THE PARENT

Catholic education is a creative and living process, which seeks to develop the individual wholly and fully. Gloucester Catholic is committed to the development of our students in their responsibility and accountability to self and to the community so that they might live in a democratic society in peace and respect for themselves and their fellow man. Such an important task requires close cooperation between the school and the home. The purpose of this handbook is to inform the parents and the students of certain policies and regulations with the intention of promoting better understanding. The parents are urged to keep this handbook handy for future reference.

TO THE STUDENT

This publication of the Academic Policies and the Regulations of Gloucester Catholic High School is given to you to inform you of the school's requirements in both the area of academics and personal conduct. **READ IT CAREFULLY.** Share its contents with your parents since it is important that all at Gloucester Catholic have a common understanding of the policies, regulations, and procedures of the school. **Other than permission forms, pages may not be torn out of this handbook.**

When a student is granted admission to Gloucester Catholic High School, he/she is given the opportunity to participate in all the rights, privileges, programs, and activities of the school. The student likewise accepts and therefore must abide by the academic requirements and rules of conduct established by the school. Having been duly informed of these regulations and requirements, students who fail to abide by them must take the necessary corrective steps or withdraw from school. This handbook contains the rules, regulations and requirements with which the students must comply in order to remain enrolled at Gloucester Catholic.

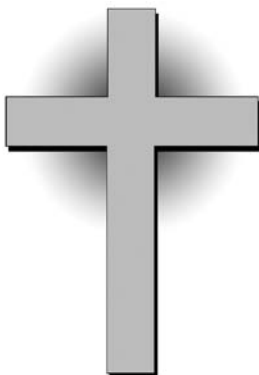
In the ordinary course of the year, student photos are used in marketing advertisements and school publications, as well as recognizing student achievement on our web site. If you do not wish your child's photo to be used in such a manner, please inform the Principal.

All students and their parents/guardians are asked to read the entire handbook, and then sign below indicating they are aware of the contents of the handbook. This page is to be removed from the handbook and turned in to your homeroom teacher by Friday, September 16, 2011.

Student

Parent

Date





PARENTAL PERMISSION FORM FOR RELIGIOUS ACTIVITIES AND RETREAT 2011 - 2012

Religious formation is the heart of Gloucester Catholic's mission. To this end, retreats, liturgies, and penance services, as well as regular prayer, are essential components of our curriculum. They provide our students with an opportunity to examine their lives in the context of spiritual development, participate in prayer and the sacramental life of the Church, and grow into a deeper appreciation of their faith.

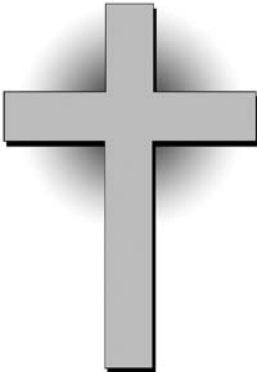
Liturgies and regular prayer occur as an ordinary part of the school day at Gloucester Catholic. All-school liturgies take place in the Msgr. Edward B. Lucitt Parish Hall/Gloucester Catholic gym, while class liturgies take place in our domestic chapel in the Dominican Center. In addition, we offer daily liturgy before school each day in the same location. Prayer occurs in a variety of locations, most often in the classroom. All of the above occur on the campus of Gloucester Catholic. Penance services occur twice annually during the liturgical seasons of Advent and Lent. The penance services will take place on the date designated on the calendar in the student handbook unless a cancellation is necessary due to inclement weather or another circumstance. Students participate in the services at St. Mary's Church in Gloucester City, NJ. As part of the service, students may receive the sacrament of reconciliation. Students walk to and from St. Mary's from Gloucester Catholic along with their entire class level and assigned teachers. The exercise normally takes a little over a class period to complete.

Every student participates in a retreat each year. There are additional retreat options for students throughout the year that are optional. The class level retreat is, however, mandatory. Your son or daughter's retreat will take place on the date designated on the student handbook calendar unless a cancellation is necessary due to inclement weather or another circumstance. The school dress code is in effect for the day, as are the ordinary rules and regulations for comportment expected of our students. The school provides bus transportation with an appropriate number of chaperones for a full day of activities. Students should pack a lunch. Students will return to Gloucester Catholic before the end of the school day in order to facilitate their transportation home or to additional activities.

If a student misses a retreat, the school will schedule a make-up day. Failure to report to this make-up will result in an appropriate school sanction.

Please sign below to acknowledge that you as parent/guardian have read the contents of this form and request that your son/daughter be permitted to participate in the scheduled activities outlined above as part of the curriculum of Gloucester Catholic High School. Form will be collected in religion class.

Parent/Guardian Signature Print Student's Name Date





GLOUCESTER CATHOLIC HIGH SCHOOL STUDENT-PARENT NETWORK AND INTERNET SYSTEMS AGREEMENT

By signing below, we understand that we are acknowledging our understanding of, and are agreeing to abide by, the policies set forth in the section of this handbook entitled "GCHS Information Technology Policies."

These policies review the acceptable use of GCHS's internal network and those web-based applications and systems used by GCHS in the performance of its normal operations, including: PowerSchool, Live@edu.com (RamsNet), SkyDrive, and Naviance.

We further understand that we have the right to withhold our signature, which would result in the denial of access to that portion of the GCHS information systems.

STUDENT ACKNOWLEDGEMENT

I am requesting student access to the following:

- GCHS internal computer network
- PowerSchool Student Information System
- RamsNet (E-mail, SkyDrive, Microsoft Office Web Apps, etc)
- Naviance
- All of the above

Print Student Name _____

Student Signature _____ Date _____

PARENT ACKNOWLEDGEMENT

I am acknowledging my understanding of the policies related to my son/daughter's use of the GCHS network and the RamsNet. In addition, I am requesting parent access to the following:

- PowerSchool Student Information System

Print Parent(s) Name(s) _____

Parent Signature _____ Date _____





Student/Parent Handbook of Gloucester Catholic High School

FOR THE USE OF
STUDENTS
PARENTS
FACULTY

Main Building
856-456-4400

Fax
856-456 0506 - Main office
856-456-3599 - Guidance
Website: www.gchsrms.org
333 Ridgeway Street
Gloucester City, NJ 08030

Annex
856-456-0610

Property of: _____

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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BELL SCHEDULE(S)
WILL BE DISTRIBUTED
DURING ORIENTATION.

ALL TIMES AND DATES ARE
ACCURATE AT THE TIME OF
PUBLICATION. HOWEVER, THEY
ARE SUBJECT TO CHANGE, IF
CIRCUMSTANCES WARRANT.

SEPTEMBER 2011

20	Opening Liturgy & Student Council Installation - AM Activity Schedule
22	Freshmen Parent Orientation Meeting/Freshmen Dance 7-9pm
23	Pep Rally - PM Activity Schedule
28	Faculty Meeting/Workshop - PM Activity Schedule
29	Sr. Parent Information Mtg. 7:00pm - REQUIRED
29	Magazine Drive Kick-off - Omit last period

OCTOBER 2011

6	Fr./Soph./Jr. Back to School Night - 7:00pm to 9:00pm (all teachers)
7	Transfer students welcome breakfast - 1st period
10	School Closed - Columbus Day
11	Interim Progress Report - Grades due 6:00am PSAT - Sophomores/Juniors - 12:30pm Dismissal
12	Freshmen Retreat/Service Day; Seniors - College Visit Day
18	Junior Ring Assembly - 1st period of the day (Juniors Only)
21	8th Grade Dance - 7:00pm to 9:00pm
26	Faculty Meeting/Workshop - PM Activity Schedule Sophomore Retreat
29	Homecoming Dance - 7:00 to 11:00pm

NOVEMBER 2011

1	All Saints Day Mass - AM Activity Schedule
3	Open House - 7:00pm to 9:00pm - PM Activity Schedule
4	Faculty Meeting/Workshop - PM Activity Schedule
5	SAT'S @ GCHS
9	First Marking Period Ends
11	Faculty in-service - School Closed. Grades due 6am
17	Report Cards; Parent Conferences - 6:30pm to 8:30pm
20	Alumni Mass & Communion Breakfast - 9:00am (Gym)
22	8th Grade Visitation - Special Schedule
23	Thanksgiving Liturgy & Awards - Dismissal - 10:30am
24-27	School Closed - Thanksgiving Vacation
28	TENTATIVE - Magazine Drive Day Off

DECEMBER 2011

2	Sophomore Penance Service
6	Freshmen Penance Service
8	Mass - Feast of The Immaculate Conception
12	NHS Installation - AM Activity Schedule
13	Interim Progress Reports - Grades Due 6:00am
13	Junior Penance Service
16	Pep Rally - Omit last period
16	Senior Penance Service
22	Advent Liturgy - AM Activity Schedule
23	Faculty Meeting and Luncheon
24-1/3	School Closed - Christmas Vacation

JANUARY 2012

3	School Re-opens
6	Mass - AM Activity Schedule
13	Faculty Meeting/Workshop - PM Activity Schedule
16	School Closed - Martin Luther King, Jr. Day
20-25	Semester Exams
26	Make up/Conflicts
27	Grading Day - End of 2nd Marking Period & First Semester
31	Grades Due - 6:00am

FEBRUARY 2012

3	8th Grade Dance - 7:00pm to 9:00pm
10	NHS Valentine Dance - 7:00pm to 10:30pm
17	School Closed - Faculty In-Service/Meeting
20	School Closed - President's Day
22	Ash Wednesday Liturgy - AM Activity Schedule
25	Registration for Incoming Freshmen - 9:00 am to 12:00 noon
27	Interim Progress Reports - Grades - Due 6:00am

MARCH 2012

7	ITED Testing for Grades 9-11 - AM Activity Schedule: Senior Retreat
8	ITED Testing for Grades 9-11 - AM Activity Schedule: Seniors Retreat
9	ITED Testing for Grades 9-11 - AM Activity Schedule:
12	Sophomore Class Trip
13-15	Spirit Week
14	100 th Night - 6:00 to 9:00pm
15	Spirit Week Activity - Special Schedule
15	Basket Auction
16	TENTATIVE DAY OFF - Play Drive
20 to 22	Junior, Sophomore, Freshmen Registration
20	Freshmen Penance Service
21	Faculty Meeting/Workshop - PM Activity Schedule
22	Sophomore/Junior Parent Meeting - 7:00pm
23	Sophomore Penance Service
26	Mandatory Senior Parent Trip Meeting - 7:00pm
27	Junior Penance Service
30	Senior Penance Service

APRIL 2012

4	Lenten Prayer Service/Awards - Dismissal End of 3rd Marking Period - Grades Due 6:00am
5 - 15	School Closed - Easter Vacation
16	School reopens
19	Last Day for Field Trips - Seniors
20	Junior/Senior Prom Assembly
21	Prom
23 - 27	Senior Trip
24	Junior Retreat

MAY 2012

2	Faculty Meeting/Workshop - PM Assembly Schedule
4	Last Day for Field Trips - Underclassmen
5	SAT'S @ GC
7 - 18	AP Exams
7	Academic Honors Banquet - 6:30pm
16	Sports Banquet - 6:30pm Mass - Ascension Thursday - AM Activity Schedule
17	Last Class Day for Seniors
18 - 24	Seniors Exams/Make-ups and Conflicts Senior Grades Due - 6:00 am
25	School Closed - Memorial Day
28	Senior Class Meeting - 9:00am (Gym)
29	Graduation Practices - 12:00 noon (St. Agnes Church) Graduation Practices - 12:00 noon (St. Agnes Church)
30	Senior Awards Breakfast 9:30am - Auletto's
31	Baccalaureate Mass & Graduation 3:30pm (THURSDAY) - St. Agnes Church

JUNE 2012

1	School Closed
7	Last day of classes for underclassmen
8	Closing Liturgy; Awards; Elections; Clean lockers – Special Schedule
11-14	Exams
15	Make-ups/Conflicts & Grading Day
18	Grades Due - 10:00am
19	Grade Verification Day
20	Faculty Check-out/Luncheon

FORWARD

This handbook has been composed and updated for this school year for your guidance and convenience in order to acquaint you with the rules and regulations, activities, curricula and traditions of Gloucester Catholic High School. **The administration reserves the right to change and update the information provided in these pages at any time.**

STUDENT COUNCIL OFFICERS 2011 - 2012

President	Christopher Harris
Vice President	Christopher Sacchetti
Secretary/Treasurer	Joseph Solecki

SENIOR REPRESENTATIVES

Robert Alessandrino, Catherine Cavalier, Claudia Gallagher,
Brian Kutza, Armani Lee, Jake Turner

JUNIOR REPRESENTATIVES

Meagan Bonner, Kelly Coppola, Kathleen Golden,
Katie O'Shea, Kameryn Short, Brandon Wethman

SOPHOMORE REPRESENTATIVES

Lauren Gappa, Glenn Garrison, Rachel Haines,
Emily Lyons, Prina Patel, William Simila

IMPORTANT NOTICE

The principal of the school has the sole and absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing in this handbook limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose penalties for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

NONDISCRIMINATION POLICY

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 or ethnic origin in the administration of its educational policies, in its admission policies, scholarship and loan programs, athletic and/or school-administered programs

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GREETINGS

This handbook is provided to help you become acquainted with your school. If you have attended Gloucester Catholic High School before, we invite you to take advantage of knowing your school a little better.

Our responsibility is to provide opportunities for spirituality, service, scholarship, leadership, citizenship and assembly programs.

Your responsibility is to help us to be a fine school. This can be accomplished by showing respect for your fellow students and teachers, for school property, display proper courtesy at all times in the classrooms, corridors, assemblies and cafeteria. This is the foundation upon which a good school is built.

ALMA MATER

We hail Thee Gloucester Catholic
Thy honor and glory acclaim
We join in mighty chorus
Our pride, our joy, Thy Name.
With loyal hearts we praise Thee,
Ever strong and true,
Firm in our stand
We'll always be St. Mary's High to you.

CHORUS

Hail Alma Mater
We Thy children bring homage and love
As we Thy praises sing.
From near and far
We answer to Thy call
Pledging our work
Our Faith, Our Hope in all.

CHORUS

We Hail Thee Gloucester Catholic
Thy honor is steadfast and true.
We pledge ourselves forever
In loyalty to you.
Go on forever, go on.
Let Thy banners sail
Honor and Truth through all the years
Thy wisdom will prevail.

REPEAT CHORUS

ADMINISTRATION, TEACHERS AND SUPPORT STAFF

2011 - 2012 ADMINISTRATION

Mr. John T. Colman..... Principal
Mrs. JoAnn Walsh Assistant Principal for Educational Services, Emeritus
Miss Mary Ann Saunders..... Assistant Principal for Discipline
Mr. Edward Beckett Assistant Principal for Spiritual Formation

STUDENT PERSONNEL SERVICES

Mrs. Cara Buckland Director
Mr. George Bakey..... Guidance Counselor
Mr. Anthony Powers..... Director of Admissions and Academic Recruitment

DEAN OF STUDENTS

Miss Mary Ann Saunders..... Assistant Principal for Discipline
Mr. Thomas Flynn..... Assistant Dean - Freshmen

ATHLETIC PROGRAM

Mr. Patrick Murphy..... Athletic Director

SPIRITUAL FORMATION

Rev. Charles Colozzi Chaplain

CURRICULUM AND TECHNOLOGY

Mr. Thomas Reed Director

FACULTY AND STAFF

(*DENOTES DEPARTMENT CHAIRPERSON)

RELIGION

Mr. Edward Beckett*
Mr. Patrick Beckett
Mrs. Julia McHenry
Mrs. Beth Quinn
Mrs. Mary Ryder
Mrs. Margaret Stafford

BUSINESS

Mr. Thomas Iacovone
Mrs. Julia McHenry
Mrs. Christine McKenna
Mr. Patrick Murphy*
Mr. Thomas Reed

ENGLISH

Mr. Edward Beckett
Mr. Thomas Flynn
Mr. Kevin Heil
Mrs. Maureen Morgan

Mrs. Kathleen Schilling
Mrs. Lenora Vizzini
Mrs. Sharon Zuccarelli*

FINE & PRACTICAL ARTS

Mrs. Joan Chalmers
Mr. David Sipple*

LANGUAGE

Mr. Ian Chrzanowski
Mrs. Diana Flynn*
Mrs. Patricia Kutza

MATHEMATICS

Mrs. Anne Heim*
Mrs. Pamela Leonhardt
Mrs. Julia McHenry
Mrs. Courtney Murnane
Mrs. Polina Oreshko
Mrs. Antoinette Reed

PHYSICAL EDUCATION/HEALTH

Miss Eileen Collins
 Mr. Thomas Iacovone

SCIENCE

Mrs. Joan Chalmers
 Miss Elaine Delengowski
 Mrs. Pamela Leonhardt
 Mr. Robert Nark*
 Mrs. Sandra Rehrig

SOCIAL STUDIES

Mr. Patrick Beckett*
 Mr. Kevin Heil
 Mr. Arthur Mascolo
 Mrs. Courtney Murnane
 Mr. Todd Powers
 Mrs. Beth Quinn
 Miss Mary Ann Saunders

MEDIA CENTER

Mrs. Katharine Coghlan

NURSING AND HEALTH SERVICES

TBA

STUDENT ASSISTANCE COUNSELOR

TBA

SECRETARIAL STAFF

Ms. Anne Barron
 Mrs. Kathleen Bujalski
 Mrs. Patricia Gilliard
 Mrs. Patricia Jackson
 Mrs. Sharon Previtera (junior high secretary)
 Mrs. Helen Tricocci

SCHOOL BURSAR

Mrs. Maryann Grant

ALUMNI ASSOCIATION OFFICERS

Thomas Iacovone; Thomas Underwood
 Eppie Bottinger; Anne Barron

MAINTENANCE

Mr. John Martin (Supervisor)
 Mr. John Daly
 Mr. Fran Wurster

CAFETERIA STAFF

Mrs. Kim Anthony
 Mrs. Eleanor Ernhardt
 Mrs. Patricia Hause
 Mrs. Marge Marks
 Mrs. Sissy Rusk
 Mrs. Helen Wurster (Manager)

PHILOSOPHY OF EDUCATION

Gloucester Catholic High School is a Catholic school in the Diocese of Camden, New Jersey. Our Catholic school creates a unique setting within the ideal of Christian education, "to make people's faith become living, conscious, and active through the light of instruction."

Gloucester Catholic's educational program is unique because its design and operation foster and integrate religion with the task of learning and living. It is contemporary because it enables students to address with Christian insight the multiple problems facing individuals and society today. It is oriented toward Christian service by providing students with the opportunity to acquire skills, virtues, and habits of both heart and mind required for effective service to others.

Gloucester Catholic's philosophy of education is an outgrowth of our definition of a Catholic institution. A school's philosophy must be predicated in some way on the societal conditions in which it exists, because the primary role of that school is to prepare young people to take a responsible place in that society. Gloucester Catholic students do not simply fit into or cope with society; they are young men and women capable of taking active roles in shaping that society. It should be recognized that high school years make a lasting imprint on the spiritual character of young people. Our philosophy of education is concerned with the whole student—the spiritual and ethical, the intellectual and physical, the psychological and societal.

We are not only physical, but spiritual beings. The integration of religious truths and values with life distinguishes the Catholic school from other schools. This integration is a matter of crucial importance today in view of contemporary trends and pressures to compartmentalize life and learning, and to isolate the religious dimension of existence from other areas of human life.

Each student is an individual whose potential must be challenged and whose uniqueness must be nurtured. Because of the demands of our pluralistic society, intellectual growth is essential. Therefore our school insures this growth by providing a curriculum which is challenging and varied, giving each student the opportunity to develop according to his or her own ability and interest.

Although we are individuals, we must live in society. Thus, the school must provide students the opportunity to live in a community where the qualities of understanding, respect, and compassion are valued. Ethical orientation toward each other within both the school and secular communities is as important to us as our students' cognitive growth. Students are taught to take responsible roles in society, and to this end the school expects the students to learn and practice leadership, taking responsibility for their actions.

Therefore, the concerns of our school are: first, to provide a community of faith in which our value system and the student's spirituality are supported and developed; secondly, to provide the student with the opportunity to grow intellectually and physically according to his or her own capabilities; and finally, to provide for the student's psychological and social well-being. The student is thereby led to take his or her place as an active member in the community.

GRADUATE PROFILE

GCHS believes that the values inherent in its mission, together with the efforts and achievements of our administration, faculty, staff and student body, will produce a certain type of student upon graduation.

It is our goal that each student who graduates from Gloucester Catholic will:

- be a good Christian
- be a reflective person who will make informed decisions using critical thinking and sound moral judgments.
- be a person with a strong sense of personal responsibility and self-reliance
- be actively involved in his/her community, as well as the world at large, through service to others
- be able to accept diversity among people
- be able to effectively communicate
- be prepared to be a life-long learner, eager to continue his/her education
- be someone who continues the GC family traditions of faith, knowledge and loyalty
- value his/her academic accomplishments

GOALS

Our Gloucester Catholic High School Community maintains the Statement of Philosophy and accepts our common responsibility to achieve the following objectives.

A. To create a faith community:

- of people who earnestly desire to make Gloucester Catholic a community of faith which is indeed "living, conscious, and active."
- of people who are encouraged to live the Gospel message as proclaimed by Jesus.
- of people who devote specific time to liturgies, personal prayer, and growth through spiritual activities.
- of people who integrate their concern for the Christian community with their responsibility to the total human community.
- of people who understand and appreciate their unique value as children of God and members of society.
- of professional and para-professional personnel who take a sincere interest in the welfare of youth, offering not only subject matter but also values, encouragement, and counseling; a community capable and willing to implement our educational philosophy.
- of honest and open communicators.

B. To assist in the building of character:

- by encouraging students to act on Christian principles rather than from bias, whim or mere instinct.
- by clarification of Christian values and moral decision regarding one's duty to God, self and community.

C. To promote for our community intellectual progress:

- by stimulating initiative and resourcefulness in the pursuit of knowledge to develop a desire for learning now and in the future.
- by developing competence in oral and written expression.
- by developing mathematical skills, including computational and logical reasoning.
- by developing an awareness of significant changes in knowledge, technology and society.

- D. To establish proper social attitudes:
 - by providing knowledge for intelligent citizenship.
 - by fostering respect for the rights of individuals and groups, regardless of position, race, nation or creed.
 - by awakening interest in the social conditions of one's community and of society in general.
 - by urging students to exert a wholesome influence wherever they are situated.
 - by making students conscious of their duty toward the common good.
 - by encouraging students to participate in the many extra-curricular activities which are offered in order to learn how to compete with others in a healthy Christian atmosphere.
 - by providing knowledge & awareness of global environmental issues.
- E. To develop loyal Americans:
 - by emphasizing that rights are accompanied by obligations.
 - by familiarizing students with the interdependence of our global family.
 - by inculcating a keen appreciation of our American heritage.
 - by training students to participate responsibly in government whether as voters or officials.
- F. To cultivate the aesthetic and emotional faculties:
 - by teaching the students to appreciate culture and beauty in the world and creatively use their energy.
 - by offering courses in the arts.
 - by guidelines in the selection of entertainment, especially regarding music, literature, and movies.
 - by encouraging refinement in manners and speech, and good taste in dress.
- G. To promote physical health and safety:
 - by instilling Christian respect for the human body.
 - by promoting the understanding and practice of good health habits necessary for maintaining physical and emotional well-being.
- H. To equip students for their vocational needs:
 - by leading them to think seriously of their lifework and to take proper counsel regarding it.
 - by requiring mastery of skills needed for employment or continued study.
 - by fostering a better understanding and appreciation of the basic life styles we are called to as a Christian: single, married, priesthood or religious.

ACTIVITIES PROGRAM ELIGIBILITY REQUIREMENTS

1. Any student who passes all courses in a given quarter is academically eligible for all extra-curricular activities that do not have a minimum GPA requirement, (e.g., all athletic teams/cheerleaders, the school play/stage crew, the forensic team and any other activity as may be determined by the administration) for the following quarter.
2. Any student who has a failure in a given quarter must obtain a 1.5 average in order to be eligible for all major extra-curricular activities in the following quarter.
3. Any student who has a failure in a given quarter and does not have a quarter average of 1.5 is not eligible to participate/play in for extra-curricular activities/sports, although he/she may be allowed to remain as a member of the activity/sport and practice as such. Such a student's academic status will be reviewed at interim report time by the administration and guidance department in association with the consent of the parents.
4. Any student who has two or more failures in a given quarter is not eligible to participate/play in extra-curricular activities/sports although he/she may be allowed to remain as a member of the activity/sport and practice as such. Such a student's academic status will be reviewed at interim report time by the administration and guidance department in association with the consent of the parents.

5. Any student who becomes ineligible as a result of fourth quarter academic work may avoid the stigma of commencing a new school year as ineligible by satisfactorily fulfilling a summer program of study as outlined and approved by the administration and guidance department. It is the obligation of the student, however, to initiate such special consideration by scheduling an appointment with the guidance department before June 30th. Moreover, the student's eligibility status remains subject to review and at best tentative during the first quarter of the new school year.
6. Any student, at the discretion of the Principal and the Assistant Principal for Discipline, may be declared ineligible if the student's behavior is not conducive to the philosophy of Gloucester Catholic.
7. The principal ultimately reserves the right to make final eligibility judgments where special circumstances so warrant.
8. State Eligibility Policy: For the **Class of 2012 and 2013**, all students must earn a minimum of 13.75 credits per semester. Beginning with the **Class of 2014**,
 - 1) To be eligible for athletic competition during the first semester (9/1 to 1/31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
 - 2) To be eligible for athletic competition during the second semester (2/1 to 6/30) of the 9th grade or higher, a pupil must have passed the equivalent of 12½% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (1/31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester. There is no credit requirement for incoming students from grammar school (8th grade).

ACADEMIC HONORS BANQUET

Our Annual Academic Honors Banquet will be held each spring. Students who have maintained First Honors and/or Principal's Honor Roll for (3) three successive quarters will be presented with certificates and medals. Each student may invite two guests @ \$25.00 per guest. There is no charge for the student.

ATHLETIC PROGRAMS

Gloucester Catholic High School is a member school of the Tri-County Conference. The seasonal sports offerings are:

FALL

Cross Country-Boys & Girls
 Field Hockey
 Football
 Soccer-Boys & Girls
 Tennis - Girls
 Volleyball - Girls

WINTER

Basketball-Boys & Girls
 Bowling - Boys & Girls
 Ice Hockey
 Swimming - Boys & Girls
 Wrestling

SPRING

Baseball
 Golf
 Lacrosse - Boys & Girls
 Softball
 Tennis - Boys
 Track-Boys & Girls
 Volleyball - Boys

During the season of training it is a challenge to all participants to measure up to the program both physically and scholastically. The directed competition and good sportsmanship taught are an important part of the educational program. Those who participate in athletic competition are required to pass a physical examination by a doctor and be adequately covered by accident insurance. Details are available from the athletic department.

During the spring of each year, a sports awards night is held honoring coaches and athletes who have excelled. Athletes to be honored and their coaches invited. Each student athlete may invite two guests @ \$25.00 per guest.

CHEERLEADERS

Any girl with the qualifications of a good cheerleader: school spirit, poise, vigor, satisfactory grades, and a sense of responsibility is eligible to try out for a position on the J.V. and varsity squads. A committee selects the cheerleaders from among those interested in developing school spirit necessary for competitive sports. If a girl is selected for the squad, she can only participate for Gloucester Catholic and not for any independent outside organization.

CLASS TRIPS

Occasionally a class may take a field trip to a place or event of general interest to their school work. All students who wish to go on any such trip sponsored by the school must submit a permission note signed by both parents. The notes are given to the faculty moderator responsible for the group. A phone call will never be accepted in lieu of the permission form. Uniforms will be worn unless otherwise stated. When casual attire is permitted, it must comply with our casual day regulations. **INDEPENDENT TRIPS OR ACTIVITIES WHICH PARALLEL THE SCHOOL SPONSORED FUNCTION ARE PROHIBITED.**

DANCES

In addition to the special dances sponsored by various classes and organizations, the school sponsors dances in the school gym. Dances may be scheduled in the gym throughout the year. These dances are conducted between 7:00pm. and 10:30pm. and those attending must remain inside the building until the dance is over or they decide to leave for the evening. Those attending must conform to the standards of conduct established by the school. No student will be permitted to leave these dances before 10:00pm. A guest to our dances must be accompanied by a Gloucester Catholic student.

HOMECOMING DANCE

The traditional Homecoming Dance is organized by the Senior Class and is held in conjunction with the Homecoming Football Game. The Homecoming Queen reigns over both the football game and dance held in the Gym.

JUNIOR RING ASSEMBLY

The Junior Ring Assembly is held during the school day and includes the blessing and distribution of school rings. All Juniors and their parents are invited to attend the assembly, which will be followed by a reception.

JUNIOR-SENIOR PROM

Each spring the school sponsors a formal dance for juniors and seniors. Since this is a formal event and we believe in the importance of social amenities as part of a high school experience, it is a couples only (male/female) event.

The junior class assumes full responsibility for choosing a theme, decorating, etc. This cooperative effort engenders a strong class spirit that carries over to senior year, when they become the school leaders.

NATIONAL HONOR SOCIETY

The Marian Chapter of the National Honor Society of Gloucester Catholic High School has as its purpose the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of leadership and the development of character in the students of the high school. The National Honor Society is a nationwide organization inaugurated and approved in 1921 to promote the above-mentioned ideals in the secondary school system of our country.

SELECTION PROCESS

To be eligible for membership a student must be a member of those classes designated as eligible in the chapter by-laws. At Gloucester Catholic that includes all juniors and seniors. Candidates must have been in attendance at the school an equivalent of one semester.

Eligible candidates must have a cumulative average of 3.5 when they apply. Candidates must also achieve a 3.5 average at the end of the first quarter. Candidates shall then be evaluated on the basis of service, leadership, character, and academics.

Selection for membership is by a faculty council. The faculty council consists of five faculty members appointed annually by the principal for a term of one year. Members may be appointed to consecutive terms. The chapter adviser is an ex-officio member of the faculty council. Selection of members to the chapter will be taken by a majority vote of the faculty council **AND THEIR DECISION IS FINAL.**

Membership shall never be considered on the basis of grades alone. Students who are academically eligible will be notified by the chapter adviser and informed that for further consideration for selection to the NHS they must complete a Student Activity Information Form. This form must be returned to the chapter adviser within (5) five school days from the day it is given to the candidate. Failure on the part of the candidate to return this form within the allotted time will automatically eliminate the candidate from further consideration.

If a student is absent every effort must be made to get the form in on time. A parental phone call directly to the chapter adviser must be made if the candidate cannot make any possible arrangements to get the form in on time. **In this case only a one day extension will be granted.**

Students and parents must understand that the form is not an application for membership, and that review of the information gathered does not guarantee election. The form will be reviewed by the faculty council. The council may require verification of information on the form. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.

Candidates chosen for induction will not be notified prior to the installation, which will take place during school hours at a student body assembly. New members will be called out of the audience for the "tapping ceremony."

Parents will be notified of their child's selection by the chapter adviser prior to the installation and invited to attend the ceremony. Parents will be asked to maintain the element of surprise and not inform the child of this phone call.

Parents are asked not to call the school seeking information regarding the selection prior to the installation. Inquiries after the installation will be no more specific than the information presented here.

NON-SELECTION OF CANDIDATES

Not all students who are academically eligible will be chosen for membership. Schools are not obliged to share with parents and students information concerning non-selection for specific students. According to the NHS legal counsel, no constitutional due process requirements apply in non-selection cases.

Commonly, however, complainants question the judgment of the faculty council. It is important for students and parents to realize that a decision of this type has some subjective aspects. The principal has chosen five persons to be on the faculty council and must place a high degree of trust in this council.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS, and that the faculty council is entrusted with making the selection decisions. The National Council of NHS will not review the judgment of the faculty council regarding the selection of individual members to local chapters.

GENERAL COMMENTS ON NHS

Selection to the NHS is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate those qualities.

In evaluating potential membership for leadership, service and character the faculty council has developed a working definition of these qualities.

The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community will be considered, provided they can be verified.

The criterion for service can be defined in terms of value of contribution. Some questions that will be considered are: What contribution has the candidate made to school, classmates, and community? What is the student's attitude toward service?

Character is probably the most difficult criterion to define. The faculty council will consider the positive aspects of character as well as the negative traits.

Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking school rules are poor membership risks, but will not be automatically excluded from consideration for membership.

Article IX, Section 4 of the Constitution of the National Honor Society states in part: "A description of the selection procedure shall be published in an official school publication which is widely available to all student and parents in the school." Accordingly, the selection procedure for Gloucester Catholic is incorporated in the Student/ Parent Handbook. Please read the information carefully so you will be familiar with the selection process.

A student who fails to maintain the scholastic average of 3.3 for one quarter will receive a warning. If the student fails to maintain 3.3 for two consecutive quarters, he/she will be dropped from the National Honor Society and will only be reinstated when the student achieves two consecutive quarters of scholastic average of 3.3.

SCHOOL PAPER - RAMPAGE

The school newspaper of Gloucester Catholic has as its basic purpose the presentation of good wholesome school spirit by keeping the student body informed of past, present and future activities. In addition to the above, it offers students gifted in the literary field an opportunity to develop their talents.

SCHOOL CLUBS/ACTIVITIES

Visit our website at www.gchsrams.org or contact our Director of Student Activities for current information.

SCHOOL PLAY/STAGE CREW

The school play is presented annually by our student body. All students who are academically eligible may try out for a part or to work on the stage crew. Most practice sessions are held after school hours and on the weekends. The good academic standing of all candidates accepted must be approved by the administration before they are officially approved for their part in the play.

The stage crew must likewise be approved by the administration for the role they play in the annual stage production.

STUDENT COUNCIL

The Student Council consists of elected representatives from each of the four levels as well as an elected executive board and an appointed faculty moderator(s). In addition, three students per homeroom are chosen to assist in the service projects carried out by Student Council. Its purpose is to provide the opportunity for students to be elected by their peers and to acquire experience in conducting meetings in addition to planning and working together to provide social, cultural, and various other experiences for the student body.

ELECTIONS

Elections are held in the spring of each year with freshmen elections taking place the following fall. The President and Vice-President are from the senior class and the Sec./Treas. is from the junior or senior class. All three offices are filled by a vote from the entire student body after hearing speeches from the candidates at an assembly.

All those nominated must maintain a 2.5 GPA and must be free of any major discipline problems. Those seeking election must become familiar with the Constitution of the Student Council in order to understand nomination procedures and requirements as well as their responsibilities when elected. All nominees also sign a contract agreeing to perform specific duties during their term of office.

YEARBOOK - MARYAN

The Maryan, our annual yearbook, best tells the story of the school's activities. It serves as an incomparable memory book for the students, freshmen to seniors, and a reliable record of the academic year. While due emphasis is placed on seniors, the underclassmen have their proper and very important places and are a part of the story of the year.

Students apply for a position on the staff in the spring and staff members are selected by the advisor with recommendations from at least two members of the faculty.

ACADEMIC PROGRAM STUDENT PERSONNEL SERVICES

Two full-time counselor and two administrative assistants working in the Student Personnel Services Area are present to provide a full range of services for each student. While concentration is on the academic aspect of the student's life, these counselors do deal with the total person and try to help with personal problems and any other area that the student might want to discuss. There is also a part-time Student Assistance Counselor. Every student is invited to come to the Student Personnel Services Area to avail himself/herself of these services offered.

The following list is a sample of topics that are most often handled

- 1) course offerings and any difficulty that a student may have with them
- 2) setting up schedules
- 3) standardized testing (SAT's, PSAT's, ITED's)
- 4) particular and general college requirements
- 5) one's abilities, interests, aptitudes, etc.
- 6) scholarships
- 7) loans to finance college education
- 8) personal concerns

Members of the faculty are always available to any student for personal counseling at the student's request.

GRADUATION REQUIREMENTS

Seniors of the Class of 2012 must earn a minimum of 119 credits in order to graduate. These shall include four years of English, three years of computation (Math), two years of United States History, one year of World History, three years of natural or physical science, four years of Religion, 1 year of fine or practical arts, one year of physical education and three years of health. Career education is infused throughout the curriculum and supplemented through a program incorporated into the physical education/health sequence.

In some cases, where transfer students have had no opportunity to receive credits for religion courses, the religion credit requirement and its effect on minimum graduation requirements may be adjusted.

COURSE SELECTION

Programming of students into courses for the next school year begins in the spring. Incoming freshmen are assigned required courses of study and grouped. A placement test is required as a central part of the assignment process. There is also a careful analysis of their elementary education, standardized testing, and parent/student preference forms.

Upperclassmen likewise begin scheduling for the following year's courses in the spring. Before registration takes place, course selection sheets are given to each student that list the required subjects and various electives for a particular level. Parental approval of all electives is required and in fact the course selection sheet should also meet with the approval of Student Personnel Services. Selections are then entered into PowerSchool. The school reserves the right to make any changes in the student's chosen subjects when the circumstances dictate that such changes be made: e.g., failure of a subject at the end of the year; not meeting established criteria; lack of sufficient approval from subject-area teachers; discontinuation of a course due to lack of student registration; etc.

CHANGE OF SCHEDULE

A student who wishes to withdraw from a particular class or to change to another section must first discuss such a decision with his parents and then contact/meet with a Student Personnel Services counselor. Ordinarily, care is taken to honor individual preferences during the course selection process and later requests for change should be the exception. At any rate, it is to be understood that such special consideration will be limited to the first two weeks of the new school year. In addition, a request of this nature will necessarily involve subject-teacher consultation by Student Personnel Services.

Complete withdrawal from a subject, without the substitution of another course selection, will be rare.

MARKING SYSTEM

At Gloucester Catholic a student is evaluated in each course in the following ways:

A+	(97-100)	Excellent
A	(93-96)	Exceptional
B+	(89-92)	Outstanding
B	(85-88)	Very Good
C+	(81-84)	Above Average
C	(77-80)	Average
D+	(74-76)	Below Average
D	(70-73)	Passing
F	(0-69)	Failing

CERTIFICATION

A student passes a course at Gloucester Catholic if he maintains at least a D (70-73). A mark of C (77-80), however, constitutes what is termed certification. This is the minimum standard for the school's recommendation to a college or an employer.

FAILURES

Except for unusual circumstances, a student may not repeat a course he or she has taken and failed in Gloucester Catholic.

In the event a subject is failed for a year, a student must normally attend an approved summer school in order to make up the deficiency of course credit requirements. This is a common expectation when English, Math, and Science on the lower levels are affected or whenever there is a danger a student might not acquire a course needed for graduation (cf above) or might not acquire the minimum credits required for graduation. Preferably, this should not be the situation after freshman year.

If a student makes up a failure (or failures) in an approved summer school, the mark will be recorded on his permanent record and credit given. The Director of Guidance must approve any private tutor used to fulfill the summer school requirement.

Two failures per year may be made up in summer school; with more than two failures the student may not return to Gloucester Catholic without special consideration of the Principal.

REPORT CARDS

Parents who have honored their tuition agreement will have access to student report cards (as available) through PowerSchool and, for 2011 - 2012, by print, if so requested. These quarterly reports are intended to acquaint parents and guardians with the scholastic standing and progress of students. Upon written request, a printed report card will be sent to parents/guardians

INTERIM PROGRESS REPORTS

All students and their families are encouraged to access PowerSchool to monitor student progress.

Each quarter a mid-marking period date will be set on which parents/students can view Progress Report grades of the student. A copy of grades for that date will be maintained on a digital file in Guidance. Printed copies of the Progress Report will be sent to parents upon request. Midway through the 4th quarter, Interims/notices will be sent to those students in danger of failing. The date for this day will be published. By the end of the third quarter an additional form/letter will be sent to the parents of seniors who are in danger of failing for the year. In addition, parents may receive follow-up calls, e-mails, and/or scholastic reports as the teacher deems necessary.

If parents have a question about their student's progress at any point during the school year, they are encouraged to contact either the individual subject teacher or the Guidance Office.

The advantages of this process are these:

- 1) Parents will be given sufficient warning to possibly aid the student in passing for the year.
- 2) Parents will be able to make appropriate summer and vacation plans to accommodate summer school programs.
- 3) Some graduation-requirement problems might be avoided
- 4) Guidance will have time to meet with these students and advise them with regard to their pending failures and summer school registration.

PARENT-TEACHER INVOLVEMENT

It is essential that parents be informed of the progress of their sons and daughters. It is expected that both students and their families will take advantage of PowerSchool to monitor student progress. Scholastic Reports may also be issued at any other time during the quarter at the teacher's discretion. Likewise, rare, if ever, would be the situation where a student would fail for a quarter without some timely notification to the parents of this possibility. Certainly, if there is any parental concern whatsoever, parents may initiate an interview with anyone of the Administration or Faculty by calling the school and scheduling an appointment. Generally, parent-teacher interviews are conducted after the report cards have been issued for the first and second quarter. Dates are listed in this handbook.

ACADEMIC RESOURCES ON THE INTERNET

All students and their families are encouraged to utilize GCHS resources on the Internet. The school website at www.gchsrams.org contains information and links for academics, library and guidance services, teachers and courses. A review should be made periodically to check for updates. Teachers e-mail addresses are available at this site. Students and their families can use PowerSchool as their online resource.

TUTORING

Students who are falling below class requirements may be tutored privately by members of the National Honor Society or by students who are recommended by their subject teachers.

HONORS

A student who has no grade lower than an A in all major subjects is eligible for PRINCIPAL'S LIST. Satisfactory conduct is a necessary prerequisite for this honor.

A student who has a majority of A's and no grade lower than a B in all major subjects is eligible for FIRST HONOR ROLL OF MERIT. Satisfactory conduct is also a required expectation for this praise.

A student who has no grade lower than a B in all major subjects is eligible for SECOND HONOR ROLL OF MERIT. Satisfactory conduct is also a required expectation for this praise.

Any student who has a C in any major subject (excludes P.E. and Health) will not qualify for any honors at all. A failure in P. E. or Health will exclude a student from the Honor Roll.

A student who so distinguishes him/her self by being part of the honor roll receives recognition of the fact as evidence on the bulletin boards of the school.

CURRICULUM

Gloucester Catholic High School has divided its curriculum into six groups of subjects according to academic difficulty and present college curriculum compatibility. Such divisions in no way infer a lack of importance.

These groupings are not to be confused with student phasing within a particular course. Students in grades 9 and 10 are homogeneously grouped where possible. This permits teachers to adjust the pace of each class to ensure student comprehension of subject matter.

RANK IN CLASS

One of the criteria by which colleges and universities select prospective candidates is the student's rank in class. This rank, together with a transcript of semester averages of a student's day by day work, his College Board (SAT) scores, his participation in extra-curricular activities, and his character references from the Administration, Guidance Department and faculty constitute the determining factors for acceptance into college. Moreover, class rank is an essential consideration in the Garden State Scholarship, NJ STARS and other academic award programs.

How is class rank determined? A list of the five groupings of courses (subject to revision each year) follows below. CAUTION: These groupings are not to be confused with student phasing within a particular course. For example, one student may be in a faster paced Math course than another. Since both students are taking the same course - Algebra I - equal quality points will be assigned for each grade. Quality Points are then assigned to grade averages in each grouping in the following way:

Marks		Group 1	Group 2H	Group 2	Group 3A	Group 3
A+	(97-100)	7.5	7.0	6.5	6.0	5.5
A	(93-96)	7.0	6.5	6.0	5.5	5.0
B+	(89-92)	6.5	6.0	5.5	5.0	4.5
B	(85-88)	6.0	5.5	5.0	4.5	4.0
C+	(81-84)	5.5	5.0	4.5	4.0	3.5
C	(77-80)	5.0	4.5	4.0	3.5	3.0
D+	(74-76)	4.5	4.0	3.5	3.0	2.5
D	(70-73)	4.0	3.5	3.0	2.5	2.0
F	(0-69)	0.0	0.0	0.0	0.0	0.0

COURSE OFFERINGS BY QUALITY GROUP

GROUP 1 SUBJECTS

Pre-Calculus
 Advanced Placement Biology
 Advanced Placement Chemistry
 Advanced Placement English Language and Composition
 Advanced Placement English Literature and Composition
 Advanced Placement Environmental Science
 Advanced Placement Psychology
 Advanced Placement U.S. History
 AP Calculus AB

Beginning with the 2011-2012 school year, all AP courses have the additional option of dual credit with Gloucester County College.

US History 3/Economics
 Trig./Advanced Algebra
 Probability and Statistics
 Algebra 1 & 2
 Geometry
 Informal Geometry
 Biology
 Chemistry
 Physical Science
 Anatomy and Physiology
 Business/Economics
 French 1, 2, 3
 Spanish 1, 2, 3, 4
 Environmental Science
 Accounting 1

GROUP 2 SUBJECTS HONORS

US History 1 Honors
 US History 2 Honors
 Algebra 1 Honors
 Algebra 2/Trig. Honors
 Geometry Honors
 Probability and Statistics Honors
 English 1 Honors
 English 2 Honors
 English 3 Honors
 English 4 Honors
 Physics 1 Honors
 Honors Philosophy

Computer Applications
 Advanced Computers
 Computers in the Business World
 HTML
 Creative Writing
 Desktop Publishing
 Religion 1, 2, 3, 4, Religion 4 Service

GROUP 3A SUBJECTS

Art 2, 3
 Concert Choir
 Theater Arts

GROUP 2 SUBJECTS

English 1, 2, 3, and 4
 US History 1 & 2
 World History
 Sociology
 Psychology
 American Gov't/Current Events

GROUP 3 SUBJECTS

Pre-Algebra
 Business Math 1 & 2
 Applied Reading
 Art 1
 Culinary Arts

GROUP 4/5 SUBJECTS

Health 1, 2, 3

Class rank is calculated using administrative software. A pre-set algorithm uses the quality points accumulated from grades given for a maximum of 26 courses (6 majors/year as well as Health 1, 2), including all courses required for graduation. Remedial courses/grades completed by tutors are subject to review by the administration-typically the highest grade given will be a C+. As a privilege, seniors may take a 7th course. Seniors opting for a 7th course recognize that it will appear on the transcript but its point value will not be included in determining class rank.

Class rank is determined by the Guidance Department at the end of the 2nd, 4th, 6th, 7th and 8th semesters. A comparison is made to show a student's relationship to all other class members and the rank is added to his or her transcript. E.G., 21/185.

Quality points are not assessed to athletics, co-curricular involvements, or courses taken in area colleges. In this way they do not affect class rank.

If two or more seniors earn an identical class rank at the conclusion of four years, the highest composite SAT score at any one sitting will be considered a tie-breaker to determine the order of speakers at commencement exercises.

STUDENT PERSONNEL SERVICES APPOINTMENT SLIPS

A student may make an appointment to meet with a counselor or be requested to meet with a counselor. If a student is required to go to the Student Personnel Service Area at any time during the day, the Counselor will give the student an appointment slip. This form will state the time he is to be present at the office. Sometimes he will be required to leave in the middle of a class period. **Tests take priority over a Guidance Slip.** The slip must be presented to the classroom teacher at the beginning of the class period. The teacher will sign the slip, and when it is time for the appointment the student will leave the classroom quietly. When he returns the student must give the Guidance slip (time noted) to the teacher whose class he regularly attends at the time of his return. At times, the student's Agenda will be the pass signed by teacher and counselor. All students should sign the log in the Guidance Office.

TRANSCRIPTS

Transcripts of credits for transfer to another school will not be sent until all book and financial obligations have been settled.

A student transferring from our school to another will follow the procedure outlined under "withdrawal."

Up to eight transcripts will be supplied by the school when requested by a senior. A fee is charged for each additional transcript. There is a postage fee due for each college application mailed. Senior and Alumni members must request transcripts by personally calling the Guidance Office.

Should an outside agency (such as a potential employer, credit concern or bank, etc.) request such records, only the facts of attendance and date of graduation or withdrawal will be released. If said agency submits a release signed by the person in question, then everything requested will be given.

COLLEGE VISITS

Three college visits for seniors and one college visit for juniors are permitted. A NOTE FROM A PARENT OR GUARDIAN MUST BE SUBMITTED TO GUIDANCE FOR APPROVAL AT LEAST 24 HOURS BEFORE THE SCHEDULED VISIT. OTHERWISE, IT IS NOT AN EXCUSED ABSENCE. A signed form verifying attendance at a college or open house scheduled on a school day will be required.

SEMESTER EXAMINATIONS

The school year for Gloucester Catholic students is divided into two semesters of two quarters each. At the end of each semester, students will be required to take an examination for most subjects. The semester examination is worth 20% of a student's semester grade. Special days are designated for the administration of these important exams. All students are expected to be in attendance. Only for extraordinary reasons will a student be excused (ex. illness with doctor's note, death in the family.)

Generally, students must be in good standing (all obligations met) to take their exams. Seniors may earn the privilege of exemption from an exam if they meet the following criteria:

First semester:	A in each quarter to be exempt			
Second semester	A average but must have A in 4th quarter			
ex.	3rd Qtr.	4th Qtr.		
	A	A		exempt
	B, B+	A	A average	exempt
	A	B, B+	A average	not exempt

ACADEMIC INTEGRITY & PLAGIARISM

We believe that honesty in academic work is necessary for the effective intellectual development of the student, the fair evaluation of his academic performance, and most importantly as a moral demand of our religious faith.

A student can violate academic integrity in two major ways: by committing plagiarism or by violating the rules of an assignment.

1. Plagiarism is the unacknowledged use of the ideas, words, research or assistance of another in preparing an assignment. **Some common forms of plagiarism are using another person's words as if they are your own, putting another person's work in your own words without documentation, or even presenting someone else's line of thinking in the development of a thesis as though it were your own.** Education, of course depends greatly on an exploration of the ideas and writings of others. Many assignments will require a student to research those ideas and writings. Whenever the words, ideas or research of an other are used, however, the student must acknowledge that use. Your teachers will provide guidance and instruction as to the accepted methods of identifying sources clearly and accurately.
2. Violating the rules of an assignment. A student who prepares an assignment in such a way as to "get around" the legitimate purpose of that assignment is also guilty of academic dishonesty. Some examples of violating the rules of an assignment include copying someone else's homework, falsifying data for a lab report, or submitting the same term paper for different assignments without the instructor's permission. It is the student's responsibility to understand the rules under which an assignment is to be completed.

Other examples of compromising academic integrity would be:

- a. copying another student's answer on tests, quizzes, lab reports; taking an electronic copy of another's work and submitting it as one's own, etc.
- b. discussing answers with other students during the test itself or in between classes.
- c. the use of cheat sheets, copies of tests, or other unauthorized information either during or before the administration of the test
- d. resubmission of old work, either your own or someone else's
- e. allowing a parent or friend to do your work and presenting it as your own effort
- f. impeding the academic progress of other students, including, for example, taking another student's text or notebook from his/her locker without permission or stealing or defacing another student's work.

PENALTIES FOR ACADEMIC DISHONESTY

The penalty for academic dishonesty is normally a zero for the assignment. Also, a report of all violations of this policy will be made by the teacher to the Principal of the school. Serious or chronic violations could be reason for further penalties and could be reason for a student's dismissal from school.

APPEALS

A student who believes he has been unfairly treated under the Academic Integrity Policy should first discuss the matter with the teacher who gave the assignment. This discussion should take place in private and outside of class time. If, after an objective discussion with the teacher, the student still feels falsely accused, the matter may be appealed to the chairperson of the department in which the class is scheduled. If the teacher happens to be the chairperson, the principal will designate a teacher who is qualified to provide a fair and objective review. The principal of the school has the final say in all matters of academic dishonesty.

WITHDRAWAL

Whenever a student is transferring from Gloucester Catholic High School to another school, he/she should proceed as follows:

- 1) Have parent complete a transfer form and return it to the Guidance Office.
- 2) Pay all outstanding debts and return all state books.
- 3) Turn in student I.D. card.
- 4) Have parent pick up transfer card.
- 5) Transcripts are sent directly from Gloucester Catholic to the Guidance Department of the other school.

STUDENT RECORDS

Barring a court order to the contrary, both parents have equal access to their child's record.

DIRECTORY INFORMATION

The administration of Gloucester Catholic High School designates the following categories of student information as Directory Information. This information can be disclosed by the administration to responsible third parties without parental notification. The following categories of information are so designated:

- Student's name, address, phone number, D.O.B., email address.
- Height, weight.
- Class schedule, dates of attendance, honors, awards, clubs, and teams..
- Photos of the student participating in school athletic contests and/or other school activities

FINANCIAL INFORMATION

Tuition: The Diocese of Camden offers the opportunity for Catholic High School education for students in all six counties of the diocese. The cost of providing quality education within a Christian environment for these students must be met in major part through tuition and fees.

The tuition rates for the 2011 - 2012 school year are as follows:

1st Child	\$ 7,200.00
Each additional Child	\$ 6,600.00

Gloucester Catholic High School contracts with SMART TUITION for the collection of tuition. Tuition payments through SMART TUITION are made automatically from either your checking or savings account. Since payments are automatic, you don't have to remember to write and mail checks every month and your payments are never missed. As a result, your school receives its tuition income on a regular, predictable schedule, helping us to better manage and control our expenses. There is an enrollment fee of \$44.00 which is withdrawn separately from your account.

Parents may choose one of the following payment plans:

- (1) Payment in full by August 20th (family may deduct 1% from this payment). There is no enrollment fee with this option.
- (2) Monthly plan - 10 equal payments beginning August 5th or 20th, ending May 5th or 20th.

Parents of new students will receive a SMART TUITION brochure and the Tuition Information Form when they register for Gloucester Catholic.

Fees:

This fee is paid directly to the school and is not a part of the SMART TUITION program:

Registration Fee (Grades 9-11) - \$175.00 (non-refundable)

Due: March, 2012

These fees are collected by SMART TUITION with the August payment:

Enrollment Fee - \$44.00 (non-refundable)

Graduation Fee (Grade 12) - \$200.00 (non-refundable)

Student Consumables Fee (All students) - \$250.00 (non-refundable)

The Student Consumable Fee provides the following: Course selection packets, exams, Scantron® forms, photocopied articles and supplies, course description booklets, audio-visual equipment, student agenda, testing fees (excluding AP test), mandatory student insurance, student I.D. card (1st one only), retreat expenses, assemblies, school newspapers, N.J. Catholic Alliance fee, etc..

FINANCIAL OBLIGATION CAUTION

If in the course of the school year, the terms of the tuition agreement are not met, and if bills for tuition and fees are delinquent and no specific arrangements for payment have been made with the principal, then the following cautions are applicable:

1. no credit is officially given during the unpaid period.
2. no student will be registered for the following year. Access to PowerSchool will be withheld until all conditions of the agreement have been met for the present year. This includes report cards and transcripts.
3. no student will receive a pass for semester examinations.
4. any graduating student with outstanding debts may not participate in graduation ceremonies or receive the official school diploma.
5. transcripts for students transferring are forwarded only when debts are paid.

TUITION AID

The application for financial aid is due by December 31, 2011. Parents can access the website by logging into www.smarttuitionaid.com. Families must apply for financial aid each year. If you have children in other high schools or elementary schools, you must complete an application for each school. Families will be notified as to whether or not they will receive financial aid by February 2012.

CLASS RINGS

A \$20.00 deposit paid at time of measurement. The total price is determined by the market price of gold at the time the ring is ordered. The entire cost must be paid at the time of delivery - usually by mid-November. No student is obliged to purchase a ring.

INSURANCE

School - Accident Protection Insurance. This insurance is mandatory for all students in September. Cost per student is included in the "consumable" fee. This includes coverage for accidents that students may be involved in during the school hours and any school sponsored activities whether sports or otherwise.

FOOTBALL

This sport represents greater risk of injury and all who play football (including Freshmen) are charged an additional fee over and above the basic rate of coverage. This fee is included in a player's camp fee. Those who do not attend camp must pay this additional fee.

DRIVES

In order to help defray the cost of ordinary - as well as extraordinary repairs, improvements, and maintenance without increasing the tuition payments, certain drives are held throughout the school year. The cooperation of the students and parents is required to make these important fund-raising activities a success without putting a burden on just a few families.

The official school drives are as follows:

Sports Program Drive (summer/fall)

School Magazine Drive (fall)

Basket Auction (winter/spring)

THE PRINCIPAL MUST APPROVE ALL FUND-RAISERS.

STUDENT IDENTIFICATION CARD

THE STUDENT ID MUST BE WORN AND VISIBLE AT ALL TIMES DURING THE SCHOOL DAY, USING THE REQUIRED GLOUCESTER CATHOLIC LANYARD. Each year all students are provided with a new wallet-sized photo identification card. The cost is included in the "consumable" fee. If the card is lost or defaced, it must be replaced at a cost of \$20.00. Lost lanyards must be replaced at a cost of \$3.00. This I.D. also functions as an electronic key which must be used by the students to enter the building. It is activated weekdays between the hours of 7AM and 3PM. It may be requested when books are withdrawn from the library, at school dances and at other times. If a student withdraws from the school, the I.D. cards will be surrendered and deactivated.

TESTING FEES

A nominal charge is made for some of the testing programs operated by the Guidance Department. This is necessary to cover the costs of marking, grading and classifying our students, which is accomplished by a National Testing Organization. The cost is included in the "consumable" fee. This fee does not cover the AP tests.

HEALTH

A Registered Nurse provides the nursing service of Gloucester Catholic.

The nurse's office is located on the first floor of the main building next to the main office. The nurse is available throughout the school day from 8:00 A.M. until 2:30 P.M.

HEALTH HISTORY

Parents are requested to fill out a health history questionnaire at registration. It is expected that parents will keep the school informed of any health problems that develop during the course of the school year, as well as anything that may occur during the summer months. This includes any surgery, any immunization boosters, any new allergies, etc. If a student has any special needs, such as preferential seating for hearing or visual problems, please notify the school nurse so that she may bring it to the attention of the appropriate teachers.

In the event of a physical disability, either temporary or permanent, that prevents a student from participating in Physical Education, a certificate from the student's physician is required, stating the reason for the medical excuse and the time period it is to cover.

REQUIRED IMMUNIZATION

Chapter 14 of the N.J. State Sanitary Code requires the following immunizations for school attendance:

DPT: 3 doses of Td or a combination of DTP and Td to equal 3 doses

Polio: 3 doses - (IPV or OPV)

Measles: 2 dose live Measles vaccine received after the first birthday or laboratory evidence of immunity.

Rubella: 1 dose live Rubella vaccine received after the first birthday or laboratory evidence of immunity.

Mumps: 1 dose live mumps vaccine received after the first birthday or laboratory evidence of immunity.

Hepatitis B immunization: 3 doses

In addition to the above immunizations, Mantoux Tuberculin testing is required for the following students: "Those in any grade who transfer from another state or from another country, who do not have a valid record of a Mantoux tuberculin test result."

The school is required to maintain a record of immunization for every student, which shall include the date of each individual immunization.

Notices will be sent to parents if immunization records are incomplete. Parents are given a reasonable amount of time in which to complete the requirements. If after a reasonable amount of time has elapsed, the student does not have all immunizations completed, he/she will be excluded from school.

HEALTH SCREENINGS

1. Vision screenings: Grade 10 & 12
2. Audiometric screenings: Grade 10
3. Blood pressure screenings: Grades 10, 12
4. Scoliosis screening: Grades 9, 10, and 11 (Students may be excused from scoliosis screening only upon receipt of a written request from parent or guardian.)

REFERRALS

Whenever a health problem is suspected or one of the above screenings is unsatisfactory, a referral is sent home to parents. It is expected that parents will have their family physician evaluate the problem and then return the referral with the physician's findings and recommendations to the school nurse. Referrals are made for the students' well-being, so please do not ignore them.

FRESHMAN & NEWLY ENROLLED STUDENTS

Freshman and newly enrolled students are required to have a complete physical examination by their family physician prior to the start of the school year. **This physical will be sufficient for participation in sports during the year.**

ILLNESS

If during the course of the school day, a student becomes ill, he/she must obtain a Nurse Pass from the teacher of that particular class, to leave. The student then reports directly to the nurse's office. If the nurse deems it advisable for that student to go home, the parents are contacted by phone. If parents cannot be reached, either at work or home, the emergency number that has been provided by the parents will be utilized. The student must remain in the nurse's office or in the main office until someone comes. A student is never permitted to leave school alone-unless the parent or guardian gives permission and assumes responsibility for it. **A student will be considered absent 1/2 day if present less than six class periods. If a student is present for less than two complete periods, he/she will be considered absent for the day.**

In the absence of the nurse, an administrator should be contacted.

ADMINISTRATION OF MEDICATION

The New Jersey Department of Education Health Guidelines recommend: "Parents should be encouraged to administer medications at home whenever possible. Medications should be administered in school only when necessary for the health and safety of students."

If a student must take medication during school hours the following procedures must be observed:

1. The prescribing physician must provide a written request for administration of the medication, including diagnosis, dosage, frequency, and possible side effects.
2. Parent or guardian must provide a written request for administration of the medication, including time it is to be given.
3. ALL MEDICATION MUST BE BROUGHT TO SCHOOL IN ORIGINAL PHARMACY CONTAINER, WITH PHARMACY LABEL CLEARLY MARKED with patient's name, date, medication name, dosage instructions, and physician's name.
4. Medication must be left with nurse.

Medications will not be administered, unless these procedures are followed. NO EXCEPTIONS!!!!

If a student complains of headache, cold, menstrual cramps, etc. and requests a pain reliever, acetaminophen (Tylenol) may be given only with a written request from the student's parent or guardian.

Students may not carry any pills (prescription or over-the-counter) on their person, nor may they take medication on their own. (Students requiring the use of asthma inhalers or epi-pens are the only exceptions, but still must follow # 1-3 above).

Any pills or medications that are brought to school that are not in accordance with the above will be confiscated and discarded by school personnel.

DISASTER EMERGENCY PLAN

If a student requires daily medication for a serious medical condition, please send a three (3) day supply following the procedure outlined in #1-4 above, to be secured and used ONLY in case of an emergency situation requiring the school to shelter in place.

ATHLETIC SCREENINGS

In order to practice or play in any sport, participants in the athletic program must:

1. HAVE A PHYSICAL EXAMINATION BY A LICENSED PHYSICIAN AND SUBMIT A COMPLETED ATHLETIC COMPETITION HEALTH SCREENING FORM. These forms are mailed to students' homes, prior to the start of the new school year.

2. SUBMIT A COMPLETED ATHLETIC INFORMATION SHEET

Only one athletic screening is required per school year. In order to participate in any subsequent sports, a student must present a completed Health History Update, along with his/her Athletic Information sheet for the new sport. These forms are available from the school nurse.

DISCIPLINE POLICY

Gloucester Catholic is a Catholic school and as such subscribes to its belief in the redeemed value of each person. Teachers, as well as administrators, should have faith in the student's ability to want to do the right thing. Such a positive approach, while it can create student trust and faith, can build self-confidence, and can improve morale, does not mean that students are provided license or unrestricted freedom to do as they please. Freedom is linked invariably with responsibility. A person who is truly free is one who acts and chooses while fully accepting the consequences of his actions. Restrictions should not be looked upon as only negative controls. Restrictions that are placed in keeping with the responsibility needed grant to the individual more freedom and as such become rewards.

Gloucester Catholic imposes sanctions for various behavior that is not consistent with the proper atmosphere for a Catholic school. These sanctions are described and common examples of behavior that may result in each type of sanction are listed. Please be aware that the Principal, the Assistant Principal for Discipline and other members of the Faculty and Administration may impose sanctions for offenses that are not listed if they conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. While this section explains typical disciplinary procedures, the Principal and Vice Principal for Discipline have the authority to alter these procedures as they determine is warranted in a particular situation.

Gloucester Catholic employs five possible sanctions in order to maintain a proper atmosphere. They are:

1. Detention
 - Personal
 - School
2. Suspension
 - In-School
 - Out-of-School
3. Probation
4. Resolution
5. Expulsion

DETENTIONS

PERSONAL DETENTION

Individual teachers are the first disciplinarians of the school and are encouraged to administer personal and immediate discipline in their classroom environment. **THE INDIVIDUAL TEACHER WILL HANDLE ALL ORDINARY OFFENSES AND CASUAL DISREGARD FOR RESPONSIBLE CONDUCT.** A Personal detention, therefore, is one administered by a teacher, usually for an infraction of classroom procedure. The teacher makes arrangements for these detentions with the student. Students will be given twenty-four (24) hour notice before serving a personal after school detention. These detentions will be a minimum of one half hour in duration.

FAILURE TO REPORT TO PERSONAL DETENTION WILL RESULT IN MORE SERIOUS DISCIPLINARY ACTION.

The following infractions warrant a Teacher Detention:

- Inappropriate language
- Consistent lack of classroom preparation
- Minor class disruption
- Failure to follow individual teacher's classroom procedures
- Lateness to class (more than three (3) in a semester)

SCHOOL DETENTION

While teachers are urged to administer their own personal discipline, certain situations will necessitate that the matter be referred to the Assistant Principal for Discipline, who could issue a school detention.

It is the teacher's responsibility to inform the Assistant Principal of infractions by filling out the appropriate form and placing it in his/her mailbox, as soon as possible. In making referrals, teachers allow the Assistant Principal the discretion to judge the situation and they likewise relinquish their own decision as to possible sanctions.

A school detention normally meets Tuesday and Thursday in a designated area from 2:35 to 3:35. **Students will serve detention on the detention day noted on the form given to them during homeroom. Students will not be excused from school detention, except for the most serious of reasons and then only with the expressed permission of the Assistant Principal.** A parent must make this request no later than third period on the day of the detention.

While serving a school detention, students are to observe total silence and may not put their heads down on the desk. No reading or writing may take place unless the Assistant Principal has assigned it. Students may leave the detention room to assist school personnel, but only after they personally obtain the appropriate form from the Assistant Principal. Permission may be denied.

Any student who is scheduled for school detention on a day and at a time that is in conflict with his/her desire to participate in an extra-curricular activity (sports included) may be granted permission to reschedule that detention if the following procedure is followed:

- 1) The student makes the request in person to the Assistant Principal for Discipline at least 24 hours in advance of the detention.
- 2) The student is prepared to stay for the next two regularly scheduled school detentions.
- 3) The student has not made a similar request to reschedule a school detention more than twice during the school year.

Permission will normally be granted, unless the original detention was given for either a serious infraction or for cutting a previous school detention. Any student who violates this procedure and participates without permission will be suspended and serve additional detentions.

A student who cuts one detention will be required to make up two detentions. **Those who cut two detentions will be automatically suspended from school and may not participate in extra-curricular activities until a meeting is held between the parents and the administration.**

At the Administration's discretion, a student may be denied the privilege of participating in extra-curricular activities or lose senior privileges while detentions are being served.

DISCIPLINARY REFERRALS

Although it is impossible to include all punishable offenses in a comprehensive listing, below are some of the more common offenses that should be referred to the Assistant Principal.

- violation of the dress code - including hair/grooming
- cutting class or truancy
- repeated classroom misconduct
- disrespect toward school personnel or fellow students
- fighting
- smoking
- fourth lateness to class in a semester
- drug/alcohol use - during school or at any school related activity
- public display of affection (teachers may deal with a first offense, if they wish)
- gum chewing in assemblies, liturgies, labs, business or computer classes and the library.
- leaving school grounds without permission, once they have arrived.
- destruction or abuse of school property
- stealing
- cutting personal detentions
- unauthorized contact with outsiders of any age during the school day
- behavior outside school (including use of internet, computer or electronic devices) that draws unfavorable public attention to Gloucester Catholic.

gambling

use of a cellular phone, camera, or other audio visual device during the school day

listening to any type of audio device during the school day, other than in permitted areas

offensive language and gestures

inappropriate behavior on bus

not wearing student I.D.

violation of the computer acceptable use policy

Dependent upon the circumstances and the severity, any of the above infractions could result in detention, suspension, probation or expulsion.

SUSPENSION

If a student manifests a continuing attitudinal problem with discipline, including an inordinate number of school detentions, he/she will be suspended. It may be in-school or out-of-school suspension.

At the discretion of administration a student may be suspended for any single infraction of a serious nature.

In-School Suspension - duration determined by the Assistant Principal.

- a) The student is not permitted to attend classes and will be responsible for class work, test or quizzes on the day(s) of suspension and the work must be completed within three (3) school days.
- b) The student must report to the Assistant Principal at the start of the school day on each day of the suspension.
- c) The student is responsible for all work previously assigned that may be due during the suspension (e.g. term papers, book reports, projects, etc.)
- d) The student is responsible for all work that may be required on the day of return to class (e.g. homework, test, quiz. etc/).
- e) The student may not attend or participate in any school related activity for the duration of the suspension, beginning on the day he/she is notified of the suspension.
- f) The parent/guardian of the student will receive verbal and written notification of the suspension. The written notification must be signed by the parent/guardian, and returned to the Assistant Principal the next school day.
- g) If a student is absent on the day of the scheduled suspension, a doctor's note must be presented to the Assistant Principal.

Out-of-School-Suspension - student is suspended immediately, duration determined by the Assistant Principal.

- a) The parent/guardian of the student will receive verbal and written notification of the suspension.
- b) Before the student can be re-admitted to school, a parental interview must be held with the Principal and/or Assistant-Principal for Disciplined, depending upon the circumstances.
- c) The student is not permitted to attend classes, be in the building or on the school grounds at any time during the suspension and will be responsible for making up test or quizzes given during the suspension period within three (3) days of returning to school.
- d) The student is responsible for all work previously assigned that may be due during the suspension period (e.g. term papers, book reports, projects).
- e) The student is responsible for all work that may be required on the day of return to class (e.g. homework, test, quiz).
- f) The student is not allowed to attend or participate in any school-related activity on the day(s) of the suspension.

The following infractions warrant an Out-of-School Suspension:

gross disrespect

fighting

minor assault

gross insubordination

harassment (any behavior which prompts or motivates confrontation)

stealing

violation of the Internet policy

verbal or written statement of intent to harm

PROBATION

At the discretion of the administration, a student who is suspended may be placed on probation for a period of 90 days or longer, depending upon the infraction. Implicit in this designation is a three (3) day out of school suspension.

Any serious infraction during the 90 day probation may necessitate expulsion. As far as participation during the 90 day probation, no student will be allowed to participate in any extra-curricular activity whether in school or outside our school for the first 30 days. Certain violations may require a longer period of non-participation. Those who violate probation may be placed on a contract. At the end of 30 days an automatic review will take place and if the student has performed correctly in the areas of discipline he/she may resume participation in extra-curricular activities.

RESOLUTION

The final step before expulsion is a written resolution, signed by the student and parents, in which they resolve and promise to take specific steps to correct the disciplinary problem. This resolution is typically used only after all previous disciplinary consequences (e.g., probation) have failed to alter negative behavior or when a particular infraction is serious enough that the Principal or the Assistant Principal for Discipline concludes that such a resolution is warranted.

EXPULSION

The Secondary School Policy Manual of the Diocese of Camden has these guidelines on expulsion: "The expulsion of a pupil from a Catholic school is an extremely serious matter and it may be the cause of permanent bitterness within a student if there is the slightest trace of injustice evident. Since it is such a severe punishment, it should not be used except as a last resort and after most serious deliberation. Expulsion of a student may occur for extremely grave infractions of school regulations; for continued undesirable conduct detrimental to the moral or physical safety of others or disrespect for duly authorized authority."

Therefore, when all other disciplinary measures have been applied and parents have been adequately informed, a student may be asked to withdraw from Gloucester Catholic. The following infractions, in line with the guidelines, in themselves and among others, make a student liable for expulsion:

- a) attendance at school or at a school function whether on or off school property under the influence of alcoholic beverages or illegal depressive, stimulative, or hallucinogenic drugs including marijuana (including 18 year old students)
- b) the transportation, sale, or storage of contraband, including a weapon, on school property (the school protects its right to periodically search lockers) or at school functions off school property
- c) gross disrespect to a faculty member
- d) actions, which could potentially harm lives
- e) behavior, which is completely contrary to Gloucester Catholic's religious philosophy or publicly scandalous.

The procedures outlined above certainly indicate the values upon which this high school is based. Discipline, understood in the manner explained, can enhance the personal development of the young person. While not an end in itself, such discipline is a primary reason why parents will sacrifice to provide more for their children.

In light of the above comments, parents should be circumspect when students have complaints about discipline received. The Principal and the Assistant Principal for Discipline in the private school are truly "in loco parentis" and value their roles and responsibilities. To communicate agreement and give wholehearted support in the presence of a son or daughter without investigating the details with the Assistant Principal for Discipline does an injustice to the student and is a disservice to us as educators. Complaints concerning fairness, even valid objections, which remain at the rumor level, do not help the fine image of our educational standards, do not help our children, and hinder the processes of positive discipline. Parents are always encouraged to consult with school officials and seek justice.

AUDIO VISUAL DEVICES

The use of cameras of any type, including cell phone cameras, video and/or other types of recording devices is prohibited without the expressed signed permission of an administrator. Students granted permission for use will have their agenda signed by the administrator for a specific period of time. Students not following the proper procedure will have the device confiscated and turned over to the Assistant Principal for Discipline.

CELLULAR PHONES/BEEPERS/PAGERS, ETC.

No student is permitted to use any remotely activated paging device on any property used for school purposes, at any time while school is in session (NJSA 2C:33-19). **Cellular phones must be off between the hours of 7:55 am and school dismissal.** If a cellular phone/beeper/pager is on it will be confiscated and turned over to the Assistant Principal for Discipline. For a **first cell phone violation**, the student may pick up the phone from the Assistant Principal for Discipline at the conclusion of the school day following the day on which the phone was confiscated. For a second infraction, a parent must pick up the device in the main office during regular school hours, but not before the conclusion of the school day following the day on which the phone was confiscated. A phone call should be made to the office to make arrangements for this. Office personnel do not have permission to give the phone to anyone other than a parent. Parents may designate another adult (over 18 years) to retrieve the phone by calling the Assistant Principal for Discipline to make those arrangements.

In addition, the student using the device or providing the device for another student's use will be subject to the following.

- 1st offense** - phone confiscated, three (3) school detentions and parental notification
- 2nd offense** - phone confiscated, two (2) day in-school suspension and parental conference.
- 3rd offense** - indefinite out of school suspension and parental conference to determine whether the student will remain at Gloucester Catholic.

BREATHALYZER

The school is in possession of a breathalyzer and reserves the right to use this device at any time during a regular school day (which shall include but not be limited to summer session and after-school detention) or during a school-sponsored event or activity (which shall include but not be limited to school dances, proms, athletic events, field trips, etc.), either on school premises or away from school premises, on any student suspected of being under the influence of alcohol. In case of a positive reading, parent(s) will be contacted and normal school sanctions will be enforced.

DRUG TESTING

Any student may be required to submit to a drug test for athletic participation purposes or from the general student population if requested by the school administration (see policy on Suspected Substance Use). This program is being initiated to protect your son/daughter from unnecessary exposure to drugs and other illicit substances and is intended to be a deterrent, not punitive.

LANGUAGE/HARASSMENT

Students are expected to use appropriate spoken and written language during the course of the school day and while attending any school activity, whether held on or off the school premises. Offensive and vulgar gestures are included in this policy.

In the same context, students are expected to treat each other with respect. Any accusation of harassment (sexual, ethnic, racial, physically impaired) or physical abuse will be vigorously investigated and appropriate sanctions will be levied if the accusations are proved to be factual.

SMOKING

The Surgeon General has stated that smoking is hazardous to the health of both the smoker and those exposed to the smoke. Federal law prohibits the sale of cigarettes to anyone under eighteen (18) and New Jersey law further states that smoking violations by juveniles now fall under the jurisdiction of Municipal Court. Also, a law passed by the New Jersey Legislature in July, 1989, makes it illegal for anyone to smoke anywhere in a public school building.

In an effort to make our students' environment as safe as that in every public school in the State of New Jersey, **SMOKING OR CHEWING SMOKELESS TOBACCO WILL NOT BE PERMITTED ON SCHOOL PROPERTY AT ANY TIME.** Our purpose is not only to curtail student smoking but also to protect others from the harmful effects of secondary smoke. Additionally, students may not smoke within a one block radius of the school between the hours of 7 a.m. and 4 p.m. or at any time within that one block radius if in uniform.

Students smoking or chewing smokeless tobacco on school property will be subject to the following:

- 1st offense** - three (3) school detentions and parental notification.
- 2nd offense** - one (1) day suspension, three (3) school detentions and a parental conference with the Assistant Principal for Discipline.
- 3rd offense** - mandatory meeting with school SAC, three (3) school detentions, and a parental conference with the Assistant Principal for Discipline.
- 4th offense** - indefinite suspension, parental conference with the Assistant Principal for Discipline and the Principal to determine whether the student will remain at Gloucester Catholic.

In addition, students in possession of any tobacco products will have them confiscated and are subject to the following:

- 1st offense** - two (2) school detentions, and parental notification.
- 2nd offense** - three (3) detentions and parental notification.
- 3rd offense** - three (3) school detentions and a parental conference with the Assistant Principal of Discipline.
- 4th offense** - indefinite suspension, parental conference with the Assistant Principal for Discipline and the Principal to determine whether the student will remain at Gloucester Catholic.

SUSPECTED SUBSTANCE USE

If a student (including 18 year olds) displays evidence of being under the influence of an illegal depressant, stimulant, hallucinogenic drug, including marijuana, (in the judgment of the principal or highest administrator present) at any time during the school day or at any extracurricular activity (on or off school property) parents will be notified and the student will be required to undergo drug testing at the parents' expense within 12 hours of leaving the school premises or premises of the place where the school sponsored event or activity takes place. In the event that the student's parents are unavailable or unable to provide transportation, the school shall provide such transportation. The student may not return to school until the results of the mandatory drug testing are available and a parental conference has taken place with the principal or his/her designee.

ATTENDANCE POLICY

Regular attendance is a very important factor in attaining success in school work. It is a factor that is noted by college admissions officers and by employment offices. Students should not be absent except for a serious reason. A student must be present a minimum of five (5) class periods to receive credit for a full day.

Parent(s) of any student who will be absent from school for two weeks or more due to illness must contact the Student Personnel Services department of the school to arrange for home instruction, as provided by the state law. The status of any student who is absent from school and on home-bound instruction for more than one semester of a given school year will be reviewed at the end of that school year.

RELIGION FORMATION - RETREATS

A Retreat Program for all students is scheduled each year during the season of Lent. Attendance is compulsory. If a student misses a retreat, a make-up day will be scheduled on a Saturday in the spring for an additional charge of \$25.00. Failure to report to this make-up will result in an appropriate school sanction.

ABSENCES

School attendance is the responsibility of the student and their parent/guardian. When a student is absent from school for any reason, parent/guardian must notify the school by telephone on the day of the absence before 8:30 A.M. (456-4400). If no phone call is received by 8:30, the attendance secretary will contact the parent/guardian at home or at work to determine the reason for the absence. A student may not attend or participate in extra-curricular activities on the day of an absence.

The day the student returns to school he/she must present a note written by his/her parent/guardian explaining the reason for the absence. This note is to be given to the homeroom teacher and should contain the student's full name, homeroom and section, date(s) absent, and reason. **Failure to bring a note within two (2) days of returning to school will result in disciplinary action being taken. Students, including 18 year-olds, may not write their own notes.**

After an absence of three consecutive days, the student - in addition to the parental note - must present a doctor's certificate stating his permission for the student to return to school.

In order to avoid Credit Completion, a student must not exceed **12 allowable absences** in a full year course. Students with a **documented chronic condition** may qualify for an exemption for Credit Completion. (Refer to the Credit Completion section in this handbook for a more complete explanation).

It is the student's responsibility and not that of the teacher to see that work missed during an absence is made up. Any assignment or test not made up within a reasonable time receives a grade of "F." Assignments are available on PowerSchool.

If a student is experiencing a long-term illness, (5 or more consecutive days absent), parents should contact the students Guidance Counselor.

A Student who is truant or who cuts a class must receive a grade of "zero" for the class(es) missed.

In addition, a truant student must make up each day of truancy during Credit Completion Saturday Sessions. A fee will be charged. IF LONG TERM TRUANCY IS SUSPECTED, A LOCAL TRUANT OFFICER WILL BE CONTACTED.

LATENESS

Students who arrive at school later than 8:00 must report to the main for an admission slip. Teachers will not admit a student to class after 8:00 without this slip.

Students who arrive after the second period of the day will be admitted, however, they will not be permitted to participate in any extra-curricular or athletic events, including practice, on that day.

NO EXCUSES will be accepted by the office. Only the Assistant Principal for Discipline may excuse a lateness. A student who believes he/she has a legitimate excuse must see the Assistant Principal for Discipline on the day of lateness. Otherwise, the detention is expected to be served.

Lateness by students using private transportation when busing is provided by their school district will not be excused.

Students who arrive at school after 8:10 AM will not be admitted unless they:

- 1) are accompanied by a parent.
- 2) have a legitimate note from a parent, preceded by a phone call.
- 3) have a legitimate note from another source, e.g., doctor/dentist/lab note, court appearance.

Students with none of the above will not be admitted to school until their parents have been contacted and advised of their late arrival. Normal disciplinary sanctions for lateness will be imposed.

Lateness for those arriving late with the appropriate documentation delineated in #3 above will be excused.

A student who reports to school after the third period of the day has begun will be considered absent 1/2 day. If a student is present for less than five complete periods, he/she will be considered absent for the day. In addition, any student who accumulates four (4) latenesses (LFS) will be notified and serve a school. A fifth lateness (5th) will result in a detention and the student must attend one (1) day of Credit Completion. Each additional lateness above five (5) will constitute an additional half day of Credit Completion.

Five minutes are allowed for students to pass from one subject class to another. If students report late for class without a valid and acceptable pass, their teachers will simply record the lateness, inform the students of private detention and notify the Assistant Principal for Discipline when lateness becomes excessive.

EARLY DISMISSAL

Early dismissals will be granted for legitimate reason at the discretion of the Principal (or an administrator in the absence of the Principal). Legitimate reasons include academic or personal business that CANNOT be conducted during non-school hours. Appointments with physicians, dentists, and other professionals should be made for after school hours. A student will be considered absent 1/2 day if present less than five (5) class periods.

Request for an early dismissal must be made in writing by the parent/guardian and state the reason for the request. This note must be presented to the main office **at least 24 hours prior to the day of the early dismissal. In case of a last minute appointment that the parent has been unable to arrange after school hours, a note is still required and must be presented to the office first thing in the morning, along with a form from the doctor verifying the appointment.** Except in the case of a family emergency, request by phone will not be honored.

Under ordinary circumstances, an early dismissal is never a reason not to hand in work/project due that day. The office will verify all early dismissals. Upon their return to school, students who leave early for a doctor/dentist appointment or court appearance must supply the office with a form from the doctor/dentist/court verifying student attendance at said appointment.

PLEASE NOTE: In rare cases, the school may decide to dismiss early due to inclement weather or an unforeseen emergency situation. If that should occur, the notification will available be on our website, KYW (1060 AM) radio and local television stations. Parents are asked to **NOT CALL THE SCHOOL** to request that their son/daughter be dismissed before the official dismissal time. Such calls tie up our phone lines and tend to create unnecessary confusion among the students.

CREDIT COMPLETION

Students may not receive credit for the academic year if they are absent more than 12 days. In addition, any student who accumulates five (5) unexcused morning latenesses must attend one (1) day of Credit Completion. Each additional lateness will constitute an additional half day of Credit Completion.

The amount of time required in the Credit Completion Program for those who have reached non-credit status will be based on the accumulated absences/latenesses at the beginning of the second semester and bi-weekly thereafter. For each absence beyond twelve (12) days, and/or five (5) latenesses, the student will be required to attend one **Saturday Credit Completion Session**. Notification will be sent to the parent/guardian advising them of the non-credit status and the date of the Saturday Credit Completion Session(s), which will be mandatory for the student to attend in order to regain credit status. Saturday Credit Completion Session will run from 8:00am to noon, and the student will be charged a fee of \$25.00. All Credit Completion Sessions must be served and up-to-date at the beginning of the fourth (4th) quarter, or the student will not be eligible for participation in any extra-curricular activities, including athletics, during the fourth (4th) quarter. This includes the Prom and Senior Trip. Any additional time a senior may owe must be served during senior exam week. Underclassmen who owe additional time must make it up in summer Credit Completion, which will begin the week of their exams and continue into the following week(s), if necessary. **STUDENTS WILL NOT BE EXCUSED FROM CREDIT COMPLETION.**

In keeping with dictates of fairness and procedural due process, an Attendance Committee will hear all unusual and hardship cases **brought in writing from parents/guardians of affected students** concerning non-credit status. This letter must be received by the school within ten (10) days of notification of non-credit status and schedule Saturday Credit Completion Session. If a letter is not received, it is mandatory that the student attend the scheduled Saturday Credit Completion Session. Additional Credit Completion time will be added, if a student misses a scheduled Saturday Session. The Attendance Committee may recommend withdrawal of a student have twenty (20) or more days of unexcused absences.

Absences for the following verified reasons **shall not** be included in the maximum of twelve(12) allowable absences:

1. A chronic condition related to a single diagnosis, which has been documented on the student's physical exam report by a physician and further verified in writing by any specialist the student, is seeing for the chronic condition. Such medical information must be updated annually to qualify for this exemption. If the chronic condition is diagnosed after the student's physical exam, a letter from a specialist denoting the illness/ condition and the date of diagnoses, will be acceptable. An absentee note from a parent/guardian, which specifies that an absence is due to the documented chronic condition, **must be provided for each absence**. Otherwise, the exemption will not apply.
2. An illness, hospitalization or disability, which **requires homebound instruction**.
3. Death in the immediate family, which includes parent, sibling, grandparent, or any relative who resides with the student.
4. Legitimate school approved activity.
5. Three college visits for seniors and one college visit for juniors per year. A NOTE FROM A PARENT OR GUARDIAN MUST BE SUBMITTED TO GUIDANCE FOR APPROVAL AT LEAST 24 HOURS BEFORE THE SCHEDULED VISITS. OTHERWISE, IT IS NOT AN EXCUSED ABSENCE. A signed form verifying attendance at a college or open house scheduled on a school day will be required.

Vacation days taken during the school year are NEVER excused absences.

A truant student must also make up each day of truancy during Credit Completion.

The following fees apply to students in Credit Completion during exam week and after:

\$25.00	0.5 to 2 days
\$45.00	2.5 to 5 days
\$65.00	5.5 to 8 days
\$85.00	over 8 days

SENIORS ONLY: No fourth (4th) quarter absences are permitted. Any absences in the fourth (4th) quarter must be made up in Saturday Credit Completion Session(s). Absences for the following verified reasons during the fourth (4) quarter can be appealed:

1. Death in the immediate family, which includes parent, sibling, grandparent, or any relative who resides with the student
2. Serious protracted illness (5 or more consecutive school days), verified by a doctor's note
3. Documented legal obligation
4. Driver's Test - not behind the wheel classes
5. A remaining college visit.

DRESS AND GROOMING CODE

A reasonable dress code supports the goals of neatness and good grooming. Evidence is now available which shows that young people are apt to succeed more when their self-esteem is uplifted by a fitting personal appearance.

There are also other practical considerations: students act better, are spared unnecessary peer competition in dress, and are saved from the anguish of indecisively wondering what to wear each day when there is a fair dress code in effect.

At Gloucester Catholic in recent years, we have attempted to provide a dress code that is both flexible and suitable to our purposes. Parents are expected to assist the school in encouraging their daughter or son to abide by the dress code.

All kilts, trousers, sweaters and polos must be purchased from our uniform provider, Flynn & O'Hara Uniform Co., 237 S. Black Horse Pike, Mt. Ephraim (931-8838)

Uniform shoes can be purchased from Digulio's Shoes, 826 Haddonfield Road, Cherry Hill (488-9100), or any store where this specific shoe is sold.

GIRLS

Summer Uniform Dress Code - September 6 to October 21 and April 16 to the end of the year.

- 1) Plaid / khaki uniform kilt, worn no shorter than two inches above the knee.
- 2) Maroon uniform polo shirt with school logo.
- 3) Maroon tights or maroon knee socks - both are to be plain, with no design or pattern.

Winter Uniform Dress Code - October 24 through April 4.

- 1) Uniform kilt as described. Uniform slacks - khaki.
- 2) White blouse.
- 3) Maroon tights - plain, with no design or pattern.
- 4) Uniform sweater - maroon crew-neck with school logo.
- 5) **Seniors only:** white or maroon varsity sweater with maroon or gold stripes on the sleeve.

Additional dress regulations for girls.

- 1) Uniform shoes with tied brown laces and back of shoe in place - **BROWN EASTLAND PLAINVIEW OXFORD ONLY**
- 2) Make up and jewelry must be moderate and appropriate. Dangle or large earrings are not permitted. Two sets of earrings are permitted - one set per ear.
- 3) Body piercing is never permitted - including tongue rings/balls and nose piercing.
- 4) No visible tattoos
- 5) Extreme hairstyles (i.e., shaved or cut in look) or unnatural hair color(s) are not permitted.
- 6) Polo shirts/blouses are to be tucked in at all times.

- 7) Outside coats, jackets or sweatshirts of any type are to be removed once students arrive at their destination inside the building.
- 8) Hats/caps may not be worn in the building.
- 9) Undergarments/tee shirts worn under uniform blouse or polo must be plain white or maroon, and free of any writing or other imprints.
- 10) Oversized/baggy clothes are not permitted.

BOYS

Summer Uniform Dress Code -- September 6 to October 21 and April 16 to the end of the year.

- 1) Uniform pants - khaki.
- 2) Maroon uniform polo shirt with school logo.

Winter Uniform Dress Code - October 24 through April 4.

- 1) Uniform pants - khaki
- 2) White button down collar shirt
- 3) Tie
- 4) Uniform sweater - maroon crew-neck with school logo.
- 5) **Seniors only:** white or maroon varsity sweater with maroon & gold stripes on the sleeve.

Additional dress regulations for boys.

- 1) Uniform shoes with brown laces and back of shoe in place - **BROWN EASTLAND PLAINVIEW OXFORD ONLY**
- 2) Socks must be worn by all boys - this includes casual days.
- 3) A belt must be worn by all boys.
- 4) Boys may not wear earrings, nose-rings, etc. or excessive jewelry. This includes casual days. Band aids may not be used to cover piercings.
- 5) Body piercing is never permitted - including tongue rings/balls and nose piercing
- 6) No visible tattoos.
- 7) Boys must be clean shaven.
- 8) Hair may not extend below the shirt collar. Ponytails, extreme hairstyles (i.e., shaved or cut in look) or unnatural color(s) are not permitted. Sideburns may not extend below the bottom of the ear.
- 9) Polo/white shirts are to be tucked in at all times.
- 10) Outside coats, jackets or sweatshirts of any type are to be removed once students arrive at their destination inside the building.
- 11) Tee shirts worn under uniform shirt or polo must be plain white or maroon, and free of any writing or other imprints.
- 12) Hats/caps may not be worn in the building.
- 13) Oversized/baggy clothes, including trousers, are not permitted.

CASUAL DAYS

A casual day is an occasional privilege and as with all privileges, its beneficial effect can be forfeited because of the irresponsibility of the few. Casual means a relaxed attitude toward dress, which does not result in extremes.

In accordance with our Catholic identity, all students are expected to dress modestly on these days. **Explicitly excluded as suitable wear on a casual day are:**

- 1) shorts
- 2) tee shirts with offensive or vulgar words or pictures
- 3) torn or patched clothes
- 4) see-through or transparent apparel
- 5) tank top
- 6) bare shoulders
- 7) bare mid-drift
- 8) mini skirts

- 9) pajama pants or shirts, slippers
- 10) sandals or backless shoes
- 11) visible tattoos
- 12) earrings for boys
- 13) body piercing

Additionally, girls must wear shirts/tops that are long enough to be tucked into their pants/skirt and no skin may be visible.

Violators will be sent home to change, lose a future casual day privilege and serve a minimum of one school detention.

OTHER CIRCUMSTANCES

In an emergency flexibility in the dress code will be tolerated. However, students must bring a note from a parent/guardian to the Assistant Principal for Discipline explaining why they are not in uniform. The Assistant Principal will sign the student's agenda, connoting permission for the student to be out of uniform that day.

When a student must be out of uniform, **dress similar to that stipulated in the student uniform dress code must be worn** (dress pants, etc. for the boys; skirt/dress, etc. for girls, **tie shoes**.) **Sandals, boots, or backless shoes are not permitted.** Students who violate the dress code will not be permitted to attend classes that day.

MISCELLANEOUS INFORMATION

ACCIDENT REPORTS

All accidents sustained by students in school, on the way to or from school, or in a school activity away from school, must be made known promptly to the main business office. Insurance forms may be obtained from the athletic director.

ASSEMBLIES

Assemblies are scheduled periodically throughout the school year and are intended to be a valuable part of the educational and spiritual process at GCHS. Included under the designation "assembly" are functions such as liturgies, educational programs and pep rallies.

AUTOMOBILES

Students wishing to drive to school must:

1. Fill out a permission form and have it signed by their parents.
2. Park their car in the areas assigned and remain away from car during school hours. Cars are not to be used as lockers. Various public lots in the vicinity of the school are available for student parking.
3. Drive responsibly, particularly in the school zones in the area.

Any violation of the rules regarding use of automobiles will result in the student forfeiting the privilege of driving to school.

BUILDING TO BUILDING ROUTE

The acceptable route between buildings is from the Main Building to the Annex using the Ridgeway Street or driveway exit doors only. From the Annex to the Main Building use the entrance doors at the end of the driveway. Students are to move quickly without loitering or delaying. No loud talking or shouting is to be heard outside the buildings. Stopping at a car, in any stores or private homes to and from buildings is positively forbidden. Students reported for any violation of this rule will be dealt with severely. There is positively no throwing of snowballs any time.

CHANGE OF ADDRESS, PHONE, ETC.

It is required that parents/guardians report in writing any change of address, parish, telephone number or any other pertinent information occurring during the school year promptly to the main office.

CORRIDORS - STAIRWELLS

Loitering in corridors or stairwells is to be avoided during school hours. While classes are in session silence must be observed. At the change of classes students may engage in quiet conversation; unnecessary loud talking or other noise will result in disciplinary action being taken.

Students are not permitted out of their scheduled classes without an appropriate pass or signed agenda from a teacher or administrator. During lunch periods students must remain in the cafeteria or lavatory areas. WHEN USING STAIRS OR CORRIDORS KEEP TO THE RIGHT.

DRIVERS LICENSE INFORMATION

The Motor Vehicle Division earnestly desires that lost time from school be kept to an absolute minimum. With your cooperation, not more than 2 half days are required, barring failure on some part of the test by the student. In many cases only 1/2 day is needed. These days do count as time absent from school unless the student is in by the end of the second period of the day. Behind the wheel training classes are not excused.

EMERGENCY SCHOOL CLOSING

In the event of emergency conditions, refer to our website (gchsrms.org), the PowerSchool Bulletin, radio station KYW (1060), or to any of the major television stations in the area for accurate information. Gloucester Catholic's emergency number is 585.

FIRE DRILLS/EMERGENCY PROCEDURES

Fire drills are held periodically according to State Law. All students must become acquainted with fire drill instructions of every room in which they have occasion to find themselves throughout the school day.

During fire drills, absolute silence must be observed, since further instructions may have to be given over the public address system or in the corridors by faculty or corridor proctors. At the first sound of the fire alarm students should:

1. Move quickly, quietly and orderly from the classroom following the directions posted in the room.
2. In total silence move to the assigned location away from the school building following any command given by those in authority.
3. The last student is to close all doors to eliminate the dangers of drafts.
4. The teacher is to make a rapid final check of room, take their class attendance folder, and follow the class to their assigned place where the roll may be taken.
5. Students are not to carry any books, but are to remain silent and attentive at all times.

The above rules must be strictly enforced as they are necessary for the safety of our students.

In conjunction with the Gloucester City Office of Emergency Management, drills will be conducted from time to time for other types of emergency situations

HALL PASSES

An agenda with an authorized signature is required of any student traveling through either building or between buildings during the school day.

HOMEROOM

On most days, homeroom will follow the first class period of the day. The exception will be when we are on an AM Activity Schedule, at which time all students, including seniors who may be free first period, will report to their homerooms at 8:00 a.m. Prayers and announcements will take place at this time and homeroom teachers will take attendance.

The members of each homeroom should take pride in their particular room. This should insure that the room is kept neat and attractive looking. Homeroom teachers are encouraged to assign one or two students per week to clean the chalkboard, etc. during the homeroom period.

To a large extent school spirit and loyalty is bred by homeroom spirit and loyalty; in helping to contribute to a homeroom in which you can take pride - you help create a school in which you can take pride.

GCHS INFORMATION TECHNOLOGY POLICIES

NETWORK AND INTERNET ACCESS ACCEPTABLE USE POLICY

Gloucester Catholic High School (GCHS) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of the school. To this end, GCHS encourages the responsible use of computers, computer networks, the Internet, and other electronic resources in support of the mission and goals of GCHS.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control completely. Therefore, GCHS adopts this general policy governing the use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on GCHS-owned or operated equipment or through GCHS-affiliated organizations.

GCHS RIGHTS AND RESPONSIBILITIES

It is the policy of GCHS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the rules and policies governing use of the network. Within this general policy, the School recognizes its legal and moral obligation to protect the well-being of students in its charge. To this end, GCHS retains the following rights:

- To log network use and to monitor fileserver space utilization by users. GCHS assumes no responsibility and disclaims any liability for files deleted due to violation of fileserver space allotments.
- To remove a user account from the network.
- To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to GCHS equipment and, specifically, to exclude those who do not abide by the GCHS acceptable use policy or other policies governing the use of school facilities, equipment, and materials. GCHS reserves the right to restrict online destinations through software, hardware or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

STAFF RESPONSIBILITIES

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of GCHS.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
- Staff members who use electronic equipment must comply with the User Responsibilities.

USER RESPONSIBILITIES

Use of the electronic media provided by GCHS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

ACCEPTABLE USE

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of GCHS.
- Proper codes of conduct in electronic communication must be used. In news groups, bulletin boards, blogs (web logs), etc., personal information regarding oneself or others may not be given out. If using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- Users must remember that all information posted on the Internet is likely to be viewed by others. Even e-mail messages cannot be presumed to be hidden from outsiders' eyes.

- Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Under no condition should you give your password to another person.
- Subscriptions to bulletin boards accessed through school computers must be reported to the system administrator. Prior approval for such subscriptions is required for students, staff and other patrons.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- Use appropriate language when communicating.
- From time to time, GCHS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

UNACCEPTABLE USE

- Giving out personal information about another person, including home address or phone number, is strictly prohibited.
- Users will not agree to meet with someone met online. Any contact, or attempted contact, of this nature or the receipt of any message of this nature should be reported to school authorities immediately.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal purposes shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. This includes adding files to another person's data folder(s). Also, no one is permitted to use another person's account to log on to a GCHS computer.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Exploring or transmitting information that conflicts with Catholic teaching or moral values is prohibited.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, bullying, discriminatory remarks, and other antisocial or threatening behaviors are prohibited on the network or within any of the GCHS-sponsored systems.
- The unauthorized installation of any software, including shareware and freeware, for use on GCHS computers is prohibited.
- Use of the network to access, receive, transmit or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network or a GCHS-sponsored system is prohibited.
- The GCHS network may not be used for downloading entertainment software or other files not related to the mission and objectives of GCHS for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, music files, video files and all other forms of software and files not directly related to the instructional and administrative purposes of GCHS.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network or any GCHS-sponsored system for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited, unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
- Establishing connections to proxy sites or any other Internet resource with the intent to bypass filters established by GCHS.

DISCLAIMERS

- GCHS cannot be held accountable for the information that is retrieved via the network.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by any GCHS system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- GCHS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- GCHS makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- GCHS reserves the right to change its policies and rules at any time, when circumstances warrant.

RAMSNET - "CLOUD-BASED" EMAIL AND WEB-APPS SYSTEM

EMAIL USER AGREEMENT

- Gloucester Catholic High School (GCHS) is providing access to a "closed" (only GCHS to GCHS communications) email system to all of its student body and staff. This "closed" system is a hosted service, on Microsoft's Live@edu platform.
- All student Electronic Mail (email) accounts are property of Gloucester Catholic High School. Email activities must comply with all applicable policies. The user accepts all responsibility to understand those policies.
- The student can be removed from the system after graduation, leaving the school, or any infractions outlined below.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, limited outside resources related to school assignments, and fellow students to collaborate on school activities. Account user names and passwords are controlled by GCHS and can be provided to parents so those parents can monitor the account and communicate with teachers. Use of the school's email system is a privilege.
- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the school's email system will exhibit common sense and civility. It will abide by the school community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students, therefore, should never share their passwords.
- Messages posted on the school's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the school's email is permitted, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools. Electronic mail from the RamsNet system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of either the Technology Director or the Principal. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, harassing or dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- Electronic mail sent or received by the RamsNet system is not confidential. Although GCHS does not make a practice of regularly monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.

- System administrators may create filters to scan for and eliminate viruses and large graphic files (i.e. animated Santa during December) that are unrelated to the school's operation.
- When issues arise, GCHS will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system may be referred to law enforcement authorities for appropriate legal action.
- The Technology Department is responsible to ensure the efficient use of the electronic mail system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the Director of Technology.
- If necessary, GCHS, at its discretion, may close the accounts at any time.

SKYDRIVE

SkyDrive is 25 GB of "cloud-based" Internet storage space for files, made available as part of our Microsoft-hosted Live@edu implementation. GCHS will provide SkyDrive as part of our RamsNet program. All students must remember that all applicable portions of the GCHS Network and Internet Acceptable Use Policy apply to the use of the SkyDrive as well.

Although the Network and Acceptable Use Policy delineates most examples, the following are specifically listed as Unacceptable on RamsNet SkyDrives:

- Any files that are illegal or against the teachings of the Catholic Church.
- Any files shared by any peer-to-peer system (LimeWire, etc.)
- Any files designed to harm a computing system or disrupt its functioning

POWERSCHOOL

Gloucester Catholic High School utilizes PowerSchool as its student information system. As a convenience to GCHS parents and students, GCHS has implemented a PowerSchool Parent/Student portal, providing on-line access to real-time student information via an SSL-secured Internet site. Any parent or student desiring access to this information through the portal agrees to abide by and support the expectations presented in this agreement.

- In the interest of security, GCHS reserves the right to change user passwords or deny access at any time.
- All users agree to protect any information printed or transferred to a personal computer, or destroy the documentation generated from the PowerSchool portal.
- Users understand that PowerSchool is a web-based, cross-platform system, but there may be certain minimum system requirements needed in order to use PowerSchool. These minimum requirements are established by the product's parent company, Pearson Educational Systems; GCHS, therefore, cannot be held responsible for them.

SECTION I: USER EXPECTATIONS

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. GCHS supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians and the student's teachers. GCHS manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians/relatives and students with a secure connection over the Internet. All parents/guardians/relatives and students will comply with the Internet use regulations and all technology regulations/procedures, as well as all other school policies that may apply.

ELECTRONIC ACCESS TO STUDENT INFORMATION REGULATION

A) RIGHTS AND RESPONSIBILITIES

This access is a service offered to all current and active parents/guardians and students of Gloucester Catholic High School whose financial accounts are in good standing. Access to student information on the Internet is a privilege, not a right. Only after a family has officially enrolled their child (ren) at GCHS will a parent/guardian and/or student be authorized to activate a web access account. Once a student withdraws or graduates from GCHS his/her access will be inactivated. Parents/guardians, students, and staff must understand and practice proper and ethical use.

B) INFORMATION ACCURACY RESPONSIBILITIES

Information accuracy is the joint responsibility of schools, parents/guardians, and students. GCHS will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, he/she will notify the school immediately and provide proof of the inaccurate information.

C) INFORMATION ACCESSIBLE

Gloucester Catholic High School reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

1. Attendance
2. Class Schedule
3. Report Cards
4. Transcripts
5. Student Demographics
6. Course Requests
7. Emergency Information
8. Immunizations
9. Assessment data and work in process

D) USE OF THE SYSTEM

Parents/guardians and students are required to adhere to the following guidelines:

- Parents/guardians and students will act in a responsible, ethical and legal manner.
- Parents/guardians and students will not attempt to harm or destroy the school's data or networks.
- Parents/guardians and students will not attempt to access information or any account assigned to another user.
- Parents/guardians and students will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to Civil and/or Criminal prosecution.
- Parents/guardians and students who identify a security problem within the PowerSchool Portal must notify the school immediately, without demonstrating the problem to anyone else.
- Parents/guardians and students will not share their password with anyone.
- Parents/guardians and students will not set their computer to automatically login to the PowerSchool site.
- Parents/guardians and students identified as a security risk will be denied access to the site.

E) SECURITY FEATURES

- Access is made available with a secure Internet site. Note: Account holders are responsible for not sharing their account information and to properly protect or destroy any printed/electronic documentation generated from this site.
- GCHS may establish a number of unsuccessful login attempts that will disable the user's account. Until the school has verified the assigned user to the locked account, the account will remain locked. In order to use the account again the user will need to contact GCHS.
- The users will be automatically logged off if they leave their web browser open and inactive for a period of time (generally 10 minutes).
- The student's account will be inactivated when the student withdraws or graduates from Gloucester Catholic High School.
- The Parent/guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from GCHS, or a court action denies the parent/guardian access to the student's information.

F) LIMITATION OF SCHOOL LIABILITY

- GCHS will use reasonable measures to protect student information from unauthorized viewing.
- GCHS will not be responsible for financial obligations arising through unauthorized use of the system or Internet.

- GCHS does not promise any particular level or method of access to the Internet site for viewing student information.
- GCHS will not be responsible for actions taken by the parent/guardian or student that would compromise their student information.
- GCHS reserves the right to limit or terminate access to the PowerSchool portal for viewing student information without notice.
- All parents/guardian and student users of the GCHS network, by requesting an account to view student information on-line, consent to electronic monitoring and understand that this is a private system used as an educational tool by GCHS employees and students. Account activity is electronically recorded.

POWERSCHOOL PARENT-SPECIFIC ITEMS

- With this agreement I, as parent/guardian, release Gloucester Catholic High School from any and all liability for damages arising out of the unauthorized access to my parent/guardian account.
- I agree that I will not share my password or allow anyone other than myself to use my account, including my own child (ren).

POWERSCHOOL STUDENT-SPECIFIC ITEMS

- Students may request a secure account. A student will only have access to his/her own student information.
- No student should ever use a parental account to logon to PowerSchool.

NAVIANCE

Naviance is a web-based application, which requires registration, that helps GCHS parents, students and staff in the college admissions and counseling processes. Its purpose is to provide college and career planning which will necessitate the input of personal information. The system also allows GCHS to electronically submit all relevant parts of a student's college application using Docufide (www.docufide.com). This includes transcripts, letters of recommendation, mid-year and final reports to colleges and scholarships for which he/she is applying through the Common Application and/or Naviance.

MEDIA CENTER

The Gloucester Catholic High School Media Center is a reference center designed to meet the academic needs of our students. Students have access to books, periodicals and reference materials, as well as online data bases.

Using their school issued password, students may log on to the Media Center's computers for reference and word processing. The Center is usually open during school hours and after school. When present in the Center, students must conform to regulations established by the school.

LOCKERS

Lockers are assigned to the individual students at the beginning of the school year and are for the use of that student only. All students are permitted to go to their lockers before and after the morning homeroom period and between classes. Students are permitted to go to their lockers at other times, provided they have an agenda with an authorized signature - however, this should be the exception and not the rule. A student is responsible for the proper maintenance and cleanliness of the locker assigned. No lewd or crude writing or pictures are to be placed in/on the locker.

Tampering with or entering a locker not assigned a student will be subject to severe disciplinary measures and possibly even expulsion.

Only officially assigned locker and locks are to be used. Lockers are to be kept locked when unattended. The school assumes no responsibility for lost or stolen property due to negligence. All students will purchase a lock at the book sale that they can use as long as they are students of Gloucester Catholic.

Any student who deliberately damages a locker will be required to pay the cost of repair. Furthermore, he/she risks losing the privilege of using the locker for the remainder of the year.

THE ADMINISTRATION RESERVES THE RIGHT TO INSPECT LOCKERS DURING THE SCHOOL YEAR.

LUNCH PERIODS

There are four (4) lunch cycles (W,X,Y,Z) within the extended period of the day. At the beginning of the school year students will choose a table and a seat at that table. This is where they are expected to be at their lunch each day. All those at a particular table are responsible for the condition of that table and the floor area around it for their lunch period. Five minutes before the end of the lunch period, food and beverage lines and lavatory access will be closed down. Machines may not be used. Students are to be seated at their assigned table and clean up the table and the floor area around it.

All students, including seniors, are required to eat in the school cafeteria each day. They may either bring lunch or purchase it in the cafeteria. There is to be no eating/drinking outside the cafeteria area. **This includes water bottles.** Students are to remain in the cafeteria until the end of the period. No congregation or standing in the doorways or on the stairways leading to the cafeteria is permitted. Doorways are to be clear of students at all times in case of an emergency.

If a student purchases anything at the cafeteria counter, he is required to observe order and respect the rights of others. Students are expected and required to take personal pride in keeping the cafeteria clean. Paper and left-overs are to be placed in receptacles provided for this purpose.

Students going to and leaving the cafeteria area are to do so in a subdued, quiet manner. They are to be mindful that classes are in progress during this time. Disturbance of ongoing classes during this time is liable to disciplinary action. There should never be any loitering in the hallways while classes are in session. Students so found will be asked to produce a valid excuse. Going to personal lockers during lunch periods is strictly prohibited.

MONEY AND VALUABLES

The school is not responsible for any loss of money and/or valuables. Students may not keep money in their lockers, nor should they carry large sums of money on their person. Large sums of money should be put into an envelope bearing the student's name and taken to the main office for safe keeping.

PRAYERS AND ANNOUNCEMENTS

Prayers and announcements are conducted each day for the entire school. Only in extreme necessity will announcements be made at other times. It is essential that strict silence and courtesy be observed when anyone is speaking over the public address system. Moreover, students are to do nothing while these functions are taking place. They should certainly not be in the hallways at these times. **Those in the hallways are to stay in place until prayers and the pledge are concluded.**

These regulations are dictated by common sense. The administration deems the opening prayer, the salute to the flag, and the various announcements as important processes for the Christian spirit and functioning of Gloucester Catholic.

Announcements may be submitted to the main office only through a teacher, level moderator, or coach. Courtesy demands that such announcements be clearly written on proper forms, signed by the requesting teacher.

RESTRICTED AREAS

The following areas are normally prohibited to all students: faculty dining room, faculty lavatories, faculty lounges, faculty mail room, and the copy room in the main office.

Students are not permitted to pick up mail from the teachers' mailboxes.

SCHOOL PROPERTY

A student guilty of willful damage to the building or furnishings will be assessed damages in addition to receiving disciplinary action.

SENIOR PRIVILEGES

Seniors are extended special privileges at Gloucester Catholic. Traditionally, one of these privileges may be the opportunity to report to school by the end of the first or second period of the day or to leave at the conclusion of their last formal class of the day. Other privileges may be announced by the administration in September.

STUDENT VISITORS

Student visitors to the school are to be conducted to the Guidance Office where the secretary will help them. If a student wishes to bring a friend to school on a particular day he or she must secure from the Director of Guidance a signed permission slip a week in advance and present it to the teachers whose classes the guest will attend. **All visitors must be properly attired; no jeans, sneakers, shorts, mid-drifts, mini skirts, etc.** The administration reserves the right to refuse permission for proper reasons. No more than two (2) student visitors will be permitted on a particular day.

SURVEILLANCE CAMERAS

All common areas of the school, as well as the exterior grounds of all buildings, are monitored 24 hours a day, and the video is digitally stored. Administrators, their designees, and when necessary, the police have access to the video.

TELEPHONE CALLS

Students and parents are not to call faculty members at their homes for school business. Please call school during the hours of 7:30 a.m. to 3:30 p.m. In case of an emergency, students will be permitted to use a phone in the school office(s).

Students are not permitted to receive routine messages during the school day. Only emergency messages will be delivered to students.

TEXTBOOKS

STATE BOOKS These books will be received from the Gloucester City Board of Education and are the property of said district. They are lent to non-public schools on a year by year basis. An accounting must be kept of these books every year and forwarded to them. These books will be distributed to the students each September and every student will be responsible at the end of each school year to return that book or else be charged by the respective school district for the cost of a new book. Tampering with identification number on a state book is strictly forbidden. Violators should be referred to the Assistant Principal for discipline. **State books must be covered.** Teachers will check book number and cover on each interim progress report day.

The students will purchase other books on an individual basis.

TRANSPORTATION

No student may ride a bus other than the one he or she has been assigned by the district because of legal concerns. No GCHS school official can give permission for a student to ride another bus.

VACATIONS

We strongly discourage students from taking vacations during the school year. We feel it is impossible for students to "make-up" academic work that they miss and that it is extremely difficult and at times impossible for teachers to find the time necessary to cover the material, class time, testing and academic explanations that have been missed for purposes of vacation.

WE WILL NOT ACKNOWLEDGE REQUESTS FOR VACATION PURPOSE DURING EXAMINATION PERIODS UNDER ANY CIRCUMSTANCES. PARENTS WHO DECIDE TO TAKE VACATIONS DURING THIS TIME OR ANY TIME DURING THE SCHOOL ACADEMIC YEAR ASSUME THE RESPONSIBILITY FOR THEIR CHILDREN WHO ATTEND GLOUCESTER CATHOLIC. THE CONSEQUENCES FOR TAKING VACATIONS DURING THE ACADEMIC YEAR MAY INVOLVE FAILURE FOR COURSES AND/OR DENIAL OF CREDIT FOR COURSES. STUDENTS WHO EXCEED 12 ABSENCES FOR THE YEAR AS A RESULT OF VACATION WILL BE REQUIRED TO MAKE UP THOSE DAYS IN CREDIT COMPLETION.

PARENTS WHO ELECT TO TAKE THEIR CHILD ON VACATION DURING THE SCHOOL YEAR MUST OBTAIN A VACATION POLICY FORM FROM GUIDANCE, AT LEAST FIVE (5) DAYS IN ADVANCE OF THE START OF THE VACATION PERIOD.

It is the hope of Gloucester Catholic High School that parents will understand that any action taken regarding student attendance is remedial rather than punitive. It is also the intention of Gloucester Catholic High School to resolve attendance problems so that the student may develop his/her potential to the fullest, derive the greatest benefit from the educational opportunities offered at the high school and thus become a productive member of society.

VISITORS

All visitors, including graduates and former students, must sign in with the main office. Badges provided are to be worn during the visit.

WORK PERMITS

Working papers are required of persons under eighteen years of age going to work for the first time either full-time during the vacation period or part-time during the school year. The proper application forms may be obtained from your public school district, except Gloucester City students, who can pick them up at the main office (upon completion, returned to Mary Ethel Costello School). The Principal of the school must sign all permits.

WRITING RUBRIC

The rubric shown below is the GCHS Rubric for scoring written assignments. In general, this rubric will be used to grade all written assignments for which it is appropriate. Teachers may, at their discretion, add elements to this rubric to make it more appropriate for a given writing assignment.

	1	2	3	4	5
	Deficient	Below Average	Average	Above Average	Exceptional
Content	No correct or accurate content	Little accurate content	Content incomplete and inaccurate	Content incomplete OR inaccurate	Content complete and accurate
Organization	Disorganized	Some organization evident	Relates to topic but drifts and/or repeats	Organized, but with a few gaps	Clear sense of order and completeness
Grammar/ Use of Language	Numerous grammatical errors and poor sentence construction that impairs communication	More than two major grammatical errors AND weak sentence construction	More than two major grammatical errors OR weak sentence construction	One or two major grammatical errors and strong sentence	No major grammatical errors and excellent sentence construction

CALENDAR YEARS

2011

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	2	3	4	5	6	7	8		6	7	8	9	10	11	12		6	7	8	9	10	11	12		3	4	5	6	7	8	9
	9	10	11	12	13	14	15		13	14	15	16	17	18	19		13	14	15	16	17	18	19		10	11	12	13	14	15	16
	16	17	18	19	20	21	22		20	21	22	23	24	25	26		20	21	22	23	24	25	26		17	18	19	20	21	22	23
	23	24	25	26	27	28	29		27	28	27	28	29	30	31		24	25	26	27	28	29	30		24	25	26	27	28	29	30
30	31																														
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9		1	2	3	4	5	6	
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16		7	8	9	10	11	12	13
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23		14	15	16	17	18	19	20
	22	23	24	25	26	27	28		26	27	28	29	30	24	25		26	27	28	29	30	21	22		23	24	25	26	27		
29	30	31																		28	29	30	31								
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	4	5	6	7	8	9	10		2	3	4	5	6	7	8		6	7	8	9	10	11	12		4	5	6	7	8	9	10
	11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19		11	12	13	14	15	16	17
	18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26		18	19	20	21	22	23	24
	25	26	27	28	29	30	23		24	25	26	27	28	29	27		28	29	30	25	26	27	28		29	30	31	25	26	27	28

2012

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S		
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		4	5	6	7	8	9	10		1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		11	12	13	14	15	16	17		8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		18	19	20	21	22	23	24		15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		26	27	28	29	25	26	27		28	29	30	31	22	23	24		25	26	27	28					
29	30	31																		29	30												
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S		
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		10	11	1	2	3	4	5		6	7	5	6	7	8	9	10	11
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		17	15	16	17	18	19	20		21	2	3	4	5	6	7	8	
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		24	22	23	24	25	26	27		28	9	10	11	12	13	14	15	
	27	28	29	30	31	24	25		26	27	28	29	30	29	30		31	29	30	31	26	27	28		29	30	31						
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S		
	2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		28	29	30	31	25	26	27		28	29	30	25	26	27	28		29	30	31	23	24	25	26	27	28
30																																	

2013

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		10	11	12	13	14	15	16		7	8	9	10	11	12	13
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		17	18	19	20	21	22	23		14	15	16	17	18	19	20
	27	28	29	30	31	24	25		26	27	28	24	25	26	27		28	29	30	24	25	26	27		28	29	30	21	22	23	24
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	2	3	4		5	6	7	8	1	2	3		4	5	6	7	8	9	10		11	12	13				
	12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19	20		4	5	6	7	8	9	10
	19	20	21	22	23	24	25		16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24
	26	27	28	29	30	31	23		24	25	26	27	28	29	28		29	30	31	28	29	30	31		25	26	27	28	29	30	31
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		6	7	8	9	10	11	12		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		13	14	15	16	17	18	19		10	11	12	13	14	15	16		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		20	21	22	23	24	25	26		17	18	19	20	21	22	23		15	16	17	18	19	20	21
	22	23	24	25	26	27	28		27	28	29	30	31	24	25		26	27	28	29	30	22	23		24	25	26	27	28		
29	30																			29	30	31									

