

ACCEPTANCE OF THE MCHS PARENT-STUDENT HANDBOOK 2009-2010  
AS CONTRACT

**Printed copies of the current edition will be distributed to parents/guardians or students at Back-to-School Night. The current and any amended editions of the Parent-Student Handbook will be available for review on the MCHS website as of August 7, 2009.**

I explicitly accept the provisions set forth in the 2009-2010 edition of MCHS Parent-Student Handbook containing the policies, rules and regulations for Morris Catholic High School. I have read the Handbook and agree that the Handbook is binding on the students and parents during the 2009-2010 school year. I understand and agree that the Administration of MCHS will maintain the authority set forth in the Handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support MCHS in the policies it has established, and see that my daughter/son fully adheres to the rules and regulations included in the Handbook.

I understand and acknowledge that: 1) the Handbook exists to promote the effective operation of Morris Catholic High School; 2) the MCHS Administration maintains authority and flexibility to achieve this goal; 3) that this Handbook is not intended and should not be considered to generate any additional rights for students or parents/guardians; 4) that the Handbook is subject to change at any time when deemed necessary by the Administration; 5) that if changes are made to the Handbook, parents/guardians and students will be notified of the changes when approved by the appropriate authority; 6) that the Administration has the discretion to take actions other than those specified in this Handbook; 7) that all policies stated in the Parent-Student Handbook shall prevail should inconsistencies be found with the published and or past policies in any other Morris Catholic publication; 8) that the Administration is the final arbiter in the application and interpretation of the Handbook and all contained within it.

Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# Contents

I. Philosophy and Goals.....	3
II. Spiritual Life and Religious Education.....	3-4
III. Admissions.....	4-5
IV. Academic Programs.....	5-13
V. School Attendance.....	13-17
VI. Guidance Program.....	17-19
VII. Student Health and Administrative Matters.....	19-23
VIII. Financial Obligations.....	23-24
IX. Student Supervision/Uniform Dress Code.....	24-34
X. Student Safety.....	34-36
XI. Services and Activities.....	36-38
XII. Student Activities and Organizations.....	38-39
XIII. School Organizations.....	40-41
XIV. Athletics/Eligibility.....	41-42
XV. Controlled Dangerous Substances & Substance Abuse	42-45
XVI. Technology Acceptable Use Policy.....	46-48
XVII. Communication with School Personnel.....	49
XVIII. Building Compliance.....	49-51

## **Statement of Purpose**

***To educate young men and women  
to grow in  
character, community and commitment  
through a knowledge  
of the love of Christ.***

# Morris Catholic High School

## Home of the Crusaders



### Scientia Caritatis Christi

“a knowledge of the love of Christ”

#### ***PARENT-STUDENT HANDBOOK***

The Parent-Student Handbook exists to promote the effective operation of Morris Catholic High School. The MCHS Administration maintains authority and flexibility to achieve this goal. The policies, rules and regulations included in this Handbook are established for the welfare and benefit of all students. Parents/Guardians have the responsibility to support Morris Catholic in the policies it has established and to see that their daughter/son fully adheres to the rules and regulations included in this Handbook. The Handbook is not intended nor should be considered to generate any additional rights for students or parents/guardians. No set of policies can address every possibility or anticipate every circumstance of school and school-related life, therefore the Administration has the discretion to take actions other than those specified in this Handbook. The contents of this Handbook are subject to change at any time when deemed necessary by the Administration. If changes are made to the Handbook, parents/guardians will be notified when approved by the appropriate authority. The contents of this Handbook are to be accepted by this parents/guardians and students as an essential element of the covenant between home and school. Violations of the spirit, intent or letter of the policies, rules and regulations found in the Handbook will be considered just cause for Administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules and regulations of MCHS if the parent/guardian expects the student to remain in good standing with the school.

#### ***ACCEPTANCE OF THE PARENT-STUDENT HANDBOOK AS CONTRACT***

All students, along with their parent(s), explicitly accept the provisions set forth in the Parent-Student Handbook as a condition of continued enrollment at Morris Catholic High School and agree and to comply with all stated regulations and procedures. Morris Catholic reserves the right to amend the Parent-Student Handbook at any time and due to any need. Any policy statements published during the course of the school year are considered to be an addendum to the Parent-Student Handbook. All policies stated in the Parent-Student Handbook shall prevail should inconsistencies be found with the published and/or past policies in any other Morris Catholic publications. The Administration is the final arbiter in the application and interpretation of the Handbook and all contained within it.

### ***I. PHILOSOPHY AND GOALS***

Morris Catholic High School is a regional college preparatory high school of the Paterson Diocese. Morris Catholic exists to educate young men and women to grow in character, community, and commitment through a knowledge of the love of Christ.

#### **Education**

- We believe education nourishes the body, mind, and spirit.
- We believe every student has the ability to learn when individual learning styles are embraced. We believe teachers are facilitators in the learning process.

#### **Growth**

- We believe growth involves the body, mind, and spirit.
- We believe in giving students a foundation that fosters continued social, emotional, and academic growth. We believe growth requires a safe, healthy, and nurturing environment.

#### **Character**

- We believe character is enhanced through education and growth, developing in a moral environment. We believe responsibility, accountability, respect, integrity, and compassion reflect and constitute a strong moral character.

#### **Community**

- We believe a Catholic school must reflect a faith-based, welcoming community.
- We believe a faith-based community holds and shares common beliefs. We advance those beliefs through involvement in the broader communities of neighborhood, nation, world, and Church.
- We believe the Holy Spirit is present and active in our community.

#### **Commitment**

- We believe in committing to the mission of the school.
- We believe this commitment can be strengthened through one's own faith and the faith of others.

#### **Knowledge of the Love of Christ**

- We believe knowledge of the love of Christ must be experienced in daily life through action and example.
- We believe Jesus reveals God's unconditional love.
- We believe in Jesus as our God, model, and teacher.

### ***II. SPIRITUAL LIFE AND RELIGIOUS EDUCATION***

The primary responsibility for the religious education of the young men and women enrolled at Morris Catholic belongs to their parents. As the U.S. Bishops said in a pastoral message to families in 1994, "A family is our first community and most basic way in which the Lord gathers us, forms us, and acts in the world. The early Church expressed this truth by calling the Christian family a 'domestic church' or 'church of the home.'" Hence, Morris Catholic High School exists to complement 'the church of the home' and assist families in educating the Catholic leaders of the future.

The daily formation in the faith that young people experience at home is supported in school in a number of ways:

- The school day begins and ends with prayer; classes begin with prayer.
- An Office of Youth Ministry supervises the spiritual life of the school, providing for the celebration of liturgies (daily and monthly), coordinating and presiding over worship and devotion, and ministering to individual students and their families who request pastoral care.
- A program of Youth Ministry invites the young people to become involved in days of reflection, retreat programs, service opportunities, peer ministry and music ministry.
- A required four year program of religious studies educates students in the basic tenets of Catholicism and Christianity, Sacred Scripture, the Church and the Sacraments, Christian Morality and Social Justice, and Christian Lifestyles.

The school strives to be a partner with parents in forming their children, both religiously and spiritually.

***Visiting the School and our Security System:*** We have a security system that includes door alarms and cameras located strategically throughout the school. Students and visitors must enter through THE MAIN ENTRANCE at the front of the school at all times. The only exception to this rule will be between 7:30 to 8:00 am and 2:30 to 3:00 pm daily. Students must not open a door for visitors or give them access to the school at any time. All visitors must report to the front main entrance and sign in at the Main Office. The Main Office is located to the right of the 1st floor hallway and is the 1st door on the right.

### ***III. ADMISSIONS POLICY and PROCEDURES***

Morris Catholic High School and its Admissions Committee welcome all prospective students and their families to explore the academic, social and spiritual opportunities present in our community. The Advancement Office serves as the point of contact for the admissions process. In order to provide applicants with a comprehensive review, the Admissions Committee evaluates the following factors:

- A completed application for admission
- Academic records from the current school
- Standardized test scores from recent years
- Results of the Cooperative Entrance Exam/COOP (required of 9th grade applicants)
- Any educational testing and related documents or plans
- Recommendations provided by a student's current teacher, counselor or school administrator
- An interview with a member of the Admissions Committee (if requested by MCHS)

Ninth grade applicants who complete this process by mid-December of the eighth grade year will be reviewed for admission and notified of admission status by late January. Accepted students will be invited to register formally for the incoming freshman class. Students who apply subsequently will be notified on an ongoing basis. In the event that the upcoming freshman class reaches its maximum enrollment, late applicants may be placed on a waitlist of deferred applicants.

Transfer applicants must submit all application materials in the spring of the current school year to be considered for September admission. Transfer applicants requesting a mid-year admission will be considered on a limited basis. Senior transfer applicants will only be considered due to extenuating circumstances. Transfer applicants must present a valid rationale for attending Morris Catholic as determined by the Admissions Committee and Administration.

Morris Catholic also welcomes international students who, by submission of academic records and supporting information, display scholastic promise and commitment to our program and philosophy.

All applicants for admission must meet Morris Catholic's standards and expectations in the areas of academics, behavior and school citizenship.

#### ***IV. ACADEMIC PROGRAMS REQUIREMENTS FOR GRADUATION***

##### ***STATE REQUIREMENTS***

- 4 years English
- 3 years Mathematics
- 3 years Social Studies (2 years American History and  
1 year World History/Cultures)
- 2 years Science
- 4 years Physical Education/Health/Safety
- 1 semester Career Exploration or Development

##### ***MORRIS CATHOLIC REQUIREMENTS***

- 4 years (20 credits) Theology
- 4 years (20 credits) English
- 4 years (20 credits) Physical Education, Health, Safety, & Driver Education
- 4 years Sequential (5 credits) Writing Program
- 3 years (15 credits) Mathematics
- 3 years (15 credits) Social Studies (2 years American History and  
1 year World History/Cultures)
- 3 years (15 credits) Lab Science
- 2 years Sequential (10 credits) Foreign Language
  
- 2 years (10 credits) Fine, Practical, and/or Performing Arts  
(One course must be a computer course)
- 1 course Career Education (Group Guidance or Infused)
- Electives - to complete total number of credits needed

### **GRADING SYSTEM**

Number grading is the system in use for reporting quarter, examination, semester, and final grades in most courses. Letter grades may be assigned in a modified class.

The Grade-Point Average (GPA) is based on a four-point system and is weighted according to the level of each course. A student's GPA is calculated at the end of the school year. An interim GPA is calculated midway through the school year.

The following tables indicate the point value of each mark:

<b>GRADE</b>	<b>AP</b>	<b>HONORS</b>	<b>REGULAR</b>	<b>MODIFIED</b>
95-99	5.0	4.5	4.0	3.75
90-94	4.5	4.0	3.5	3.25
85-89	4.0	3.5	3.0	2.75
80-84	3.5	3.0	2.75	2.5
75-79	3.0	2.5	2.25	2.0
70-74	2.5	1.75	1.5	1.25
Below 70	0	0	0	0

<b>GRADE</b>	<b>REGULAR</b>	<b>MODIFIED</b>
A	4.0	3.75
B	3.25	2.75
C	2.75	2.0
D	1.5	1.25
F	0	0

**I = Incomplete** - Required work for the quarter is not complete due to extended illness or other serious condition. The incomplete must be remedied within 2 weeks of the end of the marking period. An incomplete work form, signed by the teacher, student and parent must be submitted to the Assistant Principal for Academics and the student's guidance counselor. If the work is not completed by the date indicated, the incomplete will be changed to a grade of 60 or F.

**W = Withdrawn** - The student withdrew from the course and no grade was given.

**NCA = No Credit due to Absences** - The student did not receive credit for the course because of excessive absences.

**60** - = The student's average is below a 60 average but a grade of 60 was assigned.

All essays and papers are graded according to the following Morris Catholic Analytical and Holistic Writing Rubric.

### Morris Catholic HS Analytical Writing Rubric

	<b>Beginning 1</b>	<b>Developing 2</b>	<b>Accomplished 3</b>	<b>Exemplary 4</b>
<b>Thesis</b>	Position unclear or does not match with content of paper.	Position present but obvious or too general.	Position with some depth of insight, thought, and/or originality.	Position with unique or original insight or perspective.
<b>Organization</b>	Mostly of stated position. Multiple or disordered topics per paragraph. Events jump around with unclear beginning and conclusion.	Mostly adheres to stated thesis. One topic per paragraph. Mostly organized; events somewhat jumpy.	Adheres to stated thesis. One topic per paragraph, logical progression of topics. Clear beginning and conclusion.	Adheres exclusively to thesis. Each paragraph builds and/or reflects on adjacent paragraphs. Logically ordered with sharp beginning and conclusion.
<b>Content Quality (X2)</b>	Ideas inconsistently stated. Supporting details inaccurate or not relevant or from inappropriate sources.	Ideas inconsistently stated. Some supporting details inaccurate or not relevant or from inappropriate sources.	Ideas consistently stated with some depth of insight and understanding. Supporting details generally relevant and accurate from well-chosen sources.	Ideas consistently developed with impressive insight and understanding. Supporting details strong and well-connected from diverse and well-chosen sources.
<b>Mechanics</b>	Numerous and careless errors in spelling, grammar, and usage.	Minimum of errors in spelling, grammar, and usage.	Only 1 or 2 errors in spelling, grammar, and usage.	No errors in spelling, grammar, and usage.
<b>Style &amp; Fluency</b>	Word choice is flat and lifeless. Writer lacks sense of audience and voice seems mechanical.	Word choice is redundant and lacking color. Tone present but not distinctive.	Word choice is varied and impressive. Writer behind words comes through clearly with an engaging tone.	Word choice is precise, varied, and impressive. Writing is energetic, showing emotion, sense of audience and purpose.
<b>Conventions</b>	Adheres to little or none of the criteria of given assignment. Citations absent, incomplete or present but with numerous errors in style.	Adheres to some of the criteria of given assignment. Citations present but with minor technical errors.	Adheres to most of the criteria of given assignment. Citations present with no technical errors.	Adheres to all criteria of given assignment. Numerous citations present from varied sources. Citations have no technical errors.

## **Morris Catholic's Holistic Essay Rubric**

### **SCORE OF 5**

- An essay in this category demonstrates clear and consistent focus, though it may have an occasional error.
- It effectively and insightfully addresses the writing task.
- It is well organized and fully developed, using clear and appropriate examples to support its thesis.
- It demonstrates wide range of vocabulary and a variety of sentence structure.

### **SCORE OF 4**

- An essay in this category generally demonstrates clear and consistent focus and purpose, though it does have occasional lapses in quality.
- It effectively addresses the writing task, using appropriate examples to support its thesis.
- It is generally well organized, demonstrating a good use of vocabulary and some syntactic variety.

### **SCORE OF 3**

- An essay in this category demonstrates developing competence.
- It may need stronger organization or development of its thesis.
- Some details attempt to support thesis, but are not quite effective.
- There are a good number of errors in grammar, diction, and sentence structure.

### **SCORE OF 2**

- An essay in this category demonstrates some incompetence.
- It is flawed by poor organization and/or few supporting details to develop its thesis.
- There are frequent errors in grammar, diction, and sentence structure.

### **SCORE OF 1**

- An essay in this category demonstrates incompetence.
- It is marked by very little or no organization and very thin development.
- Usage and syntactical errors are so severe that meaning is somewhat obscured.

**HONOR ROLL**

Honors are based on quarter grades. A failure or incomplete in any course (quarter, exam, semester, or final) automatically disqualifies a student from honors.

The following Honors are recognized each quarter:

Principal's Honors	4.0 or higher quarter average
First Honors	3.6 or higher quarter average
Second Honors	3.25 or higher quarter average

In addition, no quarter grade may be lower than the following:

	AP	Honors	Regular	Modified	Other
Principal's Honors	90	93	95	A	A
First Honors	85	88	90	B	B
Second Honors	80	83	85	B	B

**VALEDICTORIAN/SALUTATORIAN**

Selection of the Valedictorian and Salutatorian will be determined on the basis of the cumulative records of each student at the end of the third quarter of senior year and on each student's exemplification of the Statement of Purpose of MCHS, as determined by the Administration of the school. Students who transfer to Morris Catholic after completing their sophomore year may not be named Valedictorian or Salutatorian.

**SCHEDULE CHANGES**

Because the course selection process involves teacher/department approvals, and student/parent review before the close of the previous school year, course changes, except for extraordinary reasons, are not acceptable. Such requests are subject to administrative review and the assessment of a fee. Course changes at the beginning of the school year will be entertained for only serious circumstances. Dropping subjects is a serious matter and therefore is only considered for weighty reasons or emergencies. A conference, called by the Assistant Principal for Academics, may be required to clarify why such action is requested.

**WAIVER POLICY**

If a student wishes enrollment in an Honors/Advanced Placement level course, or any course with prerequisites, it is expected that he/she meet the prerequisites, which generally include a particular grade. If he/she falls short, but is within two points of the prerequisite grade, he/she and the parent will have the option of signing a waiver. A student may sign only one waiver in each department during his/her tenure at Morris Catholic

**Any grade below this two-point waiver will not be considered.**

***HOMWORK ASSIGNMENTS***

Homework assignments are an integral part of the academic program and serve the educational needs of the students. Responsibility and self-discipline will assure the accurate completion of homework assignments. The Administration supports the faculty in its endeavors to assign meaningful homework.

***HOMework INCLUDES WRITTEN WORK, RESEARCH, READINGS AND ALSO STUDY WORK!***

A PERCENTAGE OF THE QUARTER GRADE MAY BE BASED ON HOMEWORK ASSIGNMENTS. FAILURE TO DO HOMEWORK MAY LEAD TO A FAILING GRADE.

Parents may check with teachers on homework via voice mail, e-mail or [www.new.schoolnotes.com](http://www.new.schoolnotes.com).

***EXAMINATIONS***

Examinations are administered at the end of each semester. They are an integral part of the education program and reflect the degree to which students have achieved the educational objectives of the semester. Exams are one hour and twenty minutes in length, are cumulative, count as 1/5 (20%) of the semester grade and are listed on the report card. The reporting grade is the actual grade earned. Students are kept informed regarding exam dates, times and courses.

***Students must be present for each scheduled exam.***

Students who miss an exam must present a doctor's note before they will be allowed to take a make-up exam. This policy is in effect for midterm and final exams taken during regular class periods as well as those scheduled during exam weeks. Failure to take an exam will result in a grade of "0" for that exam.

EXAMINATION EXEMPTION: An exemption from a FINAL examination will be offered to each senior if he/she:

- Has earned a minimum final grade of 95% in the respective subject or no lower than an A in courses with a letter grade.
- Has received the approval of the Assistant Principal for Academics.

***PROGRESS REPORTS— distributed mid-quarter***

Progress notices are sent to each parent before the close of each marking period as noted on the calendar. They are printed in report card format and reflect the student's grade in each course. At that time, PowerSchool will be opened to parents and students for a 3 week period to review the grade book in each course.

***REPORT CARD DISTRIBUTION***

Grade reports are issued quarterly (November, February, April, and June) through the mail. At that time, PowerSchool will be opened to parents and students for a 3 week period to review the grade book in each course. There are two conference nights listed on the school calendar.

Teachers will try to notify parents when students allow their grades to drop after progress reports are distributed. In some cases students are not in danger of failing until the end of the marking period because they decided not to meet requirements during the last week or two.

***In these cases, teachers may not be able to notify parents of impending failure before the end of the marking period. Students bear final responsibility for their grades.***

#### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held twice a year and are noted on the school calendar. Parents are also encouraged to meet with teachers when needed at any mutually determined time to discuss student progress.

#### **STUDENT FAILURES & SUMMER SCHOOL**

Students must pass each course. They may repeat the course in summer school, with an approved tutor who must present credentials to the Guidance Director, or through the approved on-line courses available. A student who fails more than two subjects may be asked to withdraw from Morris Catholic. A student who fails a summer school course or fails to complete an approved tutor or on-line course before the beginning of the next school year will not be permitted to return to Morris Catholic.

Upon successful completion of summer remedial coursework, the failure will be changed to a passing grade of 70 and credits will be issued.

In the event of a failure in Theology or if a failed course is not offered in a summer school program or on-line, a student must complete the required hours of coursework under the direction of a school-approved tutor. The syllabus and textbook will be provided to the tutor by Morris Catholic.

***Students who fail Driver's Education, First Aid or Health must take the course in summer school.***

#### **INDEPENDENT STUDY**

An independent study program is offered for the gifted or talented student at the honors level. The tutorial is based upon the scholarly relationship between the mentor and the honors student. Application is made through the student's guidance counselor.

#### **ENRICHMENT PROGRAMS**

Any student who wishes to attend summer school, college, or other programs, to supplement learning or to improve skills is to be commended. The course will be recorded on the student's permanent record; however, the grades received will not affect the student's average nor will high school credit be given at Morris Catholic.

#### **HONOR POLICY/CHEATING**

Morris Catholic High School recognizes that dishonesty, including cheating and plagiarism, is unacceptable; therefore, the school encourages honest academic achievement. The morality of this subject is addressed by all teachers in their respective disciplines. Great care is exercised by teachers to be sure that every precaution is taken to eliminate the temptation to cheat. Morris Catholic holds a site license to [www.turnitin.com](http://www.turnitin.com), a reference service that specifically monitors student writing samples in regard to possible plagiarism. All student written works are subject to this monitoring system. Students will be instructed in its use and have access to the service.

It is the policy of the school to take positive action on incidents of student dishonesty. Dishonesty shall include cheating in any form. It shall not be restricted to, but shall include:

- The giving or receiving of answers or information in any form or the plan to do so.
- The intentional plagiarism or submission of either non-original research papers, reports, projects or oral presentations.
- The demonstration through work that cheating has occurred.
- Actual observation that cheating has occurred.

Teachers have the right to ask their students to write and sign the following statement on their work: "On my honor, I have neither given nor received unauthorized aid on this assignment." Failure to write and sign this statement when required may result in a "0" for the work. In the case of a violation of the honor code, the following guidelines will be followed:

***Responsibility of the Teacher:***

- To collect any materials involved in the incident.
- To inform the student of the action that will be taken.
- To assign a grade of zero (0) for the work, test, quiz or material for which the incident occurred.
- To inform the Dean of Students.

***Responsibility of the Dean of Students:***

- At the time that cheating occurs, to speak to the student.
- To report the incident to the student's parents, guidance counselor, the faculty advisor for the National Honor Society, and the Principal.
- To issue the appropriate consequence.

***Responsibility of the Guidance Counselor:***

- To meet with the student in a timely manner.
- To advise the student in making appropriate decisions for future actions.

***Responsibility of the National Honor Society Advisor:***

- To ensure that any member of the National Honor Society found cheating is given appropriate due process which may result in removal from the NHS.

***COLLEGE LEVEL COURSES***

Students may earn college credits while taking classes at Morris Catholic.

***Advanced Placement (AP) Program*** — college courses sponsored by The College Board. Students enrolled in an AP course are required to take the AP exam at the end of the course. Students not enrolled in an AP course are also permitted to take an AP exam with the permission of the appropriate department chairperson. Depending on the outcome, a student may be granted full, partial or related course credits in college. There is an additional fee required for an AP exam.

***Project Acceleration Program*** — sponsored by Seton Hall University. SHU allows students to take undergraduate courses that will appear on official college transcripts. Courses are subject to change. Students are to maintain a C average. Credits offered under this program are accepted by more than 200 colleges and universities. The listing is updated regularly on the SHU website. There are additional costs associated with this program.

***DISSECTION ALTERNATIVES***

According to PL 2005, Chapter 266, students may refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Students wishing to "opt out" of these activities will be given an alternative educational project.

***V. SCHOOL ATTENDANCE******ATTENDANCE POLICY***

The New Jersey Statutes on Education (18A-38-25, 38-26,38-27) provide for compulsory attendance for all children between the ages of six and sixteen, *but the responsibility for compliance belongs to the parents*. The school keeps an accurate record of absences, tardiness and daily class attendance. In order to comply with the spirit of the NJ state law and the standards of the School Office of the Paterson Diocese, the school establishes strict policies governing student attendance.

Regular attendance and participation in classes form a vital and integral part of the entire learning process. Attendance is the means of serving complete educational goals. Frequent absences from school, either for the whole day or for individual classes, disrupt the continuity of the educational process. Chronic absences limit accomplishments and create a habit that will impede the student in future education and employment.

Students are fully responsible for any class work missed or any homework/projects assigned during a time of absence. It is strongly suggested that parents avoid the scheduling of medical appointments, non-school special activities, vacations, etc. during school time. A parent must notify the Principal in advance if a student will be out of school due to these circumstances.

The Dean of Students serves as the administrative contact for questions/issues regarding attendance.

**There is a cumulative absence count of 15 days. All absences of any nature count toward the 15 day limit. There is no designation of "excused" or "unexcused" absences.**

***ATTENDANCE PROCEDURES***

***Notification of Absence:*** A parent/guardian must telephone the Attendance Office (ext. 110) before 9:00 am to notify the school of an absence. The necessary information to report includes: the student's name, grade, homeroom and reason for absence.

***Verification of Absence:*** It is required for a parent/guardian to submit an "absentee note" to the Attendance Office on the first day that a student returns following any absence. A parent should also provide a note in regard to a bereavement or family emergency situation. A doctor's note is required when the absence is due to an extended or serious illness. Verification notes will be included in a student's record file.

***Education-related Absences:*** Any absence due to participation in an academic or career program, college visit/interview or education experience must also be verified by a parent note. During the junior and senior years, it is recommended that a student limit college visits scheduled during school time to three days.

***Absence and Extra-curricular Activities:*** A student will not participate in any school-sponsored extra-curricular activity (i.e., athletics, performing arts, practices, dances, field trips, etc.) if he/she is absent from school. Participation in such events and activities is only permitted when a student is present for the *entire day of school*. (See policy regarding Tardiness and Extra-Curricular Activities for additional information.)

***LOSS OF CREDIT DUE TO ABSENCES***

**Accumulating absences over the 15 day count will jeopardize a student's academic standing in regard to credit earned.** A student will not be granted credit in a scheduled course after his/her cumulative absences exceed the following limits:

- Quarter Course: 5 days absent= No Credit for the Quarter
- Semester Course: 10 days absent= No Credit for the Semester
- Full-year Course: 15 days absent= No Credit for the Year

Parents will be notified via a mailed letter outlining the cumulative absences and/or loss of credit

- Quarter Course: after 3 days and after 5 days
- Semester Course: after 5 days and after 10 days
- Full Year Course: after 10 days and after 15 days

At the Principal's discretion, the parent and student may appeal the loss of credits to an Attendance Review Committee. The appeal process consists of the following steps:

- The student/parent will meet with the committee to review his/her attendance record.
- The student/parent will present any extenuating circumstances relative to the attendance record.
- The committee will review all information and present a recommendation to the Principal regarding the granting of credits in question.
- The Principal issues a final decision.
- If the Principal does not grant credits, the student must make up the credits through a Credit Retrieval session. Credit Retrieval is offered periodically on scheduled Saturday mornings, for a four hour session. For each four hours served in credit retrieval, a student earns back one day of attendance. The student is assigned make up class work to complete. A student must be scheduled for as many four hour sessions as needed. Each session requires a fee of \$100.

**TARDINESS/ATTENDANCE**

Morris Catholic High School adheres to a strict policy regarding tardiness to school and believes that it is the student's responsibility to arrive to school on time and prepared for the day. **The school day begins promptly at 8:00 am in homeroom. Any student not present in homeroom at 8:00 am (the time of the homeroom bell) will be considered and recorded as tardy.**

A student arriving at school late must report to and sign-in with the Attendance Officer/Main Office to obtain an admittance slip. The student must present the slip to the homeroom or classroom teacher. **A student will receive three demerits for a late arrival to school.**

A written or verbal note from a parent does not excuse a late arrival to school. If a student is tardy due to a medical appointment, a doctor's note must be presented when the student arrives at school. Driving problems and traffic issues are not excuses for tardiness. Student drivers are expected to plan their morning drive judiciously.

Students arriving late to school due to a school-bussing problem are to report to the Attendance Officer/Main Office immediately upon arrival to be checked-in and marked "excused tardy."

Only the Principal can excuse a late arrival. If a student develops a pattern of tardiness, it is considered a serious disciplinary issue and a conference will be held with the student and the parent at the request of the Dean of Students.

#### **TARDINESS AND EXTRA-CURRICULAR ACTIVITIES**

Students who arrive late to school will not be permitted to participate in any school-sponsored extra-curricular activity (i.e., athletics, performing arts, practices, dances, field trips, etc.) Only the Principal may review this policy for an exception.

In the event of late-night school-related activity, the Principal may allow participants to arrive late at school the next morning at 9:30 am and may allow those students to participate in extra-curricular activities as planned.

#### **TRUANCY**

A student who is truant from school will be suspended. A conference with the student, the parents and the Dean of Students will be schedule to address this infraction.

#### **EARLY DISMISSAL FROM SCHOOL**

Students are not permitted to make their own arrangements to leave school for any reason. Whenever a student must leave school early, a parent/guardian must meet him/her in the Main Office and sign-out the student in a register.

If a student becomes ill or is injured during the school day, the parent will be notified directly by the School Nurse, Attendance Officer or other school official. Dismissal for any special appointment (i.e., physician, college interview, etc.) must be arranged in advance with the student presenting an early dismissal note must include the student's name, grade, homeroom, reason for early dismissal, time of pick-up, telephone number where parents may be reached for verification and contact information for appointment or interview.

If a student is signed out of the building before or at 11:00 am and does not return to school before 2:30 pm, he/she will be considered absent for the entire day. On a day with any early dismissal, a student must be present for the duration of the day to be eligible to participate in any extra-curricular activity. Any exception to this policy must be reviewed and granted by the principal and only in advance of the day's activities. No "after-the-fact" circumstances will be considered.

***UNEXCUSED ABSENCE FROM CLASS***

All students are expected to follow their schedules each day without exception. Failure to do so will result in disciplinary action.

***TARDY TO CLASS***

Students are expected to be on time for all classes and other destinations. They are allowed three minutes passing time for a change of class; this includes gym class. Students admitted to class after the bell should have a pass from the teacher or staff person who has detained them. Student who are late to class without a pass are to receive 3 demerits. No student should be sent out of the room to obtain a late pass.

***Absentee Make-Up Work:*** Students who are excused from school are responsible to get assignments and complete any missed work. For extended absences, the following measures can be taken to get assignments:

- Contact classmates for assignments.
- Teachers provide updated assignments on either their own website, [www.new.schoolnotes.com](http://www.new.schoolnotes.com), or in their homework boxes.
- Contact the teacher directly to get assignments.
- Contact the student's guidance counselor as a final attempt to get assignments.

***HOME INSTRUCTION***

Home Instruction is for the student who has an illness that requires strict bed rest and/or extended medical attention for a period of no less than two weeks (ten school days) as diagnosed and documented by the student's physician. Tutoring for homebound students is reviewed, authorized and provided by Morris Knolls High School/Morris Hills Regional High School District. All requests and arrangements for homebound instruction are initiated and managed through the MCHS Guidance Department.

***WITHDRAWAL FROM SCHOOL***

Prior to making a decision to withdraw a student from Morris Catholic, the parent needs to have a conference with the Principal. After the decision is made to withdraw, the following procedure is to be followed:

- Parents/Guardian makes an appointment for an exit conference with the Principal to discuss the student's situation.
- Parent/Guardian makes an appointment with the Guidance Department to begin the exit process. An exit card is completed and a student checklist must be signed by each teacher/coach when books and school property is returned.
- The student cleans out his/her hallway locker and physical education locker.
- The student and parent return all completed forms and school property to the Guidance Department.
- The parent/guardian meets with the Tuition and Fees Manager to close business matters and accounts.

**Only parents/guardians may withdraw a student from Morris Catholic, regardless of the age of the student.**

NOTE: RECORDS WILL NOT BE FORWARDED TO A NEW SCHOOL UNTIL ALL OBLIGATIONS ARE MET AND ALL BILLS ARE PAID IN FULL.

### ***EMERGENCY CLOSINGS***

In cases of emergency (such as inclement weather), the official announcement for school closing/delayed opening will be sent through the Honeywell Instant Alert System. In addition the announcement might be:

- accessed from our MC website.
- accessed by calling the school's phone (973-627-6674) and selecting the appropriate option.

## ***VI. GUIDANCE PROGRAM***

A strong Guidance program has many components:

- Crisis Counseling and Personal Referrals
- Personal Counseling and Career Interest Testing
- Testing for Abilities and Aptitudes
- Academic Advising/Course Selections
- Referrals to the Child Study Team
- Consultation with Parents and Teachers
- Resource for Employment Opportunities
- College Advisement/Placement
- Technical School Information
- Follow-up Studies

### ***GOALS***

***FRESHMAN*** - "You the Person": The required MCHS Student Planner is used to help students record their homework assignments and grades. The guidance counselor may check this by personal contact. An exploration into the student's strengths and weaknesses, likes and dislikes as an individual and as a member of the freshman class is initiated. Emphasis is placed on the process of adjusting to high school, peer pressure, study skills and involvement in activities to become a connected, well-rounded person.

***SOPHOMORE*** - "Career Choices": The student is introduced to career clusters and job ladders stemming from actual interest testing. There will be a coordination of these results with various websites for further exploration. Emphasis is placed on the individual's need to initiate this research with the help of his or her guidance counselor.

**JUNIOR** - "Preparing and Planning Your Future": Career interests, student strengths and abilities are identified and explored. This is done through the use of personal interviews, college and career websites and interest tests. Workshops to present topics related to college selection, essay writing, student resumes and other relevant areas will make junior parents more knowledgeable and confident with the college admission process.

**SENIOR** - "Where Do I Go From Here?": Continued counseling focused on evaluating the student will help each senior make a viable, realistic college and career choice. Parents/senior conferences are set up on request as a useful tool to answer personal concerns and questions. Final college selections, essay writing, the use of the common applications, on-line applications and other related topics will be the focus.

#### **ACADEMIC ADVISEMENT**

Guidance Counselors are available to students and parents to help with the selection of courses that are appropriate and consistent with the student's personal abilities and goals.

#### **CAREER CENTER**

Students, parents, and staff are invited to use the reference materials on colleges and careers available in the Guidance Department. Catalogs may be checked out.

#### **PERSONAL COUNSELING**

Limited personal counseling is available to all students through the Guidance Department. Guidance Counselors make themselves available to students to help them work through personal or home problems, peer issues or any age-related concern. Serious issues may be referred to professional counselors. Counselors will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be notified of any such concerns.

#### **APPOINTMENTS**

Counselors are available to students and parents at any time. Students may obtain an appointment request in the guidance office between classes. Parents are encouraged to call their child's counselor for an appointment.

#### **STUDENT RECORDS — Security and Access**

Records are kept secure and are maintained by the Guidance Department. The department is responsible for the maintenance of these official records according to the Family Education and Privacy Act (FERPA or the Buckley Amendment). Parents and legal guardians have the right to review records. **Non-custodial parents are granted access to their child's records; that is, they have the right to view and to copy records unless MC is notified in writing with legal documentation attached that parental rights have been terminated by a court of appropriate jurisdiction.**

#### **TRANSCRIPT REQUEST**

***In order to have a transcript sent the student must follow these guidelines:***

- For each college application, scholarship, etc., complete a Transcript Request Form available from the Guidance Department Secretary.
- Submit the completed form to the Guidance Department Secretary with the appropriate fee attached.
- Allot a time period of ten working days for the mailing of all transcripts. In most cases, transcripts are sent out sooner.

- The Guidance Department cannot guarantee deadlines unless the student strictly adheres to the ten "working day" period. (School holidays and snow days are not considered working days.)
- Since the volume of requests is so great, an early deadline is set for the submission of requests for transcripts to be mailed before the start of the Christmas vacation.
- All transcript requests are given to the Guidance Department Secretary who prepares the transcripts for the Director of Guidance to review and approve.
- UNOFFICIAL TRANSCRIPT: This document does not bear the official school seal or the Director's signature. The transcript is stamped "Unofficial". It is for personal use only.

### ***COLLEGE/SCHOLARSHIP RECOMMENDATIONS***

Colleges and scholarship opportunities request recommendations. A Recommendation Request Form must be filled out by the student and given to the specific person. This form is available from the Guidance Department. If the recommendation is to be mailed, the student must also supply a stamped, self-addressed envelope attached to the request.

### ***COLLEGE VISITATION POLICY***

During junior and senior years, students and families are encouraged to visit college campuses. The procedure is as follows:

- One week prior to a college visit, the student must submit a parent note to the Guidance Department indicating the date and name of the college to be visited.
- The dates are recorded and the note presented to the Director of Guidance for approval.
- After approval, the note is sent to the Attendance Office for notification of absence.
- Upon return to school, the student must present a written confirmation of the visit from the college.
- It is strongly encouraged that holiday and vacation time be used for visits as any absence from school is documented on report cards and final transcripts.

## ***VII. STUDENT HEALTH and ADMINISTRATIVE MATTERS***

***ACCIDENTS:*** Any accident that occurs in the school building or on school property or at any school sponsored activity must be reported to an administrator and the nurse as soon as possible within 24 hours. In the case of a serious accident requiring medical services outside of the school, the parent/guardian will be notified so that the student can be transported to the proper physician and/or hospital.

***PROCEDURE FOR REPORTING TO THE NURSE:*** Students must have a WRITTEN PASS from their teacher before reporting to the Nurse's Office. **A student may not initiate the process by using his/her personal cell phone to contact the parent.**

- Students are not allowed to enter the Nurse's Office between classes except in the case of an emergency.
- It is always the responsibility of the Nurse to notify a parent in case of illness or the need to go home. A student may not initiate the process by using his/her personal cell phone to contact the parent.
- Only after consultation with the Nurse, may a parent give permission for the student to leave or to be picked up at the Main Office. The Attendance Officer will be notified by the Nurse if a sick student is to leave the school.

**MEDICATIONS: All students who take prescription medicines of ANY kind during school hours must do so under the immediate supervision of the Nurse.** New Jersey state rules mandate that parents need to have state mandated forms filled out by themselves and the students' physician for all prescription and non-prescription drugs. In the case of an emergency ie: student is seen in an emergency room or doctor's office and return to school the next day—parents must have a doctor's office call us with a fax number so the form can be completed and faxed before any medication can be administered. **Students are not allowed to carry medications/prescriptions in school. This includes over-the-counter medications/prescriptions. Violation of this policy is considered an infraction of the code of conduct and is subject to disciplinary action.**

***Students with asthma and specific allergies:*** NJ state health code permits students to carry their prescribed inhaled medications and Epi-Pens and self-administer when necessary. Any such medical condition must be documented to the health office.

***HEALTH RECORDS & IMMUNIZATIONS:*** All students are required to submit a health information form upon entrance into Morris Catholic High School. This form must be submitted to the School Nurse prior to or on the first day of school. In addition to a record of general health, the health form reflects a child's record of immunizations. Specific requirements are available from the School Nurse. Students who fail to submit a completed health form and immunization record will not be permitted to school until the form is submitted.

Transfer students must provide all necessary health and immunization records to the School Nurse. Parents/guardians will be advised regarding immunization deficiencies as soon as students' health records are received. Students with an immunization deficiency will not be permitted to attend school until the deficiency is corrected and certified by a physician. New students entering from a school in New Jersey will not be permitted entrance without the proper immunization records. New students entering from another state must have immunization records on transfer.

In the case of an injury, if a student requires crutches in school, a medical note must also be brought in upon the student's return clearly stating the limitations on the student. The student and parent should report to the main office to the attendance secretary. The secretary will make a copy of the note for her records and contact the nurse or send the student down to the nurse. The nurse will verify the medical condition and notify the student's teachers that there is a medical condition and the conditions of the limitations.

If this injury is extensive or prolonged, it will be within the jurisdiction of the nurse to require updates from the doctor treating the student. This can be accomplished with a direct call from the nurse to the attending physician or a note from the doctor through the parent to the school.

If the student cannot use steps, they will be assigned to the guidance office. The counselor will coordinate assignments from the teachers whose classes are on the second floor, find a buddy to help with books during the time of the injury and keep the student's attendance. Before the student can return to full active participation, a medical note must again be received. The nurse will then notify all the teachers, the attendance secretary and the guidance counselor upon the receipt of a medical note. If a student has surgery, a note is needed from the physician to return to school. Included in the note must be any/all restrictions.

All cases of chicken pox, pink eye, measles, head lice, mononucleosis and strep throat must be reported to the School Nurse.

All of the required and recommended health appraisals are done routinely at Morris Catholic including vision and blood pressure screening. It is recommended that every student have a yearly physical; the form should be submitted to the school nurse prior to the first day of school.

Parents must adhere to all New Jersey and diocesan policies in regard to required preventative health measures.

If a parent needs copies of medical records, a written request must be sent to the health office. A \$5.00 fee included with the request must be submitted to the attention of the school nurse. All forms will be mailed to your home within 1 week of your request. No forms will be sent home with a student.

**PHYSICALS:** All students must have an annual physical examination dated between July 1 and prior to entrance. The form must be submitted to the Nurse as soon as possible. Required health appraisals (according to NJ state statutes and administrative code) include:

- Examination to participate in interscholastic athletics (yearly physical)
- Examination for working papers
- Examination for scoliosis
- Examination for auditory assessment to determine hearing impairment
- Examination for tuberculosis

Suspected measles and rubella cases will be immediately reported to the local health department. Refer to Health Office forms for specific requirements.

#### ***CHANGE OF ADDRESS***

Parents or guardians must inform the Main Office, in writing, regarding a change of address, phone number or parish as soon as possible. It is also the responsibility of the parents to provide the school, in writing, with the address, phone number and emergency contact information in the case of the student having secondary home situation.

#### ***EMERGENCY CARD***

Current emergency information cards are required to be on file. Each student will receive the cards prior to each school year and will be required to give updated information and turn them in with the new registration/re-registration packet.

#### ***WORKING PAPERS***

Any student under 18 years of age must have working papers in order to obtain employment. The following forms can be secured from the Guidance Department:

- Promise of Employment (to be completed by employer)
- Physical examination completed by a physician and documented by the School Nurse.

Return completed forms and a copy of the student's birth certificate to the Guidance Department. This information is sent to the Department of Labor in Trenton for registering and then returned to the school office.

Papers brought to the Guidance Department during homeroom will be completed the same day. Papers brought in after homeroom will be completed by the following day.

The School Nurse will not be available to provide medical documentation for working papers following the close of the school year in late June.

***EIGHTEEN YEAR OLD STUDENTS***

Regardless of age, students are required to adhere to all school and diocesan policies and guidelines. They may not:

- Sign themselves out of school for any reason.
- Sign for permission to take any non-prescription medication.
- Drive home without permission.
- Receive communication from the school intended for parents.

***PERSONAL POSSESSIONS******LOCKERS SHOULD BE LOCKED AT ALL TIMES.***

Morris Catholic High School assumes no responsibility for money, clothing, books or articles left in classrooms, the library, unlocked lockers, hallways, offices, the cafeteria, the gym, locker and weight rooms, busses and cars parked on school property.

***Money:*** Students who must bring large sums of money to the school should register this money at the Main Office for security reasons.

***Electronic Devices:*** Students are not permitted to possess or use any portable audio/video devices or electronic entertainment communicative device (i.e., cameras, iPods, MP3 players, pagers) during the school day. An administrator, teacher or staff member who finds a student in possession or use of such a device will confiscate it and submit it to the Dean of Students. The student will be subject to disciplinary action that includes loss of such equipment, out of school suspension and fines.

***Cell Phones:*** Students are permitted to possess cell phones in the school building, however, students may not use cell phones for any personal reason, in any manner, during the restricted school day hours (7:50 am - 2:35 pm). If necessary and due to an emergency or extraordinary situation, an administrator will give permission to students to use cell phones under supervision of a teacher or staff member. Any student violating the cell phone policy is subject to strict disciplinary action as described in Section IX (Student Supervision and Discipline) of this Handbook, Page 26.

The protocol for acceptable possession and use of a cell phone is as follows:

- Phone must be kept in the OFF power position from 7:50 am - 2:35 pm.
- No cell phone may be used for picture or video recordings, text messaging, accessing the internet or e-mail, gambling, making purchases or math calculations.
- No harassment or threatening of persons via the cell phone is tolerated.
- Students who violate any of the rules regarding cell phones are subject to disciplinary action and may forfeit their privileges of bringing them to school.
- Parents should not contact their students via cell phones during the school day. Parents who phone or text message their students jeopardize them in regard to disciplinary action.

***Solicitation:*** No student is permitted to sell or take orders for any merchandise or service or collect any money on school property without permission from the Office of Institutional Advancement.

***Textbooks:*** Students are financially responsible for textbooks and other materials issued to them by the school. All textbooks are to be covered as soon as possible to protect them from any wear and damage. Students will be required to pay for lost or damaged books and materials whenever it occurs during the year and to return textbooks at the end of the year. Report cards are not issued if debts are not paid.

***Student Lockers:*** Each student is assigned a locker at the beginning of the school year. The lockers are the property of the school; students use them to keep only the materials necessary for school. *Lockers may be searched any time by the Administration.* **The school is not responsible for any items, lost or stolen, from a hallway or gym locker.**

Lockers are to be kept clean at all times. Students clean out lockers throughout the year. Some guidelines concerning student lockers include:

- **Lockers are to be locked at all times.** Lockers are not to be shared nor combinations shared with other students. Excessive amounts of money or other valuable items such as electronic equipment, expensive clothes or shoes are to be left at home. Any items of value that must be brought to school should be given to the Dean of Students.

Students are responsible for the upkeep of their lockers. Items that may damage the paint or adhere to the locker surfaces are not to be attached. Damage to the paint and/or hardware of the locker may result in a damage fee to be paid by the student at the end of the school year.

- Students may not decorate or post on lockers any materials that are inappropriate, offensive or distasteful in nature. This includes, but is not limited to, photos, images, writings and messages. Any student that posts inappropriate materials on or in a locker, whether it is his own or that of another student, is subject to disciplinary action.
- Lockers are assigned for the entire year and are not reassigned without the permission of the Dean of Students. A \$25 locker relocation fee (plus any other fees for repairs due to damage) will be assessed to a student who, through his or her own fault, is forced to relocate his or her locker.

#### ***LOST AND FOUND***

Any article that is found should be turned in to the School Nurse's Office. Students who have lost an article should check to see if it has been turned in. Lost articles will be kept for approximately two (2) weeks. If not claimed, the items will be donated to charity. Lost books or backpacks should be turned into the Office of the Dean of Students.

#### ***APPOINTMENTS***

Parents or students requesting to see any administrator or faculty/staff member may make appointments directly with them or through the Main Office Secretary. In certain cases, administrators/teachers will ask to meet with parents and students. Such assigned appointments should not be cancelled except for emergencies.

#### ***STUDENT VISITORS***

Student visitors are restricted to only those who are considering a MCHS education. Prospective students are required to contact the Advancement Office to coordinate all visits. A student visitor is required to schedule his/her visit at least one week in advance, and is required to produce a written letter of permission from a parent the day he/she comes to the school. A student visitor is then assigned a Morris Catholic student escort who will accompany the student throughout the day. All visiting students are expected to dress according to the standards of the Morris Catholic dress code.

### ***VIII. FINANCIAL OBLIGATIONS***

#### ***TUITION***

Tuition for students at Morris Catholic is payable in one of three ways:

- Once a year due on July 15th, 2009 - To be sent directly to Morris Catholic High School, Attention: Tuition & Fees.

- Twice a year due July 15th, 2009 and January 15th, 2010- To be sent directly to Morris Catholic High School, Attention: Tuition & Fees.
- Monthly through SMART TUITION. There will be a \$34 per student service charge if using SMART TUITION. Payments are due over TEN MONTHS –July 5th or 20th, through April 5th or 20th; these payments will be automatically deducted from the designated checking account. There will be a \$30 service charge if the tuition money is not available in the account at time of withdrawal that will automatically be deducted by SMART TUITION. Students who register late must contact Morris Catholic’s Office of Tuition & Fees to make arrangements for payment. Any problems regarding payment should be directed to the Office of Tuition & Fees.

A student's quarterly report card and access to PowerSchool will be withheld if there are any outstanding debts to Morris Catholic. Students will not be eligible to take their final examinations unless all tuition for the academic year has been paid in full.

The Policy of the Diocese of Paterson states: if tuition payments are more than three months behind, the student may not return to school until tuition has been paid.

Seniors with outstanding debts to the school will not be allowed to attend the prom or Project Graduation (both incurring additional expenses) until all debts are paid to the school.

#### ***FEES***

- There is a \$600 Student Fee for the school year 2009-2010.
- For the class of 2010, there is also a Graduation fee of \$200.  
**These fees are payable before September, 2009.**
- An athletic fee of \$300 will be collected by the Tuition Manager at the appropriate time.

#### ***VOLUNTEER SERVICE COMMITMENT CONTRACT***

Since tuition does not cover the per pupil cost of education, the volunteer services of parents to assist in Morris Catholic's fundraising efforts are vital. By obtaining a commitment, Morris Catholic is able to assure that all events are adequately staffed. Opportunities to volunteer for fundraising or to consider a “payment in lieu” option are outlined in the Volunteer Commitment Contract to be completed at the time of registration and/or re-registration.

### ***IX. STUDENT SUPERVISION AND DISCIPLINE***

**The student is a Morris Catholic student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be subject to disciplinary action.**

#### ***STANDARDS OF DISCIPLINE***

Morris Catholic, striving to maintain quality in education, promotes a Christian environment in every aspect of school life. School regulations are enacted and enforced to assist in the efficient ordering of the school day. Our discipline code is viewed as an extension of our ministry to the student. **There is no set of rules that will completely cover all situations that occur at any school. The Administration reserves the right to amend, edit or add to these policies as the need arises at any time.** Students are expected to conduct themselves in an orderly and acceptable manner at all times.

Morris Catholic High School is an active partner in the *Memorandum of Agreement between Catholic schools of the Diocese of Paterson and Law Enforcement Officials of New Jersey*. In accordance with this program, MCHS is required to fully cooperate with law

enforcement agencies of local municipalities, the county and the state in the event of any student's possible violation of local, state or federal law. This includes the areas of the reporting of incidents, the sharing of information, the preventing of crimes, and the planning of school security.

### ***CORRECTING MISCONDUCT***

Students/parents should understand that ANY TEACHER/STAFF MEMBER has the authority to correct misconduct at any time. Insubordination (a deliberate refusal to obey a reasonable request made by a teacher/staff member) or insolence (a quarrelsome argument with a teacher/staff member) may call for disciplinary action by the teacher/staff member and notification of it to the Dean of Students.

If a teacher/staff member finds it necessary to send a student from the classroom for disruptive behavior, the Dean of Students will be called to go the classroom and attend to the matter. If the Dean of Students is not available, another member of the Administration will be called. ***A student may not leave a classroom or supervised area without permission.***

All disciplinary incidents are recorded and remain in the student's disciplinary file in the office of the Dean of Students. This file is kept throughout the time that the student attends Morris Catholic. It does not become part of the student's transcript.

### ***DEMERIT AND DETENTION SYSTEM***

The demerit system is used to monitor and improve a student's behavior. Demerit accumulation will result in detentions of escalating levels. School detention is held from 2:40—3:30 pm on Tuesday and Thursday afternoons, and a detention list will be posted in homerooms at least 24 hours in advance. Failure to serve a school detention will result in a double detention. Missing either of these detentions will result in an automatic Saturday detention (9 am to 12 noon). Saturday detentions are given after four accumulated school detentions or for more serious infractions. Students are given 24 hours notice of a Saturday detention. Students are not excused or exempt from detention because of athletic practices or games, jobs, doctors appointments or other personal matters. Likewise, detentions are not to be rescheduled, except when deemed necessary by the Administration due to dangerous weather conditions or similar circumstances. After hours transportation is the responsibility of the student/parent.

Demerits are assigned for, but not limited to, the following infractions:

- One demerit: Chewing gum/food or drink outside of cafeteria
- Two demerits: Dress Code
- Three demerits: Lateness to class/school
- Four demerits: Cutting detention
- Five demerits: Disruptive in class, cafeteria or other areas
- Ten demerits: Disrespect to teachers/staff

A copy of the demerit is sent to the Office of the Dean of Students.

Demerits will be recorded and sanctions given at the following level:

- Five demerits: School Detention
- Twenty demerits: Saturday Detention
- Thirty demerits: Parent Conference with the Dean of Students
- Forty demerits: In-school suspension
- Fifty demerits: Out-of-school suspension
- Seventy demerits: Possible dismissal/not invited to return at the end of the school year

Other reasons for demerits may include:

- Roaming hallways without an appropriate pass
- Eating/drinking outside cafeteria
- Inappropriate language, comments or gestures
- Failing to report to a designated place when directed to do so
- Going to another class without permission
- Carrying opened/unsealed beverage containers into hallway, classrooms, or any other indoor school area except the cafeteria

**Bullying/Harassment is a serious issue and has its own policy on page 34.**

***PASS RESTRICTION***

A student who has not shown clear responsibility and/or accountability for his/her actions when not in the control of a classroom setting may be placed on pass restriction. When on pass restriction, a student may not leave class for any reason and must receive special permission from an administrator if needed to leave class. There is no specific duration of time to be on pass restriction. It is only lifted after the student displays a strong sense of responsibility and the Administrative team feels he/she has earned the right to have pass privileges.

***INAPPROPRIATE CELL PHONE AND ELECTRONIC DEVICE USE***

If a student's cell phone is activated or used in any way during the restricted school day hours, the student is subject to disciplinary action: This policy applies to use of a camera, iPod, Mp3 player, pager or similar electronic devices during school day hours. The following policy will be enforced:

- 1st offense: One day out of school suspension; phone/device is confiscated and will be returned at a parent conference for return to school; \$20 fine\*
- 2nd offense: Three day out of school suspension; phone/device is confiscated and will be returned at a parent conference for return to school; \$50 fine\*

Any subsequent offense: Punishment to be determined by the Administration and student may be subject to review by the Student Evaluation Committee. \*All fines will be donated to the Youth Ministry.

A student may not use a cell phone, camera or similar electronic device to photograph any person without the explicit permission of an administrator. This policy extends to students involved in school-sponsored activities off-campus, on busses, at special events, etc. A student may not use a cell-phone, camera or similar electronic device in classrooms, locker rooms, lavatories, cafeteria, gym, etc. with the intent to photograph another person or any type of written or printed materials.

Refer to MCHS Internet Policy for additional information regarding cell phone and electronic device use.

***OUT-OF-SCHOOL SUSPENSION***

Out-of-school suspension is recognized as a severe disciplinary measure, and is not to be taken lightly. This type of suspension is received for flagrant disregard of school regulations. The duration of the suspension (determined by the Administration) depends upon the seriousness of the offense, the number and type of offenses committed, and the circumstances involved. The minimum suspension is one full school day. Each out-of-school suspension carries an additional consequence of 50 demerits which accumulates toward dismissal.

During the time of suspension, the student is not permitted to attend classes, be on campus, or participate in any school-related activities. The student is not permitted to return to school until a parent conference is held with the Dean of Students. Students are responsible to make up all missed class work and homework assigned during the period of the suspension.

A partial list of some grounds for out-of-school suspension includes:

- Use of a cell phone or prohibited electronic device during restricted school day hours
- Smoking in or on school property
- Being under influence of drugs, alcohol or any illegal substance
- Testing positive for drugs, alcohol or any illegal substance through any school administered testing process
- Fighting in school, on school grounds, on a school bus or at any school-sponsored activity (on or off campus)
- Stealing school or personal property (on or off campus)
- Harassment or bullying behavior
- Possession of **any type** of weapon, explosive or incendiary device (this includes, but is not limited to guns, knives, tasers, weapon look-alikes, or any item the police department classifies as a weapon)
- Vicious, illegal, immoral, or insubordinate behavior
- Repeated violations of school regulations
- Threats and/or violence against another person or the school community
- Vandalism
- Hazing

### ***PROBATION***

A student is placed on probation by the principal for any serious offense or continued misconduct by the Principal. It may accompany and/or follow out-of-school suspensions. Probation gives a student a specific period of time to prove he/she will follow school regulations. If the student does not follow the probation contract within that specific period of time, he/she may be dismissed from school. Student leadership positions (elected or appointed) will be forfeited due to this disciplinary situation. Other student privileges including, but not limited to driving on campus, participation in athletics and/or extra-curricular activities, attendance at school sponsored off-campus events, dances, proms, ceremonies, social and athletic events, may be revoked.

The terms of probation are documented and require the signatures of the parents, student and Principal and are not negotiable. Refusal to agree with the terms of probation will be considered a withdrawal from Morris Catholic. Involvement in a serious disciplinary infraction, in or out of school, while on probation, may lead to the student's immediate dismissal.

A student's exemplary behavior may expedite the terms of the probation.

### ***DISMISSAL/WITHDRAWAL***

Whenever a student shows, by his/her actions, that he/she does not appreciate being at Morris Catholic, the student will be asked to leave. This will not be done capriciously.

A partial list of grounds for possible dismissal/withdrawal includes:

- The use, possession, sale or exchange of drugs, alcohol or any illegal substance on school property, at any school-related function (on or off campus), or on transportation to or from school or a school event.
- Open or persistent defiance of authority

- A serious infraction by a student already on probation
- Failing grades in two or more subjects (at the end of the year, may be invited to leave)
- Possession of a weapon (this includes, but is not limited to guns, knives, tasors, weapon look-alikes, or any item the police department classifies as a weapon)
- Repeated truancy
- Chronic absenteeism for no substantial reason
- Consistent bullying/harassment of any kind
- Threats and/or violence
- Vandalism of a significant and/or consistent nature
- Stealing

If a student is dismissed or withdraws from Morris Catholic due to a disciplinary action, he/she may forfeit the privilege of being present on campus for future student events including, but not limited to dances, arts productions, athletic events, banquets, ceremonies, fundraisers and assemblies. Morris Catholic also reserves the right to deny future presence at school sponsored off-campus events including, but not limited to dances, proms, banquets, arts productions, ceremonies and fundraisers.

#### ***STUDENT EVALUATION COMMITTEE***

At the discretion of the Principal, a Student Evaluation Committee may be convened to recommend to the Administration the most appropriate course of action to be given a student in a disciplinary situation. This includes any severe infraction of the code of conduct, subsequent behavioral issues for a student already on probation or a history of probation, or a student that has accumulated 70 demerits in one school year. The Student Evaluation Committee may include:

- The Dean of Students (Committee Chairperson)
- The Youth Minister
- The student's Guidance Counselor
- Member of the Faculty Advisory Council
- The Assistant Principal for Academics
- A faculty/staff member of the student's choosing

The student will be present for and may participate in the beginning of the review. The student may not remain while the Committee carries out discussion and determines a recommendation which is given to the Principal. The Principal will grant the parents/guardians and student the opportunity for due process. The Principal and President make the final decision after deliberation of the recommendation and related information.

**The Principal, in consultation with the President, is the final recourse in all disciplinary situations, and reserves the authority to amend policy for just cause at his/her discretion.**

#### ***SMOKING—New Jersey Smoke-Free Air Act***

- Smoking is not allowed at Morris Catholic and is prohibited in all areas of the school property. Violation of this regulation will result in an automatic suspension. Morris Catholic recognizes that tobacco is a gateway drug and highly addictive and that the use of tobacco products is a health, safety and environmental hazard for student, employees, visitors and school facilities. The use of tobacco products on school grounds, in school building and facilities, on school property or a school-related or school-sponsored events is detrimental to the health and safety of student, faculty/staff and visitors and therefore, prohibited. "Tobacco Product" is defined to include but not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of

- smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.
- 1st offense: One day out of school suspension; with a \$20 fine.
- 2nd offense: Three day out of school suspension; with a \$50 fine.

#### ***HALLWAY PASSES***

The "Passport" pages in the end of the student planner serve as the hall passes and record of passes for a student. A student must always have his/her planner with a specific "pass" noted when in the hallway during school hours. A student in the hall, during class time and without proper permission, is subject to disciplinary action.

Students are expected to use the lavatories between class and during lunch periods. They are not to be at lockers during class time without explicit pass permission from a teacher.

#### ***TELEPHONE CALLS***

If a student has a personal need or emergency and must contact a parent/guardian during school hours, he/she may request to use a school phone in the Main Office. The student may receive permission from an administrator or school official to do so.

A parent/guardian may phone the Main Office to contact a student in the event of a personal need or emergency.

#### ***FOOD/DRINKS IN CLASSROOMS***

Food or beverages are not permitted in the classrooms or halls during the school day unless authorized by a teacher or administrator. Open, unsealed containers, bottles, coffee cups, etc. are not permitted (outside the cafeteria at lunchtime) at any time and will be confiscated.

#### ***VANDALISM***

Vandalism is the deliberate damaging of school property. If a student has been responsible for an act of vandalism:

- Restitution is to be made by the student and his/her parents.
- In certain cases, the school will notify the local police authorities.
- Parents will be informed and assisted in providing an appropriate response to the situation.
- The Superintendent is notified after initial action.
- Students who commit acts of vandalism on property not connected with the school violate standards of conduct expected of Morris Catholic students and may face school disciplinary action (damages over \$200).

#### ***AFTER-SCHOOL PICK-UP***

- Students should not remain in school after dismissal unless they are involved in a supervised activity. It is the responsibility of parents/guardians to provide for the transportation of their son/daughter immediately after school or their supervised activity has concluded.
- Parents of students that do not adhere to appropriate dismissal/pick-up times will be contacted for a conference with the Dean of Students. Blatant disregard for appropriate dismissal/pick-up times will be referred to local municipal authorities.
- Students are expected to be in supervised areas at all times.
- As an exceptional courtesy, the school on most days provides supervision in a designated area from 3 to 5 pm for students who are stranded and not involved in supervised activities. **Students who remain after 5 pm present a supervisory**

- **problem for the school. We cannot be responsible for any student who remains on campus after this time. Please be certain to arrange transportation for your son/daughter.**
- Students in school after 3:00 pm and not participating in an activity must wait in this designated area until they are picked up. Gates will be locked at approximately 3:00 pm and will be not opened for forgotten items. At 5:00 pm the designated waiting area will be closed. Under no circumstances should students not participating in an after school activity stay in school after this time.
- The school does not permit students who have been dismissed to return to school after leaving campus, except if they are returning for a supervised practice or activity. Morris Catholic does not assume responsibility for students after they leave the school grounds or their supervised activity.
- During the winter months, students finishing practice or waiting for rides after 5:00 pm must wait in the designated area until they are picked up at the doors at the back of the gym, unless otherwise announced. No students should be picked up or exit by the cafeteria doors after 5:00 pm. In addition, students arriving for practice after 5:00 pm should enter by the gymnasium back doors. Access to locker rooms will only be through the gymnasium during practice and will only be opened by coaches when allowing their teams to change.

#### ***UNIFORM DRESS CODE***

Morris Catholic has adopted a conservative, "business professional" approach in its dress code. There is a definite relationship between good dress habits, good work habits, and proper school behavior. Dressing for serious, business-like education is intrinsic to mature self-discipline.

***Students are expected to come to school at Morris Catholic in complete uniform looking clean and neat and dressed in a manner that is tasteful and not distracting.***

#### ***Boys:***

- **Shirts:** Flynn and O'Hara white or light blue, long or short sleeved, cotton, button-down oxford shirt. Sleeves may not be rolled and collar buttons are expected to be buttoned. The top button may be unbuttoned when ties are **not** worn.
- **T-shirts:** Short-sleeved solid white or solid grey t-shirts may be worn under the dress shirt, but must not be visible. No other colored t-shirts, even if Morris Catholic logo-ed, and no t-shirts with bold words and/or pictures may be worn. The sleeve length must not exceed that of the dress shirt.
- **Pants:** Flynn & O'Hara navy blue or khaki polyester/cotton pants only. Pants must be worn at the waist, be of the appropriate size and length, and allow no undergarments to be shown. No side seam slits or ripped pants legs are allowed.
- **Ties:** Mandatory during stated times, knotted at the neckline, and appropriate in design. **Ties are worn from October 15th to May 15th and at all school liturgies throughout the year.**
- **Belts:** Mandatory at all times and worn properly.
- **Socks:** Mandatory.
- **Shoes:** Uniform shoes only—choice of three specified styles; must be worn properly as students enter the building.
- **Hair:** Must be clean and neatly trimmed above the top of the ears and eyebrows and above the top of the shirt collar at the back of the neck. Styles that include numbers, designs, carvings, dyes, Mohawks, faux-hawks are not permitted. **Should a student be asked to get a haircut or modify a color, he will have 24 hours to comply or he will be suspended until he can return with proper haircut/ color.**

- **Facial Hair:** Boys are expected to be clean-shaven. No facial hair of any kind is permitted. If a boy is not clean-shaven, he will be asked to shave immediately and receive a detention (5 demerits).
- **Jewelry:** No earrings, visible piercings, tattoos, or excessive jewelry. Band-aids or clear plastic retainers covering nose or ear piercings are not permitted.

***Girls:***

- **Blouses:** Flynn and O'Hara white or light blue long or short sleeved, cotton, button-down oxford blouse. Sleeves may not be rolled and collar buttons are expected to be buttoned. The top button may be unbuttoned.
- **T-shirts:** Short-sleeved solid white or solid grey t-shirts may be worn under the dress shirt, but must not be visible. No other colored t-shirts, even if Morris Catholic logo-ed, and no t-shirts with bold words and/or pictures may be worn. The sleeve length must not exceed that of the dress shirt.
- **Pants:** Flynn and O'Hara navy blue or khaki polyester/cotton, pleated or flat front pants only. Pants must be worn at the waist, be of the appropriate size and length, and allow no undergarments to be shown. No side seam slits or ripped pants legs are allowed.
- **Belts:** Mandatory for all pants styles with belt loops.
- **Socks:** Mandatory
- **Shoes:** Uniform shoes only—choice of three specified styles described below. Must be worn properly as students enter the building.
- **Hair:** Must be clean and well maintained. No outlandish styles or dyes permitted.  
**Should a student be asked to modify a hairstyle/coloring, she will have 24 hours to comply or be suspended until she can return with the proper style/color.**
- **Jewelry:** One pair of earrings may be worn provided they are limited to 1 inch in diameter or length. Tattoos, other facial, tongue and visible piercings, or excessive jewelry are not permitted. Band-aids or clear plastic retainers covering nose or ear piercings are not permitted.
- Socks (all students) For girls, there is the option of knee-high stockings.
- Shoes: Uniform shoes only—choice of three specified styles; must be worn properly as students enter the building.
- No sneakers, unless there is a doctor's note for sneakers to be worn for a specific time period.

***All Students:***

- **School sweater/vest: All Freshmen, sophomores, and juniors** will wear the Morris Catholic, navy blue, school sweater, vest or cardigan purchased from Flynn and O'Hara. **Seniors** will wear a Morris Catholic blue or grey long-sleeve or vest length fleece or the school sweater/vest. Fleeces can be purchased at the Campus Store. Sweaters, vests and fleeces must be worn lower than the waistline.
- **Uniform shoes are required. There is a choice of three specified styles:**
  - Dirty Buck**—taupe suede, laced
  - Dress Oxford**—black only, smooth leather, laced (not athletic or walking shoes.)
  - Penny Loafer**—classic burgundy, black, or cordovan. No tassels, fringe, buckles, etc. **Brown or tan loafers are not allowed.**

**Shoes must be worn correctly from heel to toe; the foot must be totally covered or fitted inside the shoe. Shoes with laces must be totally laced and tied.**

**For further clarification and pictures, refer to the school website.**

- **All students are expected to arrive in school each day in full uniform.**  
Shirts and blouses tucked into the pants with shirt collars buttoned.  
Pants worn at the waist, buttoned and zipped.  
Pants legs hemmed to the correct length-not longer than the top of the shoes. Side slits, rips and unfinished hems are not permitted.
- **Prohibited items include, but are not limited to: hats, outerwear, suspenders, chains, outlandish hairstyles and colors.**

**For any exception, for health reasons, to the uniform dress code, a pass must be obtained from the School Nurse.**

**If you have any questions regarding interpretation of this uniform dress code, contact the Principal.** Flagrant and/or repeated violations of the uniform dress code will be treated as a serious disciplinary action and will warrant possible suspension and a parent conference with the Dean of Students.

#### ***Dress Expectations for Tag Days***

On specific days throughout the school year, students are allowed the option to “dress down” from the standard uniform code. Tag days foster school spirit by allowing students to wear blue and white comfortable, clean clothing. While some “Tag Days” have themes, such as “Twin Day”, or “Spirit Day”, which carry a specific set of guidelines, “tag days” allow students to relax the dress requirements by wearing jeans, Morris Catholic warm up’s, or Morris Catholic sweat suits. Regardless of specific theme for the day, students **must adhere to the following expectations:**

- No sweat pants with lettering on the back
- No pajamas or lounge pants
- No torn, ripped or cut pants
- No shorts or Capri pants
- No pants that are too loose or too tight
- No undergarments can be seen under the clothing
- No shirts with plunging neckline, midribs, or torn/cut off sleeves
- No hats, bandanas or head gear of any kind
- No sharp or exaggerated jewelry, or excessive hairstyles
- No inappropriate body piercings of any kind
- No unusually dyed hair
- No slippers, sandals, flip-flops, Uggs, boots, or backless shoes of any style
- No gloves or overcoats/jackets
- No suspenders
- No sneakers with wheels

If students arrive at school improperly attired, he/she will be asked to change clothes and, at the discretion of the administration, may be sent home for the day. The student may receive demerits, and possibly forfeit future tag day privileges.

#### ***TRANSPORTATION AND CONDUCT ON SCHOOL VEHICLES***

All students transported to and from school on any form of school or public transportation (school bus, charter bus, public train) must be considerate of the safety and well being of fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary responsibility of safely transporting all students on the vehicle. If a student is

not following bus safety rules or shows disrespect to the bus driver or other student riders, the student will be subject to our discipline code.

Additionally, a student that violates the code of conduct while a passenger on school bus, charter bus or public train may lose transportation privileges for disciplinary reasons and the parent will be fully responsible for providing private transportation for the student.

The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a school also apply to a school bus.

For the safety of all riders, students will be required to:

- Enter and leave the bus in turn, no pushing or crowding.
- Be seated while the vehicle is in motion.
- Refrain from the use of profanity, abusive language and inappropriate gestures.
- Refrain from calling out rudely to other passengers or vehicles.
- Refrain from the use of electronic devices to take photos of other students or passengers.
- Judiciously use of electronic music devices so not to disturb other passengers.
- No food or beverages when specific; no littering.
- Remain in seats; no extension of any body parts out of a window
- Obey the NO SMOKING regulations and adhere to state penalties regarding such violation.

If a parent has a bus concern that deals with daily pick up/drop off or bus driver conduct, contact the company providing the bus service first. At Morris Catholic, the Office of Institutional Advancement serves as the point of contact for transportation services.

#### ***ROAD TESTS FOR DRIVER'S LICENSES***

Any student who wishes to take this test must present a written request signed by a parent one day before the scheduled road test. Since students should make every effort to be present in school, arrangements for such tests should be made on the student's own time.

#### ***DRIVING AND PARKING PRIVILEGES***

Driving to and from school, as well as on-premise parking, are privileges. Students who wish to drive to school must obtain a driving permit application form from the Dean of Students, the main office or the school website.

The application must be signed by a parent or guardian and be accompanied by one sheet of paper with photocopies of: proof of liability insurance, driver's license, vehicle registration. Only standard, legal seventeen year old drivers will be issued parking permits; students with moped or agricultural licenses do not qualify for student parking permits. The yearly or semester fee must be submitted to the Tuition and Fees Manager before the student driving permit is granted.

A parking fee will be charged to cover administrative costs and maintenance of parking areas (e.g. snowplowing). Drivers will be charged for one year or for the spring semester (if they begin driving then), regardless of how often they drive or when they begin driving.

- All students will park in an assigned numbered spaces between the lines at the front of school. Warnings will be issued to cars improperly parked; second offense will result in a one-week suspension of parking privileges.

- Parking permit tags will be available during the first week of school for currently licensed students and will be available to those who begin to drive during the school year. The parking permit tag must be displayed only on the front of the rearview mirror with the number facing forward. Tags are distributed once the completed application and fee are submitted and processed.. At that time, the student will be allowed to park on school property.
- Cars parked without permission or in restricted areas (faculty lot, fire zones, blocking traffic) are **subject to towing at the owner's expense**. Any student found parking on-campus without a properly documented permit will be subject to disciplinary action.
- No student is allowed to be in the parking lot except when arriving or departing from school. Students found going to their cars without permission during the school day may have their parking privilege suspended or revoked.
- Only one permit will be issued to each student.
- Students may not park cars overnight on the school grounds without the expressed permission of school administration.
- Student's vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle. Smoking in vehicles is also prohibited and carries the same penalty as smoking anywhere on school grounds.
- The Administration reserves the right to revoke the driving privileges of any student for any related disciplinary reasons. In the event of loss of driving privileges, there will be no refund of parking fees previously paid. The driving privilege carries with it the responsibility to be both cautious and courteous and to observe all signs and regulations. The privilege will be suspended/revoked for reckless driving, or speeding or violating any NJ traffic law on school grounds or for chronic violations of this policy. Any automobile accidents that occur on school grounds will be referred to the municipal police department.

#### **X. STUDENT SAFETY**

##### ***BULLYING/HARASSMENT/SEXUAL HARASSMENT STUDENT TO STUDENT***

Each student has the responsibility to maintain acceptable standards of personal behavior to ensure a learning and working environment free from intimidation, harassment, bias or prejudice.

***Therefore our policy is as follows: Threats of violence and other forms of abusive expression, any forms of bullying, physical harassment, use of inappropriate sexual words, actions or innuendoes and comments directed at a person's gender are inappropriate and will not be tolerated.***

Sexual harassment consists of UNWELCOME sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, written, visual or physical conduct of a sexual nature directed toward another person.

***SCHOOL SANCTIONS:*** Harassment/sexual harassment is a serious offense and violates federal and state laws. If there is a substantiated claim that a student harassed/sexually harassed someone, the perpetrator is subject to disciplinary action. Depending upon the type of incident, the harasser may:

- Receive a verbal reprimand
- Receive detention
- Be deprived of extracurricular activities
- Be suspended from school

- Be required to receive counseling.
- Be invited to withdraw from school and/or other actions that the Principal feels may be in the best interest of the victim and the accused.

### ***SCHOOL THREATS AND VIOLENCE***

Morris Catholic maintains a zero tolerance policy in dealing with threats and incidences of actual or potential violence. All threats will be taken seriously and the proper authorities (local police, diocesan superintendent) will be notified. A student who makes threats is suspended from school, and, if necessary, required to get a psychiatric evaluation. The student can return to school only if the parents present a written statement from a psychiatrist/psychologist approved by the school, indicating the student is ready to return to school and the administration is willing to have the student return. A student's parents may be notified in writing that a second offense can result in dismissal. A re-admittance conference will be held with the student and parents.

***False Threats***— Any student who reports a false threat will be suspended from school and/or subjected to more severe disciplinary action. The student will also be required to get counseling before re-admittance.

***Parents will be kept informed with regard to threats via a letter home.***

What constitutes a threat?

- A threat can be **physical, verbal, written illustrated and/or a weapon.**
- A threat can be reported to an adult by the frightened victim.
- A threat can be reported to or by a third party who witnessed the threat.
- A threat can be observed by an adult (teacher, administrator, staff person, or parent).

### ***SCHOOL EMERGENCY OPERATIONS PLAN***

Morris Catholic maintains an Emergency Operations Plan (EOP) to protect life and property in emergencies by coordinating the responses of the school and the local community services. It provides for actions to be taken to mitigate, prepare, respond, and recover from the effects of an emergency. This plan is an approach to any emergency and covers natural disasters, technological threats, and security crises. Each teacher, Administrator and staff member keeps a copy of the EOP in his/her desk drawer for easy access when needed. The plan is reviewed and a copy is kept on file with the Denville Township Police Department. The Morris Catholic Administration is responsible for reviewing and updating the plan annually and as needed. A copy of the EOP is also available for review in the Main Office.

### ***EMERGENCY DRILLS***

#### ***Evacuation Drills:***

Evacuation drills will be conducted periodically during the school year. At the sound of the fire alarm, students leave their classrooms promptly and proceed directly toward the exit as indicated in each classroom. Silence must be maintained to secure an orderly evacuation from the building. Students are to stay to the right as they ascend/descend the stairs. Once students are safe and away from the building, teachers are required to check attendance.

***Lock-Down Drills:***

Lock-down drills will be conducted during the school year to prepare for emergency security situations. A lock-down is announced over the PA system and teachers/staff are to close and lock all doors and windows immediately. Students and faculty are to remain in classrooms, library or the cafeteria until released by the proper authority. Teachers in the gym take all the students to the same locker room and stay with them until released. Teachers are to keep students away from the doors and out of sight of the windows. Teachers are to take attendance of all students in the room and note any who are out of the room. Students in the corridor, Nurse's Office, Main Office, or restrooms will be taken by administrators to a safe area in the Main Office. **No talking or noise is allowed during a lock-down.** The rationale for a lock-down is the securing and safekeeping of students by the faculty and staff. In the case of a real lock-down, proper authorities (police and fire departments) will be called immediately. Teachers will search the classrooms for anything suspicious and administrators and custodians will search the building for anything suspicious or for unauthorized persons. Further information about Morris Catholic's emergency procedures can be found in our EOP (Emergency Operations Plan), which is available in the Main Office for parents to review.

***Cooperative Drills:***

Since Morris Catholic High School is an active partner in the *Memorandum of Agreement between Catholic schools of the Diocese of Paterson and Law Enforcement Officials of New Jersey*. We also agree to cooperate and participate in drills or exercises sponsored by local agencies. The Morris County Sheriff's Office conducts periodic lock-down drills using its K-9 Unit to specifically address drug prevention issues. Morris Catholic High School periodically conducts drills in conjunction with efforts of the Denville Township Police Department.

***XI. SERVICES and ACTIVITIES******LIBRARY MEDIA FACILITIES and SERVICES***

The Morris Catholic High School Library has been designed and equipped with modern facilities and materials. In addition to an extensive, balanced collection of books, several computer programs are available for student use, including the internet. The Library is a member of the Highlands Regional Library Cooperative, which enables students to have access to the books, materials, and services of this network. Students may borrow needed materials from these libraries. They may also search EBSCO, the computerized magazine index for current magazine articles and their summaries. Students are encouraged to use the Library for research as well as for selecting books and magazines for leisure reading. Students may use the Library during study periods and before and after school.

**Hours of Operation:      Monday through Thursday: 7:30 am—3:45 pm**  
**Friday: 7:30 am—3:00 pm**

***Library Regulations:***

- The Library is a place of quiet, conducive to research, reading, and browsing.
- Books may be signed-out for a two-week period and renewed for another two-week period. In general, no more than 2 books may be taken out by one student. Exceptions may be made at the discretion of the Librarian.
- Reference books may be signed out on an overnight basis with the permission of the Librarian.

- Students retaining overdue books for a lengthy period of time deprive others of valuable materials. Such students may forfeit the privilege of borrowing books from the school library.
- Overdue fines of ten cents per day are charged to the student.
- A student will be charged for the replacement of any lost or damaged book.
- Responsibility for books borrowed on interlibrary loan rests with the student; any book lost will be charged to the student at a minimum charge of \$15 or whatever is specified by the sending library.

***Library Use during Study Periods:*** During a regularly scheduled study period, a student may make use of the Library if he/she has secured the proper pass from the Librarian. No passes may be given by a teacher to send a student to the Library for a make-up test during his/her class period or at any other time.

Once a student arrives at his/her destination, he/she will not be permitted to leave. The Librarian reserves the right to refuse admittance to any one who violates the rules of the Library or misuses the Library in any way.

#### ***CAFETERIA***

The Cafeteria will endeavor to provide a balanced meal at a reasonable price for students who wish to avail themselves of the opportunity to purchase a meal. In addition to hot meals, the Cafeteria provides sandwiches, salads, snacks and drinks.

- Students are to enter the Cafeteria in an orderly manner. Running is prohibited.
- There is to be no pushing, shoving or cutting ahead in the lunch line.
- After lunch, each student is to clean up his/her area. Violators will be detained and assigned to cafeteria cleanup.
- Students are not allowed to leave the Cafeteria except to go to the lavatories located near the Cafeteria or with permission from an administrator/lunchroom supervisor. Loitering is prohibited.
- Students may not go to the lockers during lunch.
- All students are expected to eat in the Cafeteria whether they buy lunch or bring their own. Eating elsewhere in the school building is prohibited.
- No student is permitted to leave the school grounds for lunch.

#### ***EDUCATIONAL FIELD TRIPS***

Up until May, students and faculty members may take educational field trips. Special reasons may allow for taking some trips in May/June (competitions). While on trips, students are expected to adhere to school regulations:

- Students must obtain a written permission form signed by their parents.
- Unless approved by the administration, students are expected to be in school dress code.
- There is to be no smoking at any time.
- All students are expected to behave appropriately throughout the trip.
- Any student in violation of school policy while on a field trip will be held to our discipline code.

***THE CAMPUS STORE***

The Morris Catholic Campus Store, located in the Cafeteria, is staffed by parent volunteers and is open as posted during the school year. Gym shirts, gym shorts, MC fleece, spirit wear and gift items are available. For several days in late August, the Campus Store is open for extended hours to accommodate the sale of school necessities. Store inventory and order forms are posted on the school website.

***BOOK ORDERS***

Morris Catholic uses an independent on-line book vendor to supply students with course workbooks, lab books, handbooks, special textbooks, required supplement books/novels and specific academic equipment (i.e., calculators, flash drives). The on-line book vendor is accessed through the Morris Catholic website, and students/parents set up and manage an account directly with this vendor.

***STUDENT SCHOOL INSURANCE***

It is understood that students health needs are properly addressed through their parents' health insurance plans. Insurance coverage for student accidents through Morris Catholic/Diocese of Paterson is not considered primary coverage for students. It is an excess coverage policy which means that parents must first file claims with their own insurance company and only the amount not covered may be addressed by the school coverage.

Also, early in the school year, student/parents receive information regarding supplement coverage provided through the purchase of additional insurance from an independent vendor.

It is important that any school-related accident or injury be promptly reported to an documented by the School Nurse. Following the processing of a claim to a parent's insurance carrier, a parent may request insurance claim forms from the Morris Catholic bookkeeper. It is the parent's responsibility to initiate and follow-up on this course of action.

***XII. STUDENT ACTIVITIES AND ORGANIZATIONS******DANCES AND SOCIAL EVENTS***

All dances and social events are scheduled for the benefit of Morris Catholic students. Admission to our dance, therefore, is extended only to students in good standing.

- Semi-formal and formal dances may require the completion and submission of a conduct contract on behalf of the student and parent prior to purchase of admission tickets and attendance.
- Non-Morris Catholic students are not permitted to attend "casual" dances.
- Non-Morris Catholic students, under the age of 21, may request to attend semi-formal and formal dances as a guest of an MC student. Guest must complete a guest form, and following a review of the Dean of Students, may be permitted to attend a special dance event.
- All dance attendees (MC and non-MC) are subject to appropriate dress code standards to be determined by the school administration. For formal and semi-formal dances, students may be required to submit photos of selected apparel prior to the event for school approval.
- All dance attendees (MC and non-MC) at all dances are required to wear proper footwear at all times. Bare feet are not permitted.
- Students absent from or tardy to school on day of a social event may not attend the event.
- No one is permitted in any part of the building other than the area in which the activity is being held.

- When an individual leaves an event, he/she may not return.
- Students must leave the premises immediately following the end of an activity.
- Students who are disruptive will be directed to leave the event.
- Students are subject to the same rules, regulations and code of conduct as they are during the school day, and likewise are subject to the same forms of disciplinary actions for any inappropriate conduct or actions.
- The administration may remove a student or guest from a dance based on inappropriate behavior. If this is necessary, an administrator will contact the individual's parent/guardian to communicate the terms of the situation.
- The administration reserves the right to inspect a student's or guest's car or belongings if there is a reasonable suspicion of alcohol or drug influence or use. The administration also reserves the right to subject a student to drug screening if there is a reasonable suspicion of alcohol or drug influence or use.
- Dances will usually be held in the evening. Students are not allowed to leave dances/ events prior to 30 minutes before the end of the activity.
- Students that are not picked up within 10 minutes from the close of a dance will be subject to disciplinary action.
- Student organizers and parents volunteers are not permitted to enter into any type of business agreement or contract for any type of dance services. Only the school administration or delegate may conduct business on behalf of the school. MCHS will contract the services of an on-duty police officer to provide security during a dance or special social event. All student and guest are subject to authority of the local police officer and the municipality he/she represents.

Morris Catholic sponsors a variety of student organizations and clubs to meet the talents and interest of many students. The membership of several organizations may be based on formal criteria in areas such as scholastic standing and service. Many clubs are organized based on student interest and are active each year providing there is a faculty advisor available to moderate the club.

***Academic and Service Related Organizations (For the 2009-10 School Year)***

Beta Club  
 Campus Ministry  
 French National Honor Society  
 Interact  
 Key Club  
 Latin National Honor Society  
*Magna Corda*  
 National Honor Society  
 National Thespian Honor Society  
 Spanish Honor Society  
 Tri-M Music Honor Society

***Special Interest Club (Planned for the 2009-10 School Year)***

Anime Club  
 Art Club  
 Chess Club  
 Computer Club  
 Fencing Club  
 Foreign Language Clubs  
 Forensics—Public Speaking and Oratorical Performance

Continued on next page:

***Special Interest Club (Planned for the 2009-10 School Year)***

International Students Club  
 Mathematics Leagues  
 Mock Trial  
 Performing Arts Club  
 Prom Committees  
*Scope*—Literary Magazine  
 Student Council Association  
*The Shield*—MCHS Yearbook

***XIII. SCHOOL ORGANIZATIONS***

These organizations, under the guidance of the Administration, are formed to create a greater appreciation of Catholic education, to uphold the goals and objectives of Morris Catholic High School and to support the efforts of the administration, faculty and staff in the pursuit of educational excellence.

Parents, alumni, alumni parents, faculty and community members are encouraged to be involved in areas of expertise and become a presence in the total development of all students and the continued progress of Morris Catholic. Parent volunteers are invited by the Administration to serve on standing committees. Through this participation, parents can provide valuable input to the school's administrative governance.

Committee membership is secured through volunteer commitments and referrals of individuals with specific expertise and/or interest in Morris Catholic. Parent Organizations include the following (approximate meeting times are noted):

**Booster Clubs**—Booster Clubs in the areas of athletics and the performing arts are essential to the strengths of these programs. They promote awareness, fundraising and parent participation. The Athletic Booster Club is supervised jointly by the Director of Athletics and the Vice President for Institutional Advancement. The Performing Arts Boosters Club is supervised by the directors of musical and/or theater productions and the Vice President for Institutional Advancement. Parents volunteer for and then may be appointed to positions of leadership within these organizations.

**Board of Trustees** — The Board of Trustees, newly formed for the 2009-2010 academic year, is a dedicated group of men and women who help to shape and ensure the future of Morris Catholic for generations to come. Several committees within the school are chaired by members of the Board of Trustees. For more information about the Board, contact the President or visit [www.morriscatholic.org](http://www.morriscatholic.org).

**Middle States Planning and Action Teams** — to oversee and review the continued accreditation process through the choice and realization of Morris Catholic's educational goals using AFG protocol. It is comprised of representative of many MC constituencies. (Evening/weeknight meetings; bi-annual meetings)

**Parent Board** — to assist the Principal and the Vice President for Institutional Advancement in disseminating information to parents, faculty/staff, and the greater community through a presence at school and diocesan events, open houses, parent information sessions, etc. The Parent Board is essential to the development and provision of spiritual, social and educational program for parents. The Board also participates in events in a hospitality capacity. (Evening/weeknight meetings; every other month)

#### ***XIV. ATHLETICS/ELIGIBILITY***

Morris Catholic High School provides a comprehensive and varied program of interscholastic athletics. Students are given the opportunity to compete in an organized program with athletes from other high schools. Morris Catholic is a member of the Colonial Hills Conference and abides by its requirements.

**Morris Catholic abides by the following rules of eligibility:**

- Any student who is 19 before September 1 will not be eligible to compete in interscholastic athletics.
- **Physical Eligibility for the Student Athlete**—Each candidate shall be given a comprehensive physical examination no more than 60 days prior to the first practice session. This physical will remain on file for the entire school year and will be used for participation in more than one sport. If a student, during the season, sustains an injury requiring a doctor's care, a clearance note from the doctor must be presented to the athletic trainer before further participation is allowed.
- The "**Informed Consent Form**", which cites the physical hazards inherent in athletics, is signed by both the student and the parent or legal guardian.
- See policy on page 28 for lateness to school for extra-curricular activities.
- **Academic Eligibility for the Student Athlete**—Athletics is a vital element to any high school program, but a student's first priority is academics. We desire students to perform well in BOTH areas.

Therefore, **Morris Catholic enforces a "policy of prevention"** so students can attain their potential in both academics and athletics:

- Any sophomore, junior or senior playing a season sport, who fails two or more subjects for the first marking period, is ineligible for the entire winter sports season. Morris Catholic recognizes that freshmen need a period of adjustment and waives this requirement for the 1st quarter only.
- Any student who fails two or more subjects for the second marking period, is ineligible for the entire spring sports season. Should a student fail two or more subject for the first semester, he/she is ineligible for the second semester according to the guidelines established by the NJSIAA. This includes the remainder of the winter sports season.
- Any student who fails two or more subjects for the fourth marking period and/or the second semester will be placed on academic probation for the following fall sports season. Academic monitoring will occur through the first progress report. If there are two or more failures on the 1st progress report, the athlete is ineligible for the remainder of the fall season.
- During a period of ineligibility, disciplinary probation or suspension, the student-athlete is not allowed to practice, play, travel with the team, or remain with the team during athletic events. A student on probation or suspension may also be prohibited from attending games/matches as a spectator.
- Progress reports serve as a warning for potential failures. Students will not be removed from teams by multiple failures on progress reports, except for those athletes who are on probation because of fourth quarter failures. It is the responsibility of the student-athlete and parent to monitor academic progress, especially using PowerSchool, so that students will not become ineligible. Coaches are able to monitor the progress of their athletes as well.

- The Principal will monitor the student-athlete's grades, issue the suspension, inform the student and/or parents, Athletic Director and the coaches. The suspension begins when the principal says it will begin. No appeals may be made for failing student athletes.
- Eligibility to practice, play, or hold a leadership position in a sport may be withheld by the Administration for severe disciplinary situations.

**Sportsmanship:** Morris Catholic prides itself on the sportsmanlike conduct of the athletes and fans. Morris Catholic fans are expected to show respect to officials, players, cheerleaders and game administrators. Verbal abuse is unacceptable and will not be tolerated by coaches and administration. Fans (MC or other) exhibiting un-sportsmanlike behavior will be asked to leave the premises/facility.

**Hazing:** Catholic schools are faith and education communities where student should feel safe and protected. Civil law, as well as the Gospel, requires that the physical and emotional well being of students be protected. Hazing, a particular form of harassment, refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. **Acts of hazing are prohibited in schools of the Diocese of Paterson. Students involved in any hazing incident will be subject to the discipline code and may be suspended or dismissed from Morris Catholic.**

#### ***XV. CONTROLLED, DANGEROUS SUBSTANCES AND SUBSTANCE ABUSE POLICIES***

Morris Catholic High School strives to provide a safe environment for all of its students, visitors, faculty and staff members, therefore it seriously addresses the issues of controlled, dangerous substances and substance abuse. Morris Catholic also endeavors to provide students and parents with information and educational programs that are proactive in preventing substance abuse. In dealing with student substance abuse situations, the Administration carefully balances a sense of compassion for and rehabilitation of an individual with a realistic concern for the safety of the school community as a whole. Morris Catholic exists within a drug-free school zone designation and fully complies with the comprehensive Drug Reform Act of NJ and with the Memorandum of Agreement for and between Catholic Schools of the Diocese of New Jersey and law enforcement officials. Per the school zone designation and the agreement, all controlled, dangerous substances (including illegal drugs, drug paraphernalia, anabolic steroids, alcohol), weapons and firearms are strictly prohibited. If a student, visitor or adult is found anywhere on campus, on school-related transportation, or at any school-sponsored function (on or off campus) with such prohibited materials, the Administration will fully adhere to the procedures set forth in the model agreements and contact the appropriate law enforcement agencies. Any student found in violation of these policies is subject to strict disciplinary action take by the Administration of Morris Catholic High School as well as legal action imposed by law enforcement agencies.

All MCHS students must be committed to participation in a *school-wide random drug screening* process. All MCHS students must also be accepting of a *suspicion-based drug screening* process at the discretion of the school administration. Both policies are described in the following sections. Prior to each year of attendance, a student and parent are required to review, agree to and sign a contract that states the terms of both drug screening policies. Any student who is under physician's care and is taking a prescribed medication at the time of testing will be noted as such by the School Nurse.

**Student/parents who fail to comply with any part of the stated policy, the required counseling/treatment program or related actions taken at the discretion of the Administration will be asked to withdraw from Morris Catholic High School.**

***Policy for Random Drug Screening for All Students***

Morris Catholic requires all students to participate in "suspicionless" drug screening. This means that homerooms will be selected at random periodically throughout the school year to be urine screened for various illegal drugs. Through this process, no one student is single out because of suspected drug use. Because of the random selection, it is possible for a homeroom group to be tested more than once in a given school year.

***Random Drug Screening Process***

***The Random Screening***

1. This screening will be taken by students as a service to the parents and the student. It serves to inform the parents of possible drug/alcohol use by their child and to facilitate intervention where substance abuse is detected.
2. The screening is managed jointly between the school's health office and the Office of Student Life.
3. Since Morris Catholic cannot offer drug abuse counseling on site, local resources are made available to parents to assist in dealing with its effects on the family.

***The First Positive Test***

If a student tests positive in the screening, the parents are informed and the student is immediately suspended from school until the following steps are followed and completed.

1. Parents are required to take their child for further testing immediately (within 12 hours) to a state licensed, certified treatment and counseling agency (particularly with competence with adolescents and experience with high school programs of substance abuse prevention and detection). The costs for these services are wholly the responsibility of the parents. Initially, the student is also suspended from all extra curricular activities, leadership roles and driving privileges.
2. A comprehensive evaluation must be completed and a written assessment must be sent to the school for review. The assessment must also include the details of an ongoing behavioral health counseling program. The student must enroll in the program.
3. Following the receipt and review of the written assessment and the student's initial participation in the counseling program, a conference will be held with the student, parents(s), the guidance counselor and a member of the school administration.
4. The student may then return to school, however there may be certain imposed sanctions based on the student's individual situation. The student will be reviewed for participation in extra-curricular activities, leadership roles and driving privileges.
5. During the course of participation in the program, the school administration must have access to and information regarding the student's progress within the terms of the counseling program.
6. The school must receive written notification of successful completion of the program. It will be reviewed and a conference will be held with the student, parent(s), guidance counselor and a member of the school administration.
7. As result of the initial positive drug screening at Morris Catholic, the student may continue to be screened regularly and/or at random times, at the discretion of the Administration.

***Policy for Suspicion-Based Drug Screening for All Students***

If the school Administration has reasonable cause to believe that a student is under the influence of *any type of illegal substance*, the school reserves the right to require that the student be tested for the presence of drugs or alcohol in his/her system. This testing will be conducted through the school's health office and/or a local health care facility. The school is not liable for any such action that addresses the potential or actual misuse of illegal substances under the New Jersey Substance Abuse Law.

***Suspicion-Based Drug Screening Process***

The Administration may request a screening based on observation, student activity/behavior or other pertinent information, or the Administration may receive a referral from the School Nurse, a faculty or staff member. If the screening produces a positive result, the Administration will follow the above steps outlined in regard to a "First Positive Test." If the screening produces a negative or inconclusive result, the Administration reserves the right to require the student be tested immediately at a local health care facility or treatment agency of the parent's choosing. If the off-campus screening produces a positive result, the Administration will follow the above steps outlined in regard to a "First Positive Test."

***Subsequent Positive Tests***

IF a student tests positive for a second or subsequent time through a random screening, through a suspicion-based screening or through an off-campus facility (reported to MCHS), the Administration will carefully review the student's situation in light of several areas. The following details will be considered:

- The student's behavior performance aside from the drug-related infractions
- The student's academic performance and status
- The student's demeanor regarding the digression and prospect of additional counseling and/or treatment
- The student's past or current involvement and/or progress in a counseling or treatment program
- Level of support provide through the student's home and available through other out of school resources
- The student's participation in extra-curricular activities and non-academic privileges on and off-campus
- A realistic appraisal of the safety and well-being of the student as well as the impact of his/her situation on the safety and well-being of the school community as a whole.

Based on a thorough review of all situations surrounding a second or subsequent positive screening, the Administration reserves the discretionary right to impose an appropriate disciplinary action on the student. The student may face a strictly constructed and imposed probationary status which includes loss of extra-curricular activities, leadership roles on and off -campus loss of privileges. The student may be subject to dismissal. At this heightened level of disregard for school regulations, there is no appeal for a student that has violated the controlled, dangerous substance and substance abuse.

***Refusal to Test/Tampering with Test Samples***

Since both student and parent has signed a school contract agreeing to the MCHS drug screening policy, any student who refuses to participate in a random or suspicion-based test is in direct conflict with the school's code of conduct, and therefore is subject to disciplinary action. The student will be immediately suspended and a conference with the student, parent, the Dean of Students and guidance counselor will be scheduled to discuss the appropriate and next course of action which may include dismissal from MCHS.

Any student who tampers with or indicates the intent to tamper with a test sample in any way will be considered to have screened positive. He/She will be subject to immediate suspension and must follow the procedures set forth to address a positive test.

Any student who tests positive for a detoxifying agent will also be subject to immediate suspension and a conference with the student, parent, the Dean of Students and guidance counselor will be schedule to discuss the appropriate and next course of action which may include dismissal from MCHS.

***Possession and Trafficking Controlled, Dangerous and/or Illegal Substances or Items***

The possession and/or distribution (with or without an intent to sell or purchase) of any controlled, dangerous and/or illegal substance or items are strictly prohibited on the Morris Catholic campus, on school-related transportation and at any school-sponsored function at an off-campus location. The policy refers to, but is not limited to, illegal drugs, alcohol, cigarettes and any tobacco products, drug paraphernalia, weapons and firearms. Morris Catholic will report such a situation to local law enforcement agencies in the event of a student's violation of this policy. **Violation of any nature of this regulation is grounds for immediate dismissal from MCHS.**

If a student is found to be in possession of and/or involved in the distribution (with or without an intent to sell or purchase) of any controlled, dangerous and/or illegal substance off-campus in a non-school related situation, the Administration reserves the right the impose severe disciplinary action including immediate dismissal from MCHS.

***XVI. MCHS Technology Acceptable Use Policy  
(This is in compliance with Paterson Diocesan Technology Policy)***

Morris Catholic High School offers internet access for student use. This document is the acceptable policy for your use of the computers and other technology resources of the school. While generic terms "computer" and "computer system" are used in this policy, this policy shall apply to all school-owned computers and other technological resources (audiovisual equipment, telecommunications devices, etc.) located on school grounds. This policy shall apply to all electronic databases, information and software, as well as to physical equipment. This internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality self-discovery activities. It has not been established as a public access or public forum. Morris Catholic has the right to regulate the material you access or post in order to insure that all use of the system is in accord with the Catholic philosophy of the school, and enforce all rules set forth in the school's discipline code, Diocesan policy, and federal and state laws. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system. Access to the internet is available through this school only with the permission of the Principal or designee and your parents, indicated by the signing of the Internet Use Agreement at the time of registration and re-registration.

***Personal Safety***

- You will not post contact information (e.g., address, phone number) about yourself or any other person.
- You will not agree to meet with someone you have met online. Any contact of this nature or the receipt of any message will be reported to school authorities immediately.
- Under no condition should you give your password to another person. You will immediately notify a teacher or the system administrator of any problems.
- You are not to download material of any kind from any other computer system or the internet without the express permission of your teacher or the system administrator.
- You are not to load or install any program files or software onto the school's workstations or system.

***Illegal Activities ( subject to revocation of use, and /or legal action)***

- You will not gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's files.
- You will not deliberately attempt to disrupt the system or destroy data spreading computer viruses or by any other means.
- You will not attempt to modify any of the school's computers or computer system by changing the system, hardware, or software configurations.
- You will not use the system to engage in any other illegal act.
- Copying, loading, deleting, altering, or transmitting/receiving information without authorization is prohibited.

***Inappropriate Access to Material***

- You will not use the school's computers to access material that is profane, obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).
- Your parents and teachers should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' and teachers' instruction in this matter.

***Inappropriate Language***

- On any and all uses of the internet, whether in application to public or private messages or material posted on web pages, you will use language consistent with our Catholic philosophy and values. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

***Respecting Resource Limits***

- You will use the system only for educational and career development activities. Internet access is limited to teacher-assigned educational and/or career development activities.
- You will respect the rights of others to use the system by not using the system for longer than the time prescribed by your teacher, librarian or system administrator. The school is not responsible for any costs incurred by unauthorized student use of either its equipment or the internet.
- The transmission and reception of e-mail and/or instant messaging, is prohibited. You may not access internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards.
- No forms of media (e.g. floppy disks, CD ROM disks, zip disks, etc.) are to enter any machine without prior consent of a faculty member/librarian.

***Plagiarism and Copyright Infringement***

- You will not plagiarize words or ideas that you find on the internet.
- All material on the internet is copyrighted, whether the copyright symbol appears or not.
- Any information downloaded from the internet must be cited using MLA (Modern Language Association) standards.

***Your Rights***

- The internet is considered a limited forum, similar to the school yearbook, literary magazine and/or newspaper, and therefore the school can restrict your right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic values as expressed in the school's philosophy.
- You should expect no privacy or permanency of the contents of your personal files on the school's computer system. Routine maintenance and monitoring of the system will occur, and may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law.

The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may place restrictions on your use of the school's computer system.

The school makes no guarantee that the functions or the services provided by or through the school's system will be error-free. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations you may incur while using the system.

The school fully expects that you will follow the directions of your teachers and other school authorities in all matters regarding access to information using the school's computer system. All users of the system must show a respect for the rights of others and the dignity of the human person.

***POLICY ON POSTING OF INFORMATION ON THE INTERNET***

The internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff and our students on the internet. No person is permitted to use images of the school, school staff or students in any form on the internet or in any form of electronic communication without specific written permission from the administration, and in the case of student information, the parent/guardian's permission is needed. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school, and/or by the Diocese of Paterson.

### ***XVII. COMMUNICATION WITH SCHOOL PERSONNEL***

In keeping with the Gospel principles of subsidiarity, problems should be solved at the lowest level whenever possible. Therefore, any concerns a parent/student may have should be handled at the lowest possible level.

Parents/students with any concerns (academic, disciplinary, athletic or otherwise), regarding any faculty member, staff person or coach should first attempt to address the concern with the teacher, staff person or coach.

Department chairpersons, the Assistant Principal for Academics, Dean of Students, Athletic Director, Principal and President are to be contacted, in that order, only after such attempts have failed.

Parents/guardians requesting to see any administrator, teacher or counselor may make an appointment through the Main Office Staff or directly with him/her.

### ***XVIII. BUILDING COMPLIANCE***

#### ***INTEGRATED PEST MANAGEMENT***

In compliance with the New Jersey School Integrated Pest Management Act, Morris Catholic High School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Morris Catholic High School is our Facilities Coordinator, Mr. Gustavo Quintero, who can be reached at (973) 627-6674, extension 139. His mailing address is MCHS, 200 Morris Avenue, Denville, NJ 07834.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that are used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, Morris Catholic may occasionally use pesticides to control pests. Parents will be notified when this is necessary. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that when possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Morris Catholic's IPM Policy can be found on pages 50 and 51. A copy of the full plan is available for review in the Main Office.

***INTEGRATED PEST MANAGEMENT POLICY FOR MORRIS CATHOLIC HS***

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Morris Catholic High School shall therefore develop and maintain an IPM plan as part of the school's policy.

***Integrated pest management procedures in schools***

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

***Development of IPM plans***

The school IPM plan is a blueprint of how Morris Catholic will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

***IPM Coordinator***

The President and/or Principal shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

***Education/Training***

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

***Record Keeping***

Records of pesticide use shall be maintained on site to meet the requirement of the state regulatory agency and the school board. Records shall also include, but are not limited to pest surveillance data sheet and other non-pesticide pest management methods and practices utilized.

***Notification/Posting***

The President and/or Principal is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

***Re-entry***

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

***Pesticide Applicators***

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the school IPM Policy.

***Evaluation***

The President and/or Principal shall report annually to their respective governing or advisory boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed. The President and/or Principal shall develop regulations/procedures for the implementation of this policy.

***Authorizing Regulatory References***

The School Integrated Pest Management Act of 2002

N.J.A.C. Title 7 Chapter 30 Subchapters 1-12

Pesticide Control Act of 1971

***Pesticides used or in use at Morris Catholic in the past 12 months.***

(None)

***ASBESTOS MANAGEMENT PLAN***

Like most public and private schools over a certain age, Morris Catholic maintains an Asbestos Management Plan and adheres to a strict schedule of six month and three year inspections. These inspections closely monitor any asbestos containing materials in the building, and provide for remediation should any conditions change.

The administration appoints and employ a Designated Person (DP), required by the Asbestos Hazard Emergency Response Act (AHERA) Law, who is qualified by education, experience and Federal certification to occupy this position. The DP exercises oversight responsibility for the asbestos program and reports directly to the administration.

A copy of our Asbestos Management Plan is available in our Main Office and can be reviewed upon your request.

