



# PARENT-STUDENT HANDBOOK 2024-2025

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# WELCOME

*Celebrating sixty-eight years of Christian service to the youth of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union Counties.*

*Accredited by:*

- Cogna

*Member of:*

- Association for Supervision and Curriculum Development
- National Association for College Admissions Counseling
- National Catholic Education Association
- National Council of Student Councils
- National Association of Secondary School Principals
- National Honor Society
- New Jersey Association for College Admissions Counseling
- New Jersey State Interscholastic Athletic Association

*Important Telephone Numbers:*

973-694-3702

Admissions Office	Ext: 410
Alumni	Ext: 300/285
Athletics	Ext: 435
Attendance	Ext: 201
Advancement	Ext: 430
Guidance	Ext: 300
Health Office	Ext: 270
Main Office	Ext: 204
Tuition	Ext: 203



## DePaul Catholic High School

Serving Grades 8 through 12

[www.depaulcatholic.org](http://www.depaulcatholic.org)

1512 Alps Road

Wayne, NJ 07470

# ACCEPTANCE OF THE DPCHS HANDBOOK

## HANDBOOK 2024-2025 CONTRACT

Please review the statement below after reading the Parent-Student Handbook and sign. It is important that both parent and student electronically sign this agreement no later than Friday, September 13, 2024. Thank you.

I explicitly accept the provisions set forth in the 2024-2025 edition of DPCHS Parent-Student Handbook containing the policies, rules, and regulations for DePaul Catholic High School. I have read the Handbook and agree that the Handbook is binding on the students and parents during the 2024-2025 school year. I understand and agree that the Administration of DPCHS 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 DPCHS 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 DPCHS Handbook exists to promote the effective operation of DePaul Catholic High School; 2) the DPCHS Administration maintains authority and flexibility to achieve this goal; 3) this Handbook is not intended and should not be considered to generate any additional rights for students or parents/guardians; 4) the Handbook is subject to change at any time when deemed necessary by the Administration; 5) if changes are made to the Handbook, parents/guardians and students will be notified of the changes when approved by the appropriate authority; 6) the Administration has the discretion to take actions other than those specified in this Handbook; 7) all policies stated in the Parent-Student Handbook shall prevail should inconsistencies be found with the published and or past policies in any other DePaul Catholic publication; 8) the Administration is the final arbiter in the application and interpretation of the Handbook and all contained within it.

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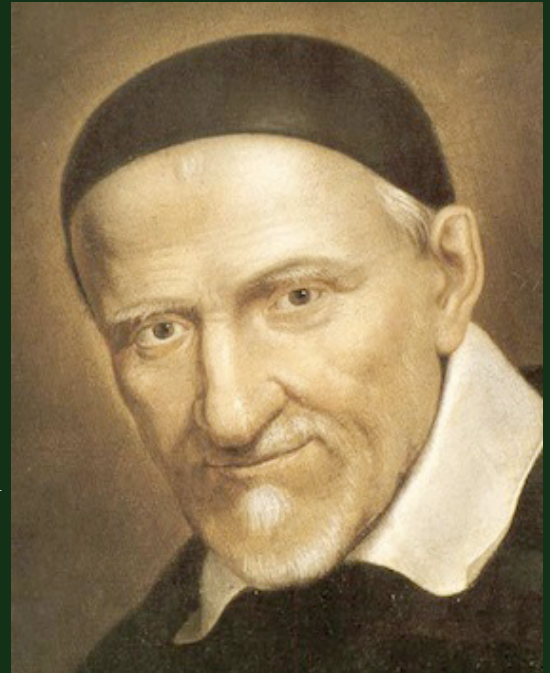
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## ST. VINCENT DEPAUL

*Founder of the Congregation of the Mission and the Sisters of Charity (A.D. 1660)*

St. Vincent DePaul said simplicity was his gospel. He might also have added humility, for which he was famous. Love could be called his gospel since he was known as the Apostle of Charity. While the poor and the needy were his people, it was the children who most profoundly touched his heart and inspired within him the deep sense of Christian charity, which has become synonymous with his name. Pope Clement XII canonized Vincent DePaul in 1737.



## DEPAUL CATHOLIC CREST

The DePaul Catholic crest was designed in 1956. It contains the lamp of wisdom, the book of knowledge, and the cross of salvation. Deus Est Caritas is the mantra of the Sisters of Charity who have served at DePaul Catholic since its inception. Students who attend DePaul Catholic understand that growing in wisdom and knowledge is a lifelong journey that becomes more meaningful for the children of God who are one in His love.

## MISSION STATEMENT OF DE PAUL CATHOLIC HIGH SCHOOL

DePaul Catholic High School is a co-educational diocesan college preparatory high school whose mission is to foster the spiritual, intellectual, physical, and social growth of its students. DePaul Catholic enables all students to deepen their faith by teaching the doctrine and traditions of the Catholic Church; by strengthening their sense of social justice and societal responsibility, and by helping students form a personal relationship with Jesus Christ. The school community also develops young men and women from varying backgrounds into skilled, compassionate citizens who respect the dignity of all people and leaders who are willing to meet the challenges of a complex global society.

## PROFILE OF A DE PAUL CATHOLIC GRADUATE

Religious:

The DePaul Catholic High School graduate will have a basic knowledge of the major doctrines and practices of the Catholic Church. The student is also developing habits of intellectual inquiry in quest of religious truth and an informed response to issues of social justice. By graduation, the student:

- has read the Gospels and the Acts of the Apostles and has gained a basic understanding of the Church's teaching about Jesus Christ and His redeeming mission, as well as the embodiment of that mission through the Church.
- appreciates the centrality of the celebration of the Eucharist to a vibrant Christian community.
- has been exposed to the presence of God in private and liturgical prayer.
- is increasingly willing to let his or her religious faith influence basic values, lifestyle, and vocational interests.
- is beginning to take more responsibility for exploring and validating one's own faith, respecting the faith of others, and understanding that being fully human necessitates an active relationship with God.
- is growing in a formed conscience, and influenced by the words of Christ, evaluates and reasons through moral issues with increasing clarity.
- recognizes the effect of his or her own choices and actions on the human community.
- is developing a habit of reflecting on experience, which then leads to future actions based on faith, good will, and integrity.



## PROFILE OF A DE PAUL CATHOLIC GRADUATE (cont')

### Academically Accomplished:

The DePaul Catholic graduate exhibits the academic aptitude for success in higher education and possesses a variety of intellectual skills beyond college entrance requirements. The student has an appreciation for learning and is willing to be accountable for his or her own academic accomplishments. By graduation, the student:

- has mastered those academic skills required for college or some other form of advanced education.
- has developed problem-solving skills and an organized approach to learning and completing tasks.
- is developing a mastery of logic and critical thinking and is able to apply these skills to new situations.
- has developed competence in oral and written expression that evidences sound analytical thinking and persuasive rhetoric.
- is able to learn in a variety of settings within different academic disciplines.
- effectively uses a variety of media and technology resources to acquire, create, and process information while attending to issues of credibility, values, and civility.

### Self-Aware:

DePaul Catholic High School students at the time of graduation have matured intellectually, emotionally, physically, socially, and spiritually to a level that reflects a growing and maturing level of self-awareness. The student is ready to take responsibility for his or her own future growth. By graduation the student:

- is taking responsibility for his or her own personal growth, striving for integrity and excellence in all facets of life.
- is learning how to accept both talents and limitations with a sense of humility and gratitude.
- recognizes the need for living a healthy and well-balanced life.
- is becoming more open to other points of view and cultures and beginning to seek new positive experiences, even those that involve some challenge or the possibility of failure.
- is becoming a servant leader, a person of confidence, compassion, and integrity who is open to using his or her gifts to serve the common good in a changing complex society.

## PHILOSOPHY

*We believe that...*

- values are rooted in the Gospel of Jesus Christ.
- spiritual growth is centered in Christ.
- a commitment to respect for others extends to all arenas—moral, cultural, and civic.
- religious truths and values are integral to the educational process.
- every student is capable of striving for excellence in learning, according to his/her individual ability.
- a life well-lived is one that progresses toward God.

## CONVENANT OF HONOR AND RESPECT

*The basis of a Catholic education is to promote and protect the human dignity of each individual. Honesty and respect for every member of the community are the keystones of our life at DePaul Catholic. The quality of life here at school is in direct relationship to this respect and honesty. As students, faculty, administration of DePaul Catholic, each person is called to live the following covenant:*

- I promise to respect all teachers, staff members, and adults at all times as members of this sacred community.
- I promise to respect the dignity of each student at DePaul Catholic as a young person created in the image and likeness of God.
- I promise to act with honor and integrity in the classroom, on the athletic field, and in school life; whether on campus or off.
- I promise to uphold the mission, beliefs, and community standards of DePaul Catholic which promote scholarship, faith, and community.

*It is understood that the breaking of any of the above promises threatens the quality of life at DePaul Catholic High School and that violations will be treated seriously.*

## THE PATH OF ST. VINCENT

*The staff and administration of DePaul Catholic are dedicated to providing each student with the finest educational experience in a safe, supportive environment rooted in the Gospel of Jesus Christ. Our patron saint, Vincent DePaul, spent his life protecting and promoting the heavenly dignity of each child. To do this, Vincent DePaul inspired the children with the words of Jesus Christ and challenged them to live these words and values. To promote the spirit of St. Vincent, students, with the assistance of their parents, are responsible for upholding and maintaining the decorum appropriate to DePaul Catholic. The following criteria will enable each student to demonstrate continued academic, emotional, and spiritual growth.*

- **Christian Witness:** Each student is expected to uphold the special dignity of each person, demonstrate kindness and respect for one's God, one's community, and oneself.
- **Academics:** A student is expected to maintain a minimum 2.0 GPA while demonstrating effort, determination, and the desire to achieve.
- **Discipline:** All students are expected to act in a respectful and self-disciplined manner.
- **Attendance:** Students' absences may not exceed 18 days during the academic year.





## FAITH AND SERVICE

**DePaul Catholic High School is a Catholic college preparatory high school of the Diocese of Paterson. The Catholicity of our high school is rooted in its mission and philosophy that includes our foundation in the heritage of St. Vincent DePaul and the Sisters of Charity.**

As part of the faith life of the school, DePaul Catholic High School requires all students to complete four years of comprehensive Theology studies, which are mapped in the Bishops Framework for Curriculum of Secondary Schools. The ACRE assessment from the National Catholic Education Association (NCEA) is also administered to all juniors and eighth-grade students for a clearer understanding of their faith knowledge and relationship with the Church.

The calendar also includes events that promote the living of the Christian faith through student retreats, Eucharistic celebrations, and sacramental and liturgical experiences. The daily schedule also includes morning prayer, and prayer at the start of each class. The Campus Ministry program is responsible for Peer Ministry, DePaul Catholic Youth Group, Music Ministry, and the Spiritual Life Committee.

**Most importantly, DePaul Catholic High School strives to make our Catholic faith evident in the promotion of the dignity of every human person as we search together as a Christian community for a more meaningful relationship with God and each other.**

### MASS

Mass is celebrated in the Chapel during the school year. Mass intentions can be scheduled during the year through the Office of the Chaplains.

### SCHOOL COMMUNITY MASSES/CLASS MASSES

School community Masses are typically celebrated in the DePaul gymnasium. Parents are welcome to attend the community Mass celebrations.

### SERVING THE COMMUNITY DURING MASS

Students are encouraged to participate actively in Mass and other liturgical celebrations. Their participation may include being altar servers, choir members, lectors, presenters of offertory gifts, Eucharistic ministers, and in the planning of liturgical celebrations.

### SACRAMENT OF RECONCILIATION

The sacrament of Reconciliation, scheduled at designated times, is available to all students during the school year in the school chapel. The sacrament of Reconciliation is available at any time by appointment. Please contact the School Chaplain. Faculty and students are encouraged to receive this sacrament on a regular basis.

### RETREAT DAYS

Each class year/grade is provided with an annual class retreat, which is an opportunity to spend time in prayer and to reflect on their relationship with Jesus Christ and one another. At DePaul Catholic High School, we place great emphasis on our retreat days, and the retreats are mandatory for all students. Failure to attend one's scheduled school retreat may require that the retreat be made up on a specific date arranged by the Campus Ministry Team.

### THE CHRISTIAN SERVICE PROGRAM

"This I command you: love one another." - John 15:17

St. John gives us the charge from Christ himself, that as we consider ourselves members of a Christian Community, we are reminded that our first command is to love one another. In addition, De Paul Catholic High School's Mission Statement clearly says:

DePaul Catholic High School is a co-educational diocesan college preparatory high school whose mission is to foster the spiritual, intellectual, physical, and social growth of its students. DePaul Catholic enables all students to deepen their faith by teaching the doctrine and traditions of the Catholic Church, by strengthening their sense of social justice and societal responsibility, and by helping students form a personal relationship with Jesus Christ. The school community also develops young men and women from varying backgrounds into skilled, compassionate citizens who respect the dignity of all people and leaders who are willing to meet the challenges of a complex global society.

In that spirit, all students are required to participate in Christian Service during their years at DePaul Catholic High School.

Approved ministries include:

Elderly, Sick & Dying, Disabled Adults, Children, the Poor, and needs from members of the family and/or a neighbor that has a specific need for assistance/aid.

Specifics about hours are available in the annual introductory letter found on the DePaul Catholic website under the Christian Service tab in the Faith section of the website. In addition, the agreement, log and reflection questions, and final deliverable requirements are on the website. Hard copies of all forms are also available in the Main Office.

# ADMISSIONS

**DE PAUL CATHOLIC HIGH SCHOOL'S ADMISSIONS POLICY IS IN ACCORDANCE WITH THE STANDARDS SET FORTH BY THE DIOCESE OF PATERSON, NATIONAL CATHOLIC EDUCATION ASSOCIATION, AND DE PAUL CATHOLIC HIGH SCHOOL. CONSISTENT WITH OUR MISSION—PROMISE, LARGE ENOUGH TO CHALLENGE, SMALL ENOUGH TO CARE, WE ENCOURAGE DIVERSITY IN APPLICANTS AND AIM TO ENROLL A HETEROGENEOUS STUDENT BODY OF UNIQUE CULTURAL BACKGROUNDS, TALENTS AND LEARNING STYLES. AS SUCH, OUR ADMISSIONS PROCESS IS A HIGHLY INDIVIDUALIZED ONE.**

## THE PROCESS BEGINS WITH AN APPLICATION

8

8th Grade Preparatory Program:  
Limited space available.

- Complete the Online Application including, submitting the \$25 application fee.
- Provide official grades from the last five years of school, including any standardized test scores. (Use the release of records form\*).
- An interview with members of the Administration is required.

9

Grade 9:

- Complete the Online Application, including submitting the \$25 application fee.
- Provide official transcripts\* from 6th, 7th, and 8th grade, including any standardized test scores.
- Submit one (1) teacher recommendation\* (Math, Science, English).

Academic Scholarships (9th Grade Applicants Only)

Any student who would like to be considered for an Academic Scholarship must do the following:

- Sit for an Academic Scholarship Exam. Pre-Registration is required, and there is a \$20 fee.
- Participate in a 15-minute Academic Scholarship Interview. These take place in November and December.

T

Transfer Students:

Applications are accepted on a rolling basis, and acceptance is contingent on space availability and the ability to meet the student's academic needs.

- A current transcript for prescreening prior to completing the application is required.
- If approved by Admissions, candidates must complete the Online Application and submit the \$25 application fee.
- Submit an official transcript and all standardized test scores such as Aspire, PSAT, ACT, SAT\*.
- An interview with members of the Administration is also required.

**\*ALL FORMS ARE AVAILABLE ON THE DE PAUL CATHOLIC WEBSITE UNDER THE ADMISSIONS SECTION.**

# ADMISSIONS (cont')



## International Students

- DePaul Catholic accepts international students and works with several educational partners in this process.
- Additional information may be obtained by contacting the Admissions Department directly or from the DePaul Catholic website.

## TUITION ASSISTANCE

To be considered for Tuition Assistance, all applicants must complete and return a DePaul Catholic Tuition Assistance/Financial Aid Application to the Admissions Office.

Complete an application online at <https://online.factsmgt.com/signin/3k377>

**\*ALL FORMS ARE AVAILABLE ON THE DE PAUL CATHOLIC WEBSITE UNDER THE ADMISSIONS SECTION.**

**IF YOU KNOW A FAMILY WHO MAY BE INTERESTED IN APPLYING TO DE PAUL CATHOLIC, PLEASE HAVE THEM CONTACT THE ADMISSIONS OFFICE AT [ADMISSIONS@DPCHS.ORG](mailto:ADMISSIONS@DPCHS.ORG) OR VISIT OUR WEBSITE.**

## CAMPUS VISITS

### OPEN HOUSE EVENTS

Each Fall and Spring, DePaul Catholic holds special Open House events that provide an excellent introduction for prospective students and their parents.

### SHADOW DAYS

Shadow Days are offered from 8:45 a.m. -1:15 p.m. on Tuesdays, Wednesdays, and Thursdays throughout the academic year. All students must have an appointment, wear proper attire and be escorted into the building at the start of the day by an adult.

# TUITION AND FEES

**TUITION, FEES, AND ALL OTHER FINANCIAL OBLIGATIONS ARE CONDUCTED THROUGH THE TUITION OFFICE. TUITION IS COLLECTED BY DE PAUL CATHOLIC THROUGH FACTS. IT IS MANDATORY FOR ALL FAMILIES TO SIGN UP WITH FACTS TO ADMINISTER TUITION. PLEASE REVIEW THE SECTION ON OUR COLLECTION POLICY CAREFULLY.**

All parents (guardians) must sign a DePaul Catholic HS tuition enrollment agreement for each student. Payment options are as follows:

- Single payment-due June 15th- with \$300 discount
- Two payments-due Aug 15th and Jan 15th - with \$100 discount\*
- Quarterly payments-due Aug., Nov., Jan., and April\*\*
- Monthly payments-due July through May\*\* or July through June\*\*.

\*Please note-students who receive any reduction in tuition are not eligible for the payment discounts.

\*\*Monthly and quarterly payments must be paid through FACTS.

**All tuition must be paid in full by June 30th, 2025.**

Registration and fees must be received along with the Tuition Enrollment Contract and other items required by the Administration in order to participate in athletics or extracurricular activities.

**ANY QUESTIONS REGARDING THE PAYMENT OF TUITION AND FEES SHOULD BE DIRECTED TO THE TUITION OFFICE, 973-694-3702 EXT. 203 OR TUITION@DPCHS.ORG.**



## COLLECTION POLICY

- As a matter of justice to all students, the policy requires that accounts for all students remain current. Parent cooperation in these matters is vital in maintaining a successful ongoing relationship with the school. The school pledges cooperation as well. Delinquent accounts are subject to late fees. Parents will be notified by FACTS Management or the school if the account becomes delinquent. If no response is received within 15 days from the parent and/or guardian, educational services may be withheld.
- FACTS maintains a help center 24 hours per day, seven days a week, for parents to inquire about their account or make a payment by telephone. FACTS also maintains a website (<https://factsmgt.com/contact-us/>) where parents can check balances, make payments, or print statements, as well as access to Frequently Asked Questions. FACTS' Parent Hotline phone number is 866-412-4637.
- DePaul Catholic has the right to withhold educational services if the account becomes delinquent. This includes admittance to class, withholding the administration of midterms and/or final exams, withholding academic records and transcripts. DePaul Catholic reserves the right to employ a collection agency for delinquent accounts, and any costs, including legal fees associated with the collection process, may be added to the outstanding amount. DePaul Catholic requires all accounts for tuition and/or fees to be current before the administration of exams and/or enrolling in the new school year. If the student graduated from a Catholic elementary school, DePaul Catholic expects those accounts to be settled in full as well.



# ACADEMIC/MERIT SCHOLARSHIPS

## ACADEMIC/MERIT-BASED SCHOLARSHIPS

Academic scholarships are awarded upon acceptance to DePaul Catholic High School and are only available for 9th-grade students. The admissions committee selects students for scholarship eligibility based on:

- Prior academic performance and future academic promise
- Excellent character evaluations
- Results of the entrance exam
- Potential of the student to contribute to the DPCHS community
- Demonstrated interest in joining the DPCHS community

In order to be considered for an academic scholarship applicants must sit for an academic scholarship exam and interview. These are conducted in November and December.

No applications are available for the following DPCHS scholarships; instead, every application for admission is reviewed for scholarship potential. Scholarships are funded primarily through the generous donations of the DPCHS community, including alumni, parents, faculty, staff, and friends.

## PRESIDENTIAL SCHOLARSHIP

The Presidential Scholarship is awarded to students from the applicant pool for ninth grade and is identified through entrance testing results, academic performance and coursework in eighth grade, student interview, and recommendations. This full-tuition award is renewable each year, provided the recipient maintains a GPA of 3.0 or better during the academic year, and not have any discipline issues. Furthermore, the recipients of this scholarship will have the opportunity to experience a prescribed program of study which includes an AP/Honors curriculum.

## PRINCIPALS SCHOLARSHIP

The Principals Scholarship is awarded to students in the applicant pool for ninth grade as identified through entrance testing results, academic performance and coursework in eighth grade, student interview, and recommendations. This is an award of \$7,750 and is renewable each year, provided the recipient maintains a GPA of 3.0 or better during the academic year, and does not have any discipline issues. Furthermore, the recipients of this scholarship will have the opportunity to experience a prescribed program of study which includes an AP/Honors curriculum.

## VINCENTIAN SCHOLARSHIP

The Vincentian Scholarship is awarded to the top students in the applicant pool for ninth grade as identified through entrance testing results, academic performance and coursework in eighth grade, student interview, and recommendations. This is an award of \$4,000 and is renewable each year, provided the recipient maintains a GPA of 3.0 or better during the academic year, and does not have any discipline issues. Furthermore, the recipients of this scholarship will have the opportunity to experience a prescribed program of study which includes an AP/Honors curriculum.

# ACADEMIC/MERIT SCHOLARSHIPS (cont')

## ELIZABETH ANN SETON SCHOLARSHIP

The Seton Scholarship is awarded to top students in the applicant pool he applicant pool for ninth grade as identified through entrance testing results, academic performance and coursework in eighth grade, student interview, and recommendations. This award of \$2,000 is renewable each year, provided the recipient maintains a GPA of 3.0 or better during the academic year. Furthermore, the recipients of this scholarship will have the opportunity to experience a prescribed program of study which includes an AP/Honors curriculum.

# TUITION ASSISTANCE

## NEED-BASED TUITION ASSISTANCE

DePaul Catholic High School may be able to provide some assistance for families who demonstrate a need for financial assistance. Submission of a FACTS Tuition Aid form, and completed tax return records for both parents are necessary for a student to be considered for aid. You must submit your application online at <https://factsmgt.com/services/grant-aid-assessment>. Please be mindful of deadlines.

## LOCAL COMMUNITY-BASED SCHOLARSHIPS

Columbus Citizens Foundation Scholarship

- <http://www.columbuscitizensfd.org/scholarships/scholarships.html>
- Please be mindful of deadlines.

Catholic Education Trust: For students who reside in Paterson or Passaic

- <https://smartaidforparents.com>
- School ID: 13989
- Name: Diocese of Paterson Catholic Education Trust
- Please be mindful of deadlines.

Tri-county Scholarship Fund

- Apply through FACTS here: <https://online.factsmgt.com/signin/3k377>

DePaul Catholic Catholic also offers a discount for siblings enrolled at the same time.

# ATTENDANCE

**REGULAR ATTENDANCE AND PARTICIPATION IN CLASSES FORM A VITAL AND INTEGRAL PART OF THE ENTIRE LEARNING PROCESS. FREQUENT ABSENCES FROM SCHOOL EITHER FOR THE WHOLE DAY OR INDIVIDUAL CLASSES DISRUPT THE CONTINUITY OF THE EDUCATIONAL PROCESS. CHRONIC ABSENCES LIMIT ACADEMIC SCHOLARSHIP IN THE SUBJECT AREAS AND CREATE HABITS THAT WILL IMPEDE THE STUDENT IN THEIR PURSUIT OF COLLEGE AND FUTURE EMPLOYMENT.**



## Notification of Absence

A parent or guardian must notify the Attendance Office (973-694-3702 ext. 201) by 9:00 a.m. when a student is absent or email [attendance@dpchs.org](mailto:attendance@dpchs.org). In the event of a prolonged absence, the school should be kept informed of the student's progress. Upon return to school, the student must present a note signed by his/her parents or guardian that states the date(s) and reason(s) for his/her absence.

## Medical Notes

Medical notes must be presented to the Attendance Office on the first day that a student returns. Postdated notes will not be accepted as a medical excuse after that time. Any foreseeable absence or request for early dismissal from school must be authorized at least one day in advance by the school office. If it is necessary for a student to be dismissed early and that student is driving him/herself, both a note AND a phone call from a parent/guardian are required. Verbal confirmation is required for a student to be granted permission to drive in any early dismissal.

## Non-Attendance Non-Participation Rule

**A student who is absent from school, except for Excused Absences (see subsequent sections for clarification), may not participate in athletic and co-curricular activities after school on that particular day.**

If it is a Friday absence, the student may not participate in weekend school-sponsored activities. The Dean of Students will

communicate with the Athletic Director or Activity Moderators for a list of these students.

# ATTENDANCE (cont')

## UNEXCUSED ABSENCES

Unexcused absences will include full-day absences, truancy from school, and absences from an individual course. A parent's note is required to readmit a student to school after a full-day absence. A parent's note, however, does not make the absence excused. The student will be responsible for making up all course work missed during the absence.

Students may be denied credit in a scheduled course after their absences exceed the following limits:

- Semester course: 9 days per semester
- Full-year course: 18 days per year

Appeals for exceptions to loss of credit and failure for the course(s) due to excessive cumulative absences should be made to the Dean of Students.

A physician, dentist, or college visit note should be presented to the Attendance Office on the first day that a student returns to school.

## EXCUSED ABSENCES

Certain unavoidable circumstances may prevent attendance at school. At the discretion of the administration, such absences may be considered excused. Such absences include:

- Illness verified in writing by a doctor; (School nurse will verify with the physician.)
- Family bereavement or emergency;
- Approved school functions;
- Approved college visits (1 for sophomore year, 2 for junior year, and seniors have a total of 3 for fall and spring); no more than two college visits per semester; colleges recommend that students attend their college visits during the DPCHS school holidays. All students must return a form from the college or university. Faxed or emailed notices from admissions offices are not acceptable.

## Truancy

Truancy from school is subject to appropriate disciplinary action. Repeated truancy may result in in-school suspension, a failing grade, loss of credit, and/or dismissal from DePaul Catholic.

## Lateness/Participation

The school day begins with the bell at 8:00 a.m. If the student arrives late to school, he/she should report directly to the Attendance Office for an admit slip and then report to class according to his/her schedule.

A student who arrives after 10:00 a.m. or leaves before 12:00 p.m. will be ineligible to participate in any after-school sport or activity that day. A student who arrives late to class with less than half of the class time remaining will be marked absent from that class.

An excused lateness or early dismissal may be given for the following reasons only: Inclement Weather, Unusual Traffic Delays, Family Emergencies, and other reasons at the discretion of the Administration.

Students sent home through the health office may also not participate in after school activities, regardless of doctor's notes.

## Loss of Credit/Credit Remediation

Students who exceed the number of unexcused absences in a particular course shall have to sit to recover these hours during the school year. Failure to remediate hours by August 15th will result in a failure for the course. A diploma will not be issued if the student is a senior, and an underclassman may not continue to the next grade. Student will have to remediate the course through Educere or another approved online education system.

# ATTENDANCE (cont')

## LATE TO SCHOOL

In an effort to prepare students for the 21st-century global workforce, especially in terms of punctuality, DePaul Catholic expects all students to arrive on time and be prepared for the day. The school day begins promptly at 8:00 a.m. Any student not present in class at 8:00 a.m. will be considered and recorded as LATE to school.

- **3 Lates to School = 1 Detention**
- **6 Lates to School = 2 Detentions**
- **7+ Lates to School = 1 Detentions for every late instance.**
- **Lates reset the first Monday of every month UNLESS 7+ lates are acquired within the month. Every late to school will be assigned a detention and will not reset until the beginning of the following quarter.**
- **Failure to attend assigned detention may result in a Saturday morning detention 8am-10am.**
- **Late to school and class need to report to the Dean of Students office for a pass to class.**

Patterns of lateness are a serious disciplinary issue.

Consequences may include removal from extra-curricular activities and/or athletics. A student may also be placed into the Path of St. Vincent process. A continuation of Lateness may result in further consequences, including suspension and loss of privileges.

## EARLY DISMISSAL

Early Dismissal is reserved for emergencies only and requires a signed, written note from the parent(s)/guardian(s) stating the time and reason for the early dismissal or email [attendance@dpchs.org](mailto:attendance@dpchs.org). In either case, the school reserves the right to check on the authenticity of the note by a phone call to the parent(s)/guardian(s) and/or require the parent(s)/guardian(s) to produce proper identification when such request is made in person.

It is the student's responsibility to have the note approved and the dismissal slip signed by the Attendance Officer. This should be done before first period. Students must sign out at the Attendance Office before leaving school.

If the student does return to school before the end of the school day, the student is required to sign in and obtain a pass at the Attendance Office.

## Student Responsibilities

**THE ONUS TO MAKE UP WORK FOLLOWING AN ABSENCE FALLS TO THE STUDENT WITH GUIDANCE FROM THE TEACHER**

### MAKE-UP WORK

Students who are absent for any reason will be responsible for making up all work missed, including tests, quizzes, and homework. This make-up work should be completed within one day or by mutual agreement with the teacher, otherwise, the grade for the assignment will result in an F.

### HOME INSTRUCTION

Home Instruction is for the DePaul Catholic 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. All requests for homebound instruction are initiated and managed through the DePaul Catholic School Counseling Office.

# SCHOLASTIC POLICIES

## ACADEMIC OVERVIEW

The college preparatory program of studies offered at DePaul Catholic High School prepares young men and women for the rigors of a college education. With a one-to-one Tablet PC program and the emphasis on a well-rounded education, the DePaul Catholic curriculum provides all of the tools for the DePaul student to have success in college and future endeavors. The curriculum challenges students to think critically, work collaboratively in their studies, and develop the creativity necessary for a 21st-century education. The foundation of the curriculum centers on Jesus Christ as the first teacher of DePaul Catholic so that all students are prepared to use their knowledge to serve the world based on the mission of the Church.

## Study Habits/Homework

Students at DePaul are expected to spend two (2) or more hours at home on written and study work each school day. Homework means more than just written assignments; it also includes reading assignments, reviewing of material taken in class, research/ project-based learning, and all other materials required by the teacher.

Parents play an essential role in their support of the DePaul Catholic academic program by their encouragement and support of the homework policy and the completion of assignments.

Faculty members post homework assignments on a regular basis and parents are asked to check the homework assignments posted on Google Classroom on a daily basis. Email, through the DePaul Catholic website is the best ways for parents to communicate with teachers.

A student-led tutorial program, sponsored by the various Honor Societies and facilitated by the school counselors, is available to students needing extra help. Teachers will recommend students who would benefit from this tutoring service. Teachers are also available after each school day until 2:45 p.m. Teachers may also be available in the morning before the start of school by appointment.

## Faculty Review

The DePaul Catholic faculty is dedicated to the academic advancement of all its students and their performance in the classroom. The faculty at department meetings may review the academic progress of those students who may not be performing up to acceptable DePaul Catholic academic standards. These students then may be directed to the Path of St. Vincent with mandatory tutoring with individual teachers after class.

# SCHOLASTIC POLICIES (cont')

## School Counseling Office

### PHILOSOPHY

The philosophy of counseling at DePaul Catholic High School is based on the recognition of the dignity and worth of each student. Counseling is concerned with the individual and his or her spiritual, educational, vocational, personal, and social needs. It is a continuous process within the school. The School Counseling Office views counseling as a team effort that consists of counselors, administrators, teachers, other support staff, parents, and students.

### THE COUNSELORS

All of the school counselors are "uniquely qualified to address students' academic, college/career, and social/emotional development needs through the implementation of a school counseling program that promotes and enhances student success" (ASCA, 2019).

### COUNSELOR ASSIGNMENTS

All Grade 8 and 9 students are assigned the same counselor who will work with them over the entire school year with a program and advice that is grade appropriate.

Students in grades 10th, 11th and 12th grade are assigned a counselor for their remaining three years of high school. Having the same counselor for this crucial period will allow the student and counselor to develop a rapport that is essential in making the transition from high school to college seamless.

### OFFICE HOURS

Monday - Friday from 7:30 AM - 3:00 PM

Emails/inquiries received after school hours will be answered during the next business day.

If you or someone you know is in immediate crisis, please dial 911, go to the nearest emergency room, call 1-800-273-TALK (8255) to reach a 24-hour crisis center or text MHA to 741741 at the Crisis Text Line.

### PROGRAMS

#### School Guidance Curriculum

- Academic/Study Skills Training
- Quarterly Class Meeting
- College/Career Planning
- Test Interpretation
- Naviance Training
- Financial Aid Night
- Grade Level Student and Parent Information Nights
- NCAA Athletics Information Night
- 11th Grade College Information Night
- Fall College Representative meetings

#### Individual Student Planning

- Quarterly Counselor Meeting (at a minimum)
- Academic Planning
- In-person Scheduling
- Transition Planning
- Junior-year College Conference

#### Responsive Services

- Individual & Small Group Counseling
- Crisis Intervention
- Consultation with Outside Professionals
- Collaboration with family and staff
- Follow up meetings with student and family

#### Educational Support

- Professional Development for Counselors
- Optional after school SAT review class for Juniors during 1st Quarter
- National Honor Society Peer Tutoring

# SCHOLASTIC POLICIES (cont')

## MEETINGS WITH THE SCHOOL COUNSELOR

It is essential that students be provided access to their school counselor. Students are required to have a pass to come to the school counseling office unless there is an emergency. The counselor will contact teachers in this situation.

Other instances when a student will be sent to the school counseling office:

- The teacher will hand out a pass left by the counselor
- The student may ask a study hall or lunchroom monitor to go to the school counseling office
- The student may ask a classroom teacher for a pass to the school counseling office
- The counselor may request to see a student

In every instance, the counselors understand the necessity and importance for a student to be in class while balancing the immediate concerns of the student.

During the school year, a student may be asked to meet with his/her counselor for a variety of reasons, including but not limited to, the following:

- **Academic progress**
- **College and career counseling**
- **Course selection and scheduling**
- **Academic difficulties**
- **Tutoring services**
- **Social and peer issues**
- **Conflict resolution**

Every effort is made by the School Counseling Department to meet as often as possible with each student and be accessible to them at all times. Parents and guardians are also welcome to meet with the counselors via appointment to discuss any concerns they may have.

## EDUCATIONAL SERVICES

Students who do not meet eligibility requirements for Chapter 192 or 193 services but are determined by the Principal to benefit from "minor modifications", including extra time, must be reported to the Catholic Schools Office annually using the "Accommodating Students with Special Needs" form. This is in compliance with Section 504 of the Rehabilitation Act of 1973 and replaces a 504 plan which is not used in nonpublic schools.



# SCHOLASTIC POLICIES (cont')

## Start of the Day

DePaul Catholic begins its academic day promptly at 8:00 a.m. with prayer, flag salute, and morning announcements.

All students should quietly stand for the prayer and flag salute. Students should be in complete uniform and have all necessary books, Tablet PCs, and necessary materials for the day.

Regardless of their presence in the building, students who enter the classroom after the 8:00 a.m. bell will be marked as Late to School.

## Academic Curriculum

### COURSE LEVELS

The curriculum provides for a maximum of three course levels: Advanced Placement, Honors, and College Preparatory. The number of levels in each department is flexible enough to meet the students' needs. Course placements are assigned based on previous academic achievement, teacher recommendation, and student test data. If it appears that a student has been misplaced, an opportunity will be provided for movement to a more suitable level when possible.

## Grading System

### GRADING TERMS

The scholastic year is divided into two (2) semesters, each of which is subdivided into two (2) marking periods.

Letter grades are given at the end of each marking period for individual courses. Credit for courses taken is given at the end of the school year. A passing grade is a D.

### SEMESTER AND FINAL GRADES

Student grades are issued quarterly. Students must also take semester and final examinations in all academic subject areas. In computing final averages, an examination grade has the value of one-half of a marking period grade.

Students must pass and receive credit in all their subjects by August 15 to be allowed to continue into the next school year or receive their diplomas.

- In order to pass a year course, a student must have a 0.60 average or better on a 4.0 scale and have passed at least two marking periods, with at least one of the marking periods in the second semester.
- In order to pass a semester course, a student must have a 0.60 average or better and have passed at least two out of the three grades i.e. 1st Marking Period, 2nd Marking Period, Final Examination.
- In order to pass Physical Education, a student must have a 0.60 average or better.

Students who receive a failing grade in any course shall be required to participate in an approved summer school/credit recovery program. Successful completion of the said program will result in credit restoration but will not change the original grade received in the course or the GPA.

# SCHOLASTIC POLICIES (cont')

## GRADES SPANS

ALL QUARTER, SEMESTER, AND YEAR-END AVERAGES ARE COMPUTED ELECTRONICALLY USING THE FOLLOWING GRADE SPANS. GPA ADDED VALUES FOR HONORS AND ADVANCED PLACEMENT COURSES ARE TAKEN INTO CONSIDERATION WHEN COMPUTING TERMS AVERAGES AND ADDED AUTOMATICALLY INTO THE GPA.

GRADE	# SPAN	SPAN	CP WEIGHT	HONORS WEIGHT	AP WEIGHT
A+	97-100	> 4.165	4.33	4.66	5.00
A	93-96	4.164-3.835	4.00	4.33	4.67
A-	90-92	3.834-3.500	3.67	4.00	4.34
B+	87-89	3.499-3.165	3.33	3.66	4.00
B	83-86	3.164-2.835	3.00	3.33	3.67
B-	80-82	2.834-2.500	2.67	3.00	3.34
C+	77-79	2.499-2.165	2.33	2.66	3.00
C	73-76	2.164-1.835	2.00	2.33	2.67
C-	70-72	1.834-1.500	1.67	2.00	2.34
D+	68-69	1.499-1.165	1.33	1.66	2.00
D	65-67	1.164-0.600	1.00	1.33	1.67
F	<65	< 0.600	0	0	0

# SCHOLASTIC POLICIES (cont')

## GRADUATION REQUIREMENTS

New Jersey State requirements are met in the areas of Physical Education, Health, Fine, Performing, and Practical Arts, Technology, and Career Education. In addition to the core requirements, students are encouraged to explore a broad elective program.

4 Years (20 Credits) Theology

3 Years (15 Credits) Social Studies

4 Years (20 Credits) English

3 Years (15 Credits) Science

4 Years (20 Credits) Mathematics

2 Years (10 Credits) World Language

Electives = 40+ credits or to complete the total number of credits for graduation

# ACADEMIC INTEGRITY

## CHEATING

Students are expected to respect the integrity of one another's gifts and talents as well as their own.

Cheating undermines the dignity of students, teachers, and the community and is in direct violation of our mission statement.

Cheating will not be tolerated at DePaul Catholic High School.

## CHEATING DEFINED

Cheating is defined as the giving or receiving of information or assistance on any test, quiz, or examination or the giving or receiving of information or assistance on any worksheet, term paper, homework or project without specific permission from the teacher to do so.

All students involved in cheating share equally in the responsibilities and consequences:

## FIRST OFFENSE

- Students involved will receive a grade of an "F" for the activity in question.
- While work receiving an "F" because of cheating cannot be made up for credit, the student may be required to make up the work for educational purposes at the discretion of the teacher.
- The teacher will notify the parents or guardians by phone call, mail, or email.
- The teacher will file a written report with the Vice Principal for Academics, who will keep it on file for the duration of the student's high school career.
- An administrator may meet with the student, his/her parents or guardians, and the teacher, at which time a copy of all documents will be shared with the parents.
- The student may be eliminated from consideration for membership in any honor society of the school. Current honor society members will automatically be scheduled for a pre-dismissal hearing.

# ACADEMIC INTEGRITY (cont')

## SUBSEQUENT OCCURRENCE OF CHEATING

In the event that a student should make a similar poor choice, all of the above will apply with additional disciplinary action and/or community service requirements. A third occurrence could lead to dismissal.

## ADDITIONAL IMPACT OF CHEATING

A documented cheating incident in a student's senior year will automatically negate an exam exemption in that course.

## NOTIFICATION OF CHEATING OFFENSE

Teachers must notify the Vice Principal of all cheating incidents within 24 hours of their occurrence.

The Theology teachers will explain this policy to all students at the beginning of each school year. By signing the handbook receipt form, parents and students acknowledge that this policy has been communicated to them.

## PLAGIARISM

Plagiarism is the stealing of another's ideas, words, or intellectual thoughts and claiming it as one's own. Plagiarism occurs when a student fails to correctly cite a source or produce a copy of the written material. Internet services that provide a student with essays and research papers can also be considered sources of plagiarism. Spark Notes or any other source that does not allow the student to think for him/herself also aids and encourages this immoral behavior.

There are serious consequences for plagiarism. A student will receive an automatic failure for the given assignment and may be required to complete the assignment, without credit, within a given time period or be subject to disciplinary action. In addition, a cheating incident report must be filed with the Vice Principal.

## COMMUNICATION

### PARENT-STUDENT-TEACHER CONFERENCES

The best educational environment that can be created for our students is one of parents, teachers, students, and administrators working together. Our commitment to work collaboratively and constructively enhances the quality of education. Lines of communication need to be open and direct. Student-Parent-Teacher conferences are held once a year.

This conference provide an excellent opportunity for students and their parents to discuss their academic progress with individual teachers. The conference is scheduled within the week after first quarter grades are published, so that the progress of each student may be discussed at the conference. Attendance of both the student and parents is strongly encouraged.

### DATE FOR 2024-2025

During the 2024-2025 academic year  
Student-Parent-Teacher conference:

- November 12, 2024 2:15 p.m. - 4:00 p.m.

Parents are encouraged to make every effort to attend these meetings with their students.

Teachers and parents are encouraged to keep open lines of communication throughout the year.

# COMMUNICATION (cont')

## Report Cards

### **GRADES ARE AVAILABLE ON POWERSCHOOL**

Whereas grades are available on PowerSchool all year, report cards for each student are mailed home once all grades are finalized after June exams.

## EXAMS

### **MIDTERM AND FINAL EXAMS**

Midterm Examinations for full-year courses and Finals for Semester 1 courses are administered in January. Final Examinations for both full-year and Semester 2 courses are administered in late May for seniors and in June for grades 8, 9, 10, and 11.

Exams are an integral part of the college preparatory program and reflect the degree to which students have mastered the course content. Credit for a course will not be provided until the successful completion of the exams unless a student has been exempted. Students and parents are informed regarding exam dates, times, and courses via announcements on the Daily Bulletin in PowerSchool and the Master School Calendar on the DePaul Catholic website. In addition, schedules are posted in all classrooms and hallways at least two weeks prior to the first exam scheduled.

Students who do not make a concerted effort on an exam may be required to retake the exam with no grade change. The decision will be made with the approval of the Vice Principal and Principal.

Projects and alternate forms of assessment are encouraged during the school year, but they cannot replace the administration of Mid-term and Final exams. Exceptions may occur in classes such as Art, Music, and Engineering.

Please note: Any missed midterm or final exam will show a grade of "I" - incomplete - until all obligations are fulfilled in a timeframe designated by the School Administration.

# EXAMS (cont')

## STUDENT RESPONSIBILITIES DURING EXAMS

- It is the student's responsibility to know the time and date of his/her exams. Schedules are posted in the hallways. Students must be in dress code for all exams.
- Students arriving late may not be permitted to take the exam until they report to the Vice Principal in order to enter the exam room.
- Sickness or an excuse that has the prior approval of the Principal are the only valid reasons for absence. A parent must call the school on the morning of the exam if their child must remain home due to illness.
- Cheating on an exam may result in a failure on the examination and possibly the course. Students would be subject to the conditions of the DePaul Catholic High School Academic Integrity Policy.
- Students do not have to report to school on days and times they do not have an exam.
- If exams are interrupted due to inclement weather or another emergency, the order in which the exams are administered will remain the same. (Monday's exam schedule becomes Tuesday's, Tuesday's become Wednesday's, etc.)
- In the event that a student does not take an exam during the scheduled exam time, an alternate version of the exam may be administered to the student.
- Students in AP classes must take the AP exam. All students are automatically exempt from the Final Exam in an AP course. Failure to take the College Board AP exam will result in the student having to sit for the course's final exam.

## EXAM REVIEW PROGRAM



The six days prior to January and June exams, DePaul Catholic faculty will host exam review sessions. These will be scheduled by the academic departments on assigned days to avoid conflicts. The sessions, which run from 2:15 p.m. to 3:00 p.m., are designed to provide an extended opportunity to review the subject material and to help students gain the necessary skills to succeed on a midterm

# EXAMS (cont')

## SENIOR EXAM EXEMPTIONS

Senior exam exemptions will occur provided the following criteria are met:

- The student must not be on probation or have been suspended—either in-school or out of school—or cut any class during senior year.
- The student must have an average of 'B+' or better and a passing grade on the mid-term.
- The student must not have a comment grade of 70 or a documented cheating incident in the class to be exempt.
- Any student with an average of 'B' or lower in any semester must take their final exam in that course.
- Seniors are not permitted to have more than ten (10) unexcused lates to school for the school year. A phone call informing the main office that a student will be late does not count as an excused late. Examples of excused lates to school may consist of scheduled doctor appointments or physical therapy.
- Seniors are not permitted to have more than four (4) unexcused absences for a semester or 8 for a full-year course in the class for which they may be exempt.
- Seniors are not permitted to have more than four (4) lates to class. If a student has more than four (4) lates to class, the student will not be exempt from the exam in that specific class.
- Students in AP classes must take the AP exam. All students are automatically exempt from the Final Exam in an AP course. Failure to take the College Board AP exam will result in the student having to sit for the course's final exam.
- Students may take a final exam if they wish to improve their grade.

No underclassmen, except those in Advanced Placement courses, are eligible for exemptions.

## GPA CALCULATIONS AND CLASS RANK

In computing grade point average, courses will be weighted in direct proportion to their assigned number of credits. All credit courses will be included in the computation.

DePaul Catholic does not rank students. Rank is only used for the selection of the valedictorian and salutatorian in senior year. Rank may also be divulged for the military academies and certain select scholarships at the request of the university.

# ACADEMIC HONORS

## Honor Roll

### COMPUTED QUARTERLY

Each student's Honor Roll status is computed quarterly, according to the grades earned in all subjects in a given marking period. Students cannot have a grade analysis of "70", i.e., "the student is a disruptive influence in the classroom." An incomplete also precludes a student from honor roll consideration.

Student assemblies are scheduled each quarter to recognize those achieving Honor Roll status.

PRINCIPAL'S HONORS	"A+" or "A" in every subject
FIRST HONORS	"B+" or higher in every subject
SECOND HONORS	"B" or higher in every subject



## NATIONAL HONOR SOCIETY

- The National Honor Society is an association whose objectives are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of DePaul Catholic High School.
- The name of the chapter is the Holy Spirit Chapter, and membership is based upon scholarship, service, leadership, and character. Candidates must have spent at least one semester in DePaul Catholic High School and be members of the junior or senior class. To be eligible for evaluation, juniors and seniors must have a 3.7 weighted grade point average (please note: 3.699 does not meet the 3.7 benchmark) as determined by national guidelines and the school's grading system.
- The election of members to this chapter shall be done by a chapter faculty council. As being on time for school and classes is a matter of responsibility, it is a factor taken into consideration when evaluating a student's character. Therefore, excessive absences and tardiness may be a cause for deferral or non-acceptance. In addition to the national guidelines, acceptance into the Holy Spirit Chapter of the National Honor Society requires that the student is involved in activities/service within DePaul Catholic.
- A member who falls below the standards that were the basis of his/her election shall be promptly warned by the advisor of the chapter, and his/her case shall be passed upon by the chapter council. Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. Students will be given limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal. In either case a "due process" hearing will be held as guaranteed under the 14th amendment of the U.S. Constitution. The member will be notified of the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond either in writing or orally. Once a member is dismissed, he/she is ineligible for future membership in the National Honor Society.



# ACADEMIC HONORS (cont')

## NATIONAL HONOR SOCIETY SELECTION PROCESS

Cumulative grade point averages (GPA) are calculated for juniors after midterm exams in January. Students who have the required GPA of 3.7 will receive a letter and packet of information. The required GPA is based on the weighted grade system, which provides the students in honors and/or Advanced Placement (AP) courses with a potential of over 4.3. The required 3.7 also provides an opportunity for students who are not in any honors or AP courses to be eligible for selection. Please note that a student's grade point average will not be rounded to meet the minimum requirement.

Students who are eligible must then decide if they wish to have the faculty and administration further evaluate their candidacy. If so, they must write a letter of intent and complete the "Student Activity Information Form." These documents are carefully reviewed by the NHS Faculty Council members. Interviews are set up with each candidate and a council member. All staff members are asked to evaluate the candidates on leadership and character. These evaluations, along with the interviews and any previous records of misconduct, are reviewed and discussed by the council members. At the conclusion of each candidate's evaluation, the council members will vote for selection, deferral, or non-selection.

Membership in the National Honor Society is an honor bestowed upon students who meet the high standards in scholarship, leadership, service, and character known to this Society. Therefore, all should be aware that scholarship is but 25% of what will be evaluated during the process of selection and that all four qualities of scholarship, leadership, character and service must be demonstrated.

The necessary high standards are met when:

- An excellent academic average is achieved and maintained
- Positive leadership qualities are exemplified
- A history and willingness to volunteer time to assist others is in evidence
- The principles of morality and ethics are upheld
- Many students demonstrate one, two, or even three of these fine qualities and are to be admired and commended for such. It must be noted, however, that all four are necessary for selection. The GPA is the starting point of the process since it is the most measurable quality, but it carries no greater weight than the others.



# ACADEMIC HONOR SOCIETIES

## **DPCHS WORLD LANGUAGES HONOR SOCIETY**

Sponsored by DePaul Catholic High School, the World Languages Honor Society was established having a two-fold purpose: (a) to promote interest in the study of the various languages and cultures of the world and (b) to give recognition to scholarship achievement in the study of these languages.

Membership shall be restricted to juniors or seniors currently enrolled in the third year, or higher, of study in a World Language. Candidates must (a) have achieved, and continue to maintain, an average of B+ or above in their current World Language course of study; (b) maintain a GPA of 3.0 or above; (c) be recommended by the faculty of the World Languages Department; (d) have demonstrated excellence in reading, writing, listening and speaking in their chosen target language; (e) be a member in good standing of the DePaul Catholic community and (f) agree to adhere to the bylaws of the society.

## **MU ALPHA THETA**

Mu Alpha Theta is a national high school and junior/community college mathematics club for honors students that is co-sponsored by the National Council of Teachers of Mathematics and the Mathematical Association of America. The name Mu Alpha Theta was constructed from the Greek lettering for the phonemes M, A, and TH.

The mission of Mu Alpha Theta is to provide a method for schools to recognize and encourage those students who enjoy and excel in mathematics.

## **SCIENCE NATIONAL HONOR SOCIETY**

The purpose of this organization shall be to encourage participation in and recognition of scientific and intellectual thought, to advance the students' knowledge of classical and modern science, to communicate with the scientific community, to aid the civic community with its comprehension of science, and to encourage students to participate in community service and, in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all mankind. This is accomplished through monthly meetings through discussions of different areas of science, participation in science fairs and/or other science competitions, as well as service to the community.

## **ALEXANDER HAMILTON HISTORICAL SOCIETY**

The purpose of this organization is to promote historical research and scholarship while engaging in activities to enrich the DePaul Catholic Community and the Northern New Jersey area. The Society is sponsored by DePaul Catholic High School and the National History Club.

## **FINE AND PERFORMING ARTS SOCIETY**

Sponsored by DePaul Catholic High School, the Fine and Performing Arts Society was established to recognize students for their academic, artistic and/or musical achievements and to foster excellence and a dedicated spirit to the pursuit of the visual arts and/or music.

## **NATIONAL ENGLISH HONOR SOCIETY**

The purpose of this organization is to cultivate a vibrant environment where high school students and teachers can immerse themselves in the invaluable experiences of promoting literacy and serving society, while honoring exceptional and diverse achievements in the English language arts and related subjects.

# HEALTH

## School Annual Physicals and Sports Participation Requirements

**TO PROPERLY CARE FOR THE HEALTH AND SAFETY OF ALL STUDENTS AND TO MEET THE REQUIREMENTS OF DE PAUL CATHOLIC HIGH SCHOOL/WAYNE BOARD OF HEALTH, A COMPLETE ANNUAL PHYSICAL EXAMINATION PERFORMED BY THE STUDENT'S PRIVATE PHYSICIAN IS REQUIRED OF ALL STUDENTS EACH YEAR. THE PHYSICAL IS GOOD FOR ONE FULL YEAR (365 DAYS) FOR SCHOOL ATTENDANCE, FIELD TRIPS, AND SPORTS REQUIREMENTS.**

These forms can be downloaded and printed by visiting [www.depaulcatholic.org](http://www.depaulcatholic.org).

The student may be asked to return home if these forms are not in place by the first day of school in September. Please mail, fax, or personally deliver these forms to our health office as soon as possible.

Parents should bring all required forms to the physician's office. Many physicians' offices are now charging a fee per document if you have to call for them at a later date.

### Athletes, Please Note:

As of 5/1/15, your physicians or practitioners performing physicals for student-athletes must have completed the "Student-Athlete Cardiac Assessment Professional Development Module" (please check that they have taken this module before performing your exam).

In order for the physical to be considered valid for athletics in New Jersey High Schools, the physician or practitioner must sign and date the section under "Clearance Form Page" that states: "Completed Cardiac Assessment Professional Module." The Module is from the "State of New Jersey Department of Education and Health."

### Form Specifics:

All Students:

- Parent Portion: Pre-participation–History Form. Please complete both pages.
- Physician Portion: Preparation Physical Evaluation Physical Examination Form

Other forms that may apply to your child's health and safety that you would need to bring to your child's physician for a signature are: Medication Authorization (dispensing medication to your child during school hours, including over-the-counter medications), Allergy/Epi-pen form, Asthma Action Plan, Diabetes Medical Management Plan, and Seizure Action Plan. All forms are on the website.

# HEALTH (cont')

## Medication

### **STUDENTS MAY NOT CARRY MEDICATION WITH THEM**

Any prescription or over-the-counter medication, including Tylenol, Advil, Dayquil, etc. to be taken during school hours must be accompanied by written instructions from the prescribing doctor and a note from the parent giving permission for the school nurse to administer the medication to the student. This form can be faxed to your physician and back to our office (fax #: 973-694-6232). All medication must be kept in the health office. The only medication that may be carried on a student is an inhaler or an Epi-pen, and only after the proper documentation is completed. This Authorization Form can be downloaded from the website. They should be completed by both parent and physician. Any unauthorized medication will be confiscated, reported to the main office, and parents will be notified.

## Injury and Illness

Students who are injured or who become ill while in school must report to the health office after notifying their teacher and securing a hall pass. No student is allowed to leave the school without permission from the office. In the case of injury, the student and the moderator present must complete an insurance form at the time of injury. Students should be familiar with the locations of their parents during school hours so that they can be contacted using the school's phones, not personal phones, including cell phones. Students are not to contact or instruct parents to pick them up due to illness unless directed to do so by an administrator or school nurse.

Any student requiring crutches or a cane, or wearing a cast, brace or sling, must have a note from their physician stating the reason for the device and an approximate timeframe for how long the device will be required. Students who require crutches may leave their class period 5 minutes early with the assist of one other student to navigate the halls before passing time. Students who need uniform accommodations when they're injured must adhere to school colors. Once recovered, a note stating the student is cleared to return to Physical Education and/or sports participation will be required. Anyone 18 years old or older who is coming to school to pick up a student who is ill must report to the attendance office and sign the student out before the student is released.

## Chronic Visits to the Health Office

Valuable classroom time is lost whenever there are frequent visits to the Health Office. A phone call or a letter will be sent home stating the frequency and chief complaints of the student's visit. The purpose of this communication is to inform the student's parents of any health concerns or possible avoidance of classroom participation on the part of the student. It may also be recommended that an evaluation be completed by his/her physician as soon as possible so that the student's needs may be met in the best way possible.

# HEALTH (cont')

## Medical Waiver

### **ALL STUDENTS ARE REQUIRED TO TAKE PHYSICAL EDUCATION AS PART OF THEIR REGULAR PROGRAM OF STUDIES.**

The only exceptions granted are for those students who submit a request for medical waiver (which should be updated every 4-6 weeks if needed or requested by school officials) specifically stating that the student is not able to participate in Physical Education or has physical restrictions for participation in Physical Education. This waiver must be verified by a physician. In cases of a medical waiver, a notation may appear on the student's transcript next to the entry for Physical Education.

# GENERAL POLICIES AND PROCEDURES

## Stand Tall Program

Stand Tall is a voluntary approach to drug prevention and is open to all students and staff. By joining Stand Tall, members pledge to remain drug-free and voluntarily agree to submit to random drug testing throughout their years at DePaul Catholic. Students are randomly selected and are administered tests each week by the Dean of Students.

The student and his/her parent(s) or guardian sign only once. Parents can request their student be removed from the program after a conference with the Dean of Students has taken place, and this request to be removed is put in writing. Once an initial positive result has occurred, the student must remain in the program for the duration of his/her attendance up to and including graduation from DePaul Catholic High School.

Stand Tall provides the students with an opportunity to take a personal stand against drugs and related activities. By standing tall, each student is able to join with other students and model drug-free behavior in a supportive setting. We hear from students that they are exposed to drugs and drug-related activities off-campus and often at a very early age. It is frightening and overwhelming. Many struggle with saying no; many want to be able to resist the pressure to experiment. Stand Tall lets a DePaul Catholic student know he/she is not alone in making right choices.

Additional information regarding Stand Tall can be obtained from the Dean of Students.

# GENERAL POLICIES AND PROCEDURES

## School Drug and Alcohol Policy

No drugs or alcoholic beverages shall be brought, purchased, possessed, distributed, or consumed by students at school or school-sponsored events. Nor shall any student under the influence of drugs or alcohol be permitted on school property or at a school-sponsored event. A student who violates any part of this rule (including being in the company of a group possessing and/or using drugs or alcohol) will be suspended from school immediately.

### FIRST VIOLATION

With due regard to the consequences allowed by the paragraph above, ordinarily, a student who violates this regulation for the first time shall participate in a conference with his/her parents and the Principal. Others may be included at the Principal's discretion. Following the conference, the student will be suspended from school for an extended period of time and be placed on probation for the rest of the academic year. Extracurricular activities, including participation in athletics, will be suspended during the period of probation. The student must seek counseling and may be referred to a school-approved drug/alcohol treatment center. If the latter occurs, the Principal is to receive all information regarding the assessment of the student and the type(s) of help recommended by the counselor and/or the treatment center.

### SUBSEQUENT VIOLATIONS

With due regard to the consequences allowed by the first paragraph above, ordinarily, a student who violates this regulation for the second (or subsequent) time(s) shall participate in a conference with his/her parents and the Principal. Others may be included at the Principal's discretion.

Following the conference, the student may be expelled OR be referred to a school-approved drug/alcohol treatment center. If the latter occurs, the Principal is to receive all information regarding the assessment of the student and the type(s) of help recommended from the counselor and/or the treatment center. As a condition for continued enrollment, the student is to participate in any and all recommended treatment program(s) beginning as soon as treatment is available. The student will remain suspended until treatment begins. If the student fails to follow through as described above, she/he will be expelled.

The distribution, sale, or offering of drugs or alcohol are grounds for expulsion, and legal action may be taken.

### Works Consulted:

Newark Catholic High School. "Parent-Student Handbook 2016-2017." 2 September, 2016 <http://www.newarkcatholic.org/wp-content/uploads/2014/08/Handbook-2016-17.pdf>

Archdiocese of Los Angeles. "Administrative Handbook." 2 September, 2016 <http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6>

Any student at DePaul Catholic High School who seeks help for an alcohol/drug problem will be provided with assistance by the Administration and Guidance Department for securing treatment.

# GENERAL POLICIES AND PROCEDURES

## School Drug and Alcohol Testing

DePaul Catholic High School has the right to require that a student be tested for drug and/or alcohol abuse within a few hours if there is a suspicion of such abuse, either in school or at a school-sponsored event. If there is a failure to comply with this request by either the parent/guardian or the student, the school has the right to ask the student to terminate his/her education at DePaul Catholic.

If the student tests positive, to remain enrolled at DePaul Catholic High School, the following protocol must be completed:

- The student and parents/guardians must meet with the Principal to review the School's Drug and Alcohol Policy violation and the steps required to be fulfilled to remain part of the DePaul Catholic High School community.
- The student must submit to a full medical and drug evaluation. The student will be put on a medical leave of absence until the student is medically cleared to return to school.
- The student must agree to drug counseling by a licensed, certified substance abuse counselor or approved by the school. He/she will remain a full-time student at DePaul Catholic unless the counseling group believes that the student should submit to full-time drug rehabilitation in a separate facility.
- The Parent / Guardian will give permission to the counselor to speak to the Principal or other school administrator.

The student will remain in counseling for a designated period of time as outlined by the licensed counselor and agreed to by DePaul Catholic High School.

The parents and student must accept the requirement that the student submits to weekly testing for the duration of the student's attendance at DePaul Catholic by the Stand Tall Coordinator.

A second positive result from a school-administered or counseling-administered drug test may result in the student's dismissal from DePaul Catholic High School. Any failure by the student, parent, or guardian to abide by any portion of the contract may result in dismissal from DePaul Catholic High School. The parent or guardian will be responsible for payment for any school-required testing and/or counseling.

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**THE ADMINISTRATION AND STAFF OF DE PAUL CATHOLIC HIGH SCHOOL FULLY SUPPORT A ZERO TOLERANCE POLICY FOR ANYONE WHO DISTRIBUTES, SELLS, OR USES DRUGS ON SCHOOL PROPERTY OR AT SCHOOL-RELATED ACTIVITIES.**

# GENERAL POLICIES AND PROCEDURES

## Smoking, Vaping, and Use of Other Tobacco Products

Since smoking and the use of other tobacco products may be hazardous to health, students are forbidden to have smoking or vaping materials, chewing tobacco, smokeless tobacco (snuff), or other tobacco products in their possession, or to smoke or use other tobacco products in the school buildings, on the school grounds, or at school-sponsored activities, when traveling on public or private buses to and from school, and while in school uniform. Students violating this rule may be administered a suspension and placed on probation. This rule applies to tobacco in any form.

**SMOKING ON SCHOOL GROUNDS IS A VIOLATION OF NJ STATE LAW PL201.**

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## Passing Time

Students must plan ahead and be sure they have the appropriate material and books for the upcoming class period(s). Students may not be permitted to go to their lockers while classes are in session. Good order must be observed in the hallways, on staircases, and outside. Students may not retrieve items from their vehicles during the school day unless given permission by an administrator.

## Public Displays of Affection

The school is an inappropriate setting for excessive public displays of affection between students. Students who need to be reminded of this will be subject to disciplinary action.

## Cafeteria

Students may bring breakfast and/or lunch from home or purchase either in the cafeteria. However, all students must eat their breakfast/lunch in the cafeteria. Weather permitting, seniors may be able to have lunch outside in the designated area. With the exception of water, food or beverages may not be consumed in the halls, lavatories, classrooms, or gym at any time. All students are expected to demonstrate courtesy, good behavior, self-control, and good table manners. Students may not cut in line. Each student is responsible for returning trays, depositing refuse in the proper receptacle, and leaving the table, chairs, and floors clean.

Students are not permitted to sit on any of the tables at any time. Food, snacks, and beverages are not permitted outside the CAFE. No gum chewing is allowed at any time.

No outside food deliveries are permitted during the school day.



# GENERAL POLICIES AND PROCEDURES

## Lockers

**LOCKERS SHOULD BE LOCKED AT ALL TIMES. STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS.**

One hall locker is assigned to each student at the beginning of the school year. Students must use a school-sanctioned combination lock. Locks can be purchased from the school store. It is the responsibility of the student to keep the locker neat and clean. The school will not be responsible for lost or stolen items from your locker. During lunch periods, students are not permitted in the halls/at lockers without a pass, beyond the IT Office and cafeteria fire doors, except during the change of classes. Students are expected to keep the hallways free of all trash.

### **LOCKER INSPECTION**

Student lockers are the property of the school and may be inspected at any time by school and/or community officials in the interest of safety, sanitation, order, and discipline. A student's person and possessions (including, but not limited to backpacks, purses, cars, etc.) may be searched by school officials when the school official has the written consent of the parent/guardian or has a reasonable suspicion that a student possesses evidence of illegal activity or activity that would interfere with school discipline, order, and safety.

### **LOCKER DECORATIONS**

No permanent adhesives, including Scotch tape or double-sided tape, should be used to decorate lockers. Painter's tape, magnets, and Fun-Tak are the only acceptable adhesives for use both inside and on the front of locker doors. Decorations on the outside of lockers should be removed after two weeks.

## Lost and Found

The Lost and Found Area is located in the lockers just outside the Main Office.

## State Textbooks

State Textbooks are issued to students on loan from the State of New Jersey. Books are the property of the Wayne Board of Education and are loaned directly to the individual student. The student is responsible for taking care of the books loaned to him/her and will pay for any damage or loss while they are in his/her care. The student is to put his/her name in each book used. Students should not keep loose papers in the books since this damages the bindings.

## After School Supervision

After school supervision is available from 2:30-4:30pm during regular school days to accommodate students waiting for rides. Parents/guardians are responsible for ensuring their students are picked up by 4:30pm.

# GENERAL POLICIES AND PROCEDURES

## Other Visitors

All visitors are required to sign in at the reception desk. An appointment is required. A visitor's badge will be issued and must be worn at all times. Visitors are expected to return to the attendance office to be signed out of the building.

## Student Safety and Emergency Conditions

### DRILLS

Periodic drills are conducted to ensure both staff and students are familiar with all emergency procedures.

### LOCKDOWN

This type of emergency constitutes an **immediate lock-down** of the school. This emergency condition would be announced over the PA should it be necessary to keep staff and students contained in classrooms for the duration of an emergency situation.

### EVACUATION

This condition constitutes an **immediate evacuation** of the building for reasons other than fire. This emergency condition would be announced over the PA should it be necessary to evacuate the building.

### FIRE

In the event of a building fire, the fire alarm will be activated, and all staff and students will **evacuate the building** per the instructions posted in each room.

## Automobiles

No student is permitted to drive to school without permission obtained from the administration. The student must first present a completed parking registration form from his/her parents or guardian requesting driving privileges. Upon completion of this registration form and payment of the fee, a numbered parking tag will be issued. This tag must be displayed hanging from the rearview mirror. The fee for parking is \$150.00 a year (based on \$15.00 a month), which must be paid in full.

Any vehicle parked on school grounds that does not display a parking tag will be subject to towing at the owner's expense.

Driving and parking privileges can be suspended or revoked at any time for the following reasons:

- Permit not visible - one-week loss of driving privilege
- Loud music on school grounds - one-week loss of driving privilege
- Driving the wrong way when arriving or departing school grounds, or crossing the grass median - driving privilege will be revoked permanently.
- Parking in a non-student space.

A driver must have previous written permission on file in the main office from passengers' parents as well as his/her own parents to drive any student to or from school. This includes early dismissal for inclement weather.

# STUDENT COMPORTEMEN

## Community Standards

**DE PAUL CATHOLIC IS A COLLEGE PREPARATORY SCHOOL COMMUNITY THAT FOSTERS THE SELF-DISCIPLINE OF EACH STUDENT AND ENCOURAGES STUDENTS TO RESPECT OTHER INDIVIDUALS WITHIN THE COMMUNITY AND THE PHYSICAL ENVIRONMENT IN WHICH THEY WORK.**

In an effort to continually improve and enhance our educational environment, we believe that accountability to ourselves and each other is paramount. The Administrative team, along with input from student representatives, has developed the following community standards as areas of focus for the academic year:

RESPECT	Respect for everyone in our community is expected at all times.
GROOMING	Appropriate dress and grooming are required.
LANGUAGE	Inappropriate language will not be tolerated.
BOUNDARIES	Food and drink are NOT permitted outside of the cafeteria. Water bottles may be kept in backpacks.
CELLPHONES	The use of cell phones and other electronic devices is not permitted during class.
PUNCTUALITY	Being on time is required. Lateness is not only against school policy but disrespectful to those kept waiting and those disrupted.

## Detentions and Demerits

For every major violation of a community standard, a student will be issued a detention and a demerit point. Any student with an excessive number of detentions will receive the consequences of loss of extracurricular/athletic privileges or in-school or out-of-school suspension. Failure to serve detentions may result in suspension. Student may be placed on a behavioral contract and may be subject to dismissal from DePaul Catholic.

Detentions are held Monday-Thursday from 2:45 p.m. - 3:45 p.m or Before School from 7:25 a.m.-7:55 a.m.

## Late to Class

If a student is late to class, he/she should obtain a pass from the Dean of Students to be admitted to class.

# STUDENT COMPORTMENT (cont')

## Inappropriate Language

Any student who uses foul, demeaning, or otherwise unacceptable language, will be issued detention. Inappropriate language towards a faculty member will be handled directly by the Dean of Students.

## Eating and Drinking

All food and drink are restricted to the cafeteria except for water. The purchase of food or drink in between classes or during the academic day is not permitted. Food and drink should only be purchased before school, during lunch, and after school. Food deliveries, by anyone other than a family member, will be confiscated and thrown out. Failure to comply with the Eating and Drinking standards will result in a detention.

## Cell Phones | Electronic Devices | Headphones (or Earbuds)

The use of Cell Phones, Electronic devices, and Headphones IS NOT permitted during class. Students may use these devices during their individual lunch periods in the CAFE. Detention will be issued for the inappropriate use of any devices confiscated. Subsequent offenses will require a parent or guardian to pick up the device.

Headphones (or Earbuds) are prohibited during the school day in classrooms and in the hallways. Students are not to be seen with headphones around the neck while in the hallways. They will be confiscated by administration and held in the office until the end of the day. Subsequent occurrences would require a parent/guardian to retrieve them.

Each classroom is equipped with a cell phone caddy. Students should place their cell phones in the assigned pocket at the beginning of class and collect their phones at the end of the class or upon teacher approval. Inappropriate use of cell phones during class time is a community standards violation and will result in a detention.

Cell phones are not to be taken out of the classroom if a student is using the restroom. If a student is seen using their cell phone in the hallway or bathroom during a class period, the phone will be confiscated by administration and proper disciplinary action will be taken. If a student is caught with a 2nd phone and using it, proper disciplinary action will be taken as a violation of our phone and integrity policy (4 detentions and 4 points issued).

## Bathroom Policy

Students may not use the bathroom during 1st period and during the second half of 6th period. Permission to use the bathroom during these periods is at the teacher's discretion. Students who frequent the bathroom during the school day, without medical documentation, may be subject to disciplinary action.

# STUDENT COMPORTMENT (cont')

## Student Participation Grade

Each class will have a Class Participation Grade for every student per grading term. This grade will reflect a student's behavior and participation in a particular class. The participation grade will include the following: punctuality, preparedness, being present, positivity, and phone usage.

PUNCTUAL	All students are expected to be on time for class and in appropriate dress code.
PREPARED	Students should be prepared for class with their tablets charged, homework done, and prepared with textbooks, pens, and pencils.
PRESENT	Students remain in their classroom and alert during instruction.
POSITIVE	Students are a positive force in the classroom and building, never detracting from the teacher's ability to teach a lesson or student learning.
PHONELESS	Phones remain in phone sack and all ear buds/head-phones are removed.

## Point System

A new point system has been designed for our discipline policy. Points are issued for rule violations, please see the point breakdown chart for how the point system will be administered.

Points are absolved a full calendar year from issuing. Ex. If 1 Point is issued September 15, 2024 that point gets removed September 15, 2025.

Any Combination of 12 points will result in a meeting with Administration, Parents and Student.

Discipline contract will be issued at this point.

## SUSPENSION

The Principal may suspend a student from school for any serious or continual violation of school policy. Suspension may either be in school, in which case a student may be permitted to remain on school property but not permitted to attend classes, or out of school, depending on the nature of the infraction.

- A suspended student may not participate in or attend any school-related function, athletic event or co-curricular activity.
- During an out-of-school suspension, a student may not be permitted on school property. In such case, the student will be the responsibility of his/her parents at home.
- When a suspension is lifted, the student is responsible for all school work missed during the suspension
- The Principal may determine the type and length of any suspension. The student and his/her parents/guardian will be orally advised of any suspension. The school may also give written notice to the student and parents/guardian of the suspension and the reasons for it. Following a suspension, a student and parent/guardian must attend a conference with the Dean of Students on the day the student returns to classes. Failure of parents to attend the meeting may be regarded as withdrawal of the student by the parents/guardian.

## STUDENT CONTRACTS

It may become necessary to place a student on contract for continuance at DePaul Catholic. The length of a contract may range from one semester, to a full school-year, or until graduation from DePaul Catholic.

**Contracts may be required for the following reasons:**

1. Attendance: Students who are habitually late to school or class as well as students with excessive absences.
2. Discipline: Students who habitually break rules as set by DePaul Catholic High School.

## PATH TO STUDENT EXPULSION

- Habitual detention
- Parent meeting
- Probation contract
- Violation of contract
- Expulsion

# DRESS CODE

All students are expected to be in compliance with the dress code at all times. The first period teacher will check on dress code compliance. Correctable dress code issues must be fixed immediately. Students with non-correctable issues will be issued detention. Teachers and administrators may confiscate and withhold items out of dress code until dismissal.

## GIRLS

### Shirt

DePaul Catholic white polo shirt long or short sleeves, banded along the bottom, properly sized, and worn with sleeves rolled down. T-shirts worn under the uniform shirt must have no visible writing, be green or white, and may not extend beyond the uniform shirt. Uniform polo shirt must be worn under uniform sweater or fleece at all times. Failure to do so will result in disciplinary action.

### Optional Sweater/Senior Only Fleece

Choice of: Regulation V-neck or cardigan long-sleeve sweater, V-neck vest in green, or green or white quarter-zip fleece. No other sweater, quarter-zip, or jacket may be worn during school time, with the exception of the senior fleece.

### Skirt

All girls are required to wear the regulation gray uniform skirt or gray uniform pants. A modest length no higher than 3 inches above the knee is required. If a student is corrected for skirt length, she may be required to wear the gray uniform pants instead of the skirt.

As an alternative to the skirt, girls may wear pants. Pants must be properly hemmed and fitted. Torn, cut, or ripped pants are not permitted. All items must be purchased at Flynn O'Hara Uniform Company.

### Tights/ Socks

Non-patterned solid gray tights must be worn with the skirt. Socks or tights must be worn with the uniform pants.

### Shoes

Girls may wear any flat, solid black or brown leather shoe with a non-marking sole. Girls may not wear a shoe with a pattern, UGGs, sneakers of any type, moccasins, high heels, platforms, wedges, slippers, work boot and/or any other shoe the administration deems inappropriate.

SKIRTS, POLO SHIRT, TIGHTS, AND V-NECK SWEATERS MAY BE PURCHASED AT FLYNN O'HARA UNIFORM COMPANY. UNIFORM APPROVED QUARTER ZIPS ARE AVAILABLE THROUGH [THESPARTANSHOP.COM](http://thespartanshop.com).

## BOYS

### Shirt

DePaul Catholic white polo shirt long or short sleeves, worn with sleeves rolled down. T-shirts worn under the uniform shirt must have no visible writing, be green or white, and may not extend beyond the uniform shirt. A uniform polo shirt must be worn under uniform sweater or quarter zip at all times. Failure to do so will result in disciplinary action. Uniform shirt must be tucked into pants at all time and worn with a belt.

### Optional Sweater/Fleece

Choice of: Regulation V-neck or cardigan long-sleeve sweater, V-neck vest in green, or green or white quarter-zip fleece. No other sweater or jacket may be worn during school time, with the exception of the senior fleece.

## DRESS CODE (cont')

### Pants

All boys are required to wear uniform gray pants with a belt. Pants must be properly tailored. Torn, cut, or ripped pants are not permitted. All pants must be purchased at Flynn O'Hara Uniform Company.

### Belt

All boys must wear a black or brown leather belt with a modest buckle. Uniform shirts must be tucked in at all times.

### Socks

Boys must wear socks.

### Shoes

Boys may wear any flat, solid black or brown leather shoe with a non-marking sole. Boys may also wear a solid black athletic shoe. Boys may not wear a shoe with a pattern, UGGs, sneakers of any type, moccasins, crocs, slippers, work boot, and/or any other shoe the administration deems inappropriate.

WITH THE EXCEPTION OF SHOES, ALL ITEMS MUST BE PURCHASED AT FLYNN O'HARA UNIFORM COMPANY.  
UNIFORM APPROVED QUARTER ZIPS MAY BE PURCHASED THROUGH THESPARTANSHOP.COM.

## SENIOR SHIRTS

Each spring, rising seniors will have the option to order a special green senior polo shirt, with class year and embroidered Spartan head.

## PHYSICAL EDUCATION UNIFORM

Students may wear any DePaul Catholic t-shirt and short/pant. Items may not be torn or altered in any way.

### GROOMING: BOYS

- **Hair:** Hair must be neat, above the shirt collar, and of natural color; Mohawks, Faux hawks, lines, shapes and/or designs are NOT permitted. No hats, bandanas, head bands, or other head coverings are permitted.
- **Facial Hair:** The face and neck must be kept clean-shaven. Sideburns must be neat and not extend beyond the bottom of the ear. No mustaches or goatees are permitted. Failure to comply will result in detention. The student will also be required to shave immediately.
- **Piercings:** No lip, nose, tongue, navel, eyebrow rings, or spacers are to be worn during the school day.

### GROOMING: GIRLS

- **Hair:** must be neat and of natural color; Mohawks, Faux hawks, lines, shapes and/or designs are NOT permitted. No hats, bandanas, or other head coverings are permitted.
- **Piercings:** No lip, nose, tongue, navel, eyebrow rings, or spacers are to be worn during the school day. Failure to comply with the grooming standards will result in a detention.



# COMPUTERS AND TECHNOLOGY

**The Tablets are the property of DePaul Catholic High School. As such, they should be treated with care and respect, both in terms of their physical care and software usage. Any physical damage incurred to the Tablet PC is billable to the student. Any physical damage that prevents effective use of the Tablet PC as an academic tool must be addressed immediately.**

**Laptops of the class of 2027 and 2028 are subject to inspection by the administration on school property.**

## The Responsibility of the Student

Software needed for academic success is pre-loaded onto each Tablet PC. Aside from necessary changes to print at home, no additional software should be installed on the Tablet unless specifically instructed to do so by a teacher.

### PRINTING

With the availability of Google Drive, Google Classroom, or other similar online educational communities, and in an effort to reduce our carbon footprint by using less paper, there is no access to printing in school for students. Teachers will regularly require electronic submissions rather than printed copies of assignments.

### SOFTWARE UPDATES

Software updates often include critical patches to security holes. They can also improve the stability of your software, and remove outdated features. All of these updates are aimed at making the user experience better.

**Students must keep Windows, Office, and NetSetMan up-to-date.**

Students are fully responsible for the Tablets assigned to them. They may not borrow a Tablet from another student, nor may they lend a Tablet to another student. Any Tablet found in the possession of another student will be turned in to the IT office and will be released upon presentation of a signed contract. Students are cautioned against lending chargers, styli or other peripherals to fellow students. The IT Office does not carry replacement items.

Software that circumvents the law to illegally share files has no place on the Tablet. These software clients, commonly known as peer-to-peer (P2P) sharing utilities, are frequently bundled with malware, specifically spyware and adware. Not only does the use of this type of software infringe upon the intellectual and trade copyrights of the shared software, but they are frequently used to propagate viruses, Trojans and worms. Some of the more common clients include FrostWire, Bit Torrent, BearShare, KaZaa, and Limewire. This list is in no way a complete list and is presented as an example only. Tablets found with P2P sharing utilities will be reformatted immediately, resulting in a loss of all data on both the home and school sides of the Tablet. **A \$50 reformatting fee will be levied as well.**

# COMPUTERS AND TECHNOLOGY (cont')

## The Tablet Warranty and Accidental Damage Policy

### STUDENTS WITH TABLETS

Students are billed annually for an extended two-year warranty and accidental damage plan. The accidental damage policy is an aggregated insurance policy. This means the total value of the Tablet is the ceiling on the policy. Currently, this translates into \$550 of coverage on the Tablet PC.

Should the first repair cost \$350, there would be \$200 of coverage remaining on the policy.

The Tablet will be sent out for repair should it fail, regardless of the reason. While it is out for repair, with parental permission, the student will be issued a loaner Tablet. Often, this loaner will become a permanent replacement if the insurance company deems it non-cost-effective to repair the Tablet. There is no insurance on loaner tablets. Damage done to the loaner Tablet while in the possession of the student is billable to the student.

### STUDENTS WITH COMPUTERS

Beginning in 2023, the class of 2027 will purchase a computer from our prescribed vendor. The student is responsible for the purchase of the computer that is formatted with the necessary DePaul Catholic software and provided with a 4 year warranty. DePaul Catholic will not own the computer but will retain ownership privileges while the computer is on school grounds.

## Data Backup

It is highly recommended that students back up data to Google Drive. Should the Tablet fail and need to be sent out for repair, a typical 4 to 6-week process, the student cannot afford to be without notes for that long.

## Appropriate Use

The Tablet/Computer is an academic tool. Students found to be using the Tablets/Computers inappropriately, such as playing games, watching videos, or listening to music while on school property will have the Tablet/Computer confiscated and taken to the Office. Administration will inspect the Tablet/Computer for any inappropriate materials. The day after the offense, the student should come to the Office after school to pick up a contract, which outlines the inappropriate offense. That contract, signed by a parent or guardian, should be returned to the Office the following day, at which time the Tablet/Computer will be returned to the student.

Using the timeline listed above, it is clear that this is a three-day process: The student will be without the Tablet/Computer for the remainder of the day of the infraction, the entire next day, and until the Office is open when s/he presents the signed contract. Subsequent offenses will incur escalated penalties, up to losing Tablet/Computer privileges in school permanently.

# COMPUTERS AND TECHNOLOGY (cont')

## Appropriate Use (cont')

### PLEASE NOTE

Any time a Tablet is taken from a student for illegal software or inappropriate use, the timelines will be followed. The fact that the student needs the Tablet to study or do homework for a class will not reduce the timeline. If the student fully understands the purpose of the Tablet as an academic tool and knows that its disregard or inappropriate use will result in the loss of this tool, the student will be more likely to continue using the Tablet appropriately.

## Web Cams

The Tablets are shipped with web cams. These web cams provide an extraordinary advantage in collaborative task and are essential to any remote learning. Web cams can also be used to invade the privacy of both students and staff. To that end, students should not use their webcams unless explicitly requested to do so by a teacher.

Any student using a web cam inappropriately in school will have it de-installed from the Tablet for the remainder of the semester. A contract will be issued stipulating the conditions which must be met for the re-installation on the web cam.

## Unattended Tablets/Computers

Unattended Tablets/Computers should be sent to the Office immediately by the person who discovers the Tablet/Computer. Any student who discovers he/she has misplaced the Tablet/Computer should contact the Main Office immediately.

## Internet Use

Internet access is a privilege, not a right. Access entails responsibility. Both DePaul Catholic High School and the student share in those responsibilities. DePaul Catholic has a state-of-the-art Internet content filtering system in place. The technology works in conjunction with supplied, categorized URL lists to provide comprehensive content filtering.

### ANONYMOUS PROXIES

An anonymous proxy functions as a relay between the user and a destination website. It hides the IP address of the user's machine from the content filter. With URI's such as pleaseunblock.com, anonymizer.com, the-cloak.com, and proxyblind.com, to name a few, students are not stumbling into these sites. We

## COMPUTERS AND TECHNOLOGY (cont')

have to believe that the student is making a conscious decision to find this site and attempt to access it. With this in mind, if a student is caught attempting to use an anonymizer site or software, he/she will have Internet privileges suspended for the remainder of the semester.

### **VIRTUAL PRIVATE NETWORKS (VPN)**

A VPN provides anonymity and privacy for every device that accesses the Internet. VPNs use so-called "tunneling" protocols because they tunnel a private channel through a public network. There is no academic reason for a VPN while on the DePaul Catholic campus. Once again, should a student be caught using a VPN, s/he will have his Internet privileges suspended for the remainder of the semester.

## DIOCESAN ACCEPTABLE USE POLICY

DePaul Catholic High School offers Internet access for student use. This document is the Acceptable Use Policy for your use of the computers and other technology resources of the school. While the generic terms "computer" and "computer system" are used in this policy, this policy shall apply to all school-owned computer 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 and DePaul Catholic High School has the right to regulate the material you access or post, to insure that all use of the system is in accord with the Catholic Christian philosophy of the school, and enforce all rules set forth in the school's disciplinary code, diocesan policy, and the laws of the United States and the state of New Jersey. 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 permission of the principal or his or her designee and your parents. The signed Handbook Acceptance Form doubles as the student's Internet Use Agreement.

### **THE FOLLOWING USES OF THIS SYSTEM ARE UNACCEPTABLE:**

#### **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 should be reported to school authorities immediately.

# DIOCESAN ACCEPTABLE USE POLICY

## THE FOLLOWING USES OF THIS SYSTEM ARE UNACCEPTABLE:

### ILLEGAL ACTIVITIES

- You will not attempt to 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 computer system or destroy data by spreading computer viruses or by any other means.
- You will not attempt to modify any of the school's computers or computer systems by changing system, hardware, or software configurations.
- You will not use the system to engage in any other illegal act.

### SYSTEM SECURITY

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- You will immediately notify a teacher or the system administrator of any system 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 computer system.

### INAPPROPRIATE LANGUAGE

- On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will use language consistent with our Catholic Christian 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.

### RESPECT FOR PRIVACY

- You will respect the privacy of others by not reposting a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about yourself or another person.

# DIOCESAN ACCEPTABLE USE POLICY

## THE FOLLOWING USES OF THIS SYSTEM ARE UNACCEPTABLE:

### RESPECTING RESOURCE LIMITS

- You will use the system only for educational and career development activities.
- You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).
- You will use the e-mail capabilities of the system only with the express permission of your teacher or the system administrator.
- You may not establish a private e-mail account to use on the school’s system, nor will you access your personal e-mail account from the school’s system.

### PLAGIARISM AND COPYRIGHT INFRINGEMENT

- You will not plagiarize words or ideas that you find on the Internet.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any questions regarding copyright law to a teacher.

### INAPPROPRIATE ACCESS TO MATERIAL

- You will not use the school’s computers to access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination toward other people (hate literature).
- Your parents 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’ instruction in this matter.

## YOUR RIGHTS

- The Internet is considered a limited forum, similar to the school 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 Christian 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.

# DIOCESAN ACCEPTABLE USE POLICY

## RESPONSIBILITIES OF DE PAUL CATHOLIC:

DePaul Catholic 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, at any time, place restrictions on your use of the school's computer system.

DePaul Catholic makes no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. 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.

DePaul Catholic 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 uses of the system must show a respect for the rights of others and the dignity of the human person. All behaviors will reflect this policy. Access to the Internet will enable students to explore thousands of web sites, libraries, and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, DePaul Catholic High School supports and respects each family's right to decide whether or not to grant access permission.

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## EMAIL ADDRESS CONVENTIONS

DePaul Catholic staff can be e-mailed by using: last name first initial @dpchs.org. All teaching staff emails are listed in the staff directory of the website: [www.depaulcatholic.org](http://www.depaulcatholic.org).

Student accounts contain the year of graduation, followed by the first five letters of the last name, followed by the first initial @depaulcatholic.org.

# ATHLETICS ELIGIBILITY

**DePaul Catholic High School provides a comprehensive program of interscholastic athletics. Students must be enrolled in the current school year to be given the opportunity to compete in an organized athletic program in the Big North Conference.**

In order to participate in athletics, a student-athlete must have a physical and a signed parental/guardian permission form. These forms are available in the Athletic Office, from the coaches in the individual sports team, and on the DePaul Catholic website ([www.depaulcatholic.org](http://www.depaulcatholic.org)). Student-athletes must also fulfill all academic and other requirements as prescribed by the New Jersey Interscholastic Athletic Association.

In addition, all DePaul Catholic student-athletes must maintain a 2.0 grade point average at the completion of each quarter in order to continue playing in their sport.

## Sportsmanship

DePaul Catholic prides itself on the sportsmanlike conduct of its student-athletes and fans. DePaul Catholic student-athletes and fans are expected to show respect to officials, other players, cheerleaders, and game administrators. Verbal abuse is unacceptable and will not be tolerated by coaches and the administration. Fans or student-athletes exhibiting unsportsmanlike behavior will be ejected from the athletic game/facility. Parents will be held responsible for bad behavior by their student.

# ACTIVITIES AND EXTRACURRICULARS

All students are encouraged to participate in a club, activity, athletic team during the school year. Club meetings are held after school hours; students must make arrangements for transportation home from DePaul Catholic. All community standards must be maintained during activities.



# ADDENDA

## DIOCESAN HIB POLICY

The Diocese of Paterson and the Catholic Schools Office believe that each Catholic school in the Diocese of Paterson must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing a Catholic educational environment that permeates all aspects of its daily life and operations. Each student should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that we do our best to provide a safe, positive and productive educational environment where each student may be afforded the opportunity to achieve his or her maximum potential, without being subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying, Retaliation and other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Pastors, principals, faculty and other employees are expected to demand that all students treat each other with civility, kindness and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated. Accordingly, the Bullying Prevention Policy ("Policy") has been duly promulgated by the Roman Catholic Bishop of Paterson ("the Bishop") to apply to all Catholic Schools of the Diocese of Paterson and all Parish Schools located within the Diocese of Paterson, as well as to all other schools to which the Bishop or a pastor or group of pastors has authority to appoint or approve governing officers or administrators.

### Definitions

For the purpose of this Policy, the following definitions shall apply: Aggressor means a student who engages in Bullying or Retaliation. Bullying is the repeated use by one or more students of written, oral or electronic expressions, or physical acts or gestures or any combination thereof, with the intent to cause harm through ridicule, harassment, humiliation or intimidation, directed at a Target which a reasonable person should know would have the effect of:

- causing physical or emotional harm to the Target or damage to the Target's property;
- placing the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- causing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupting the educational process or the orderly operation of a school. An isolated incident, however egregious, is not Bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduct may warrant disciplinary action, but is not Bullying.

## DIOCESAN HIB POLICY (cont')

Cyber-Bullying means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire;
- Radio;
- Electromagnetics;
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or message, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying. Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying. School Grounds means property on which the school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. Staff means all employees of the school or parish and other individuals who receive stipends from the school or parish. Student Handbook means the student handbook established by the school. Target means a student against whom Bullying or Retaliation has been perpetrated.

### Bullying and Retaliation Bullying is Prohibited:

- on School Grounds;
- on property immediately adjacent to School Grounds;
- at any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- at a school bus stop;
- on a school bus or any other vehicle owned, leased or used by the school; or
- through the use of technology or an electronic device owned, leased or used by a school.

# DIOCESAN HIB POLICY (cont')

Bullying by students is also prohibited at other locations and through other means if it:

- causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupts the educational process or the orderly operation of a school.

Nothing contained in this Policy or in any Student Handbook shall require a school to monitor any non-school related activity, function or program. The Student Handbook shall include, but need not be limited to:

- definitions of Bullying and Retaliation as contained in this Policy;
- prohibitions against Bullying and Retaliation;
- clear procedures for students, staff, parents or guardians and others to report Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;
- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation may be subject to disciplinary action;
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of such students;
- provisions establishing a Bullying prevention program;
- provisions for informing parents and guardians about the Bullying prevention program;
- provisions for ongoing professional development to build the skills of all staff members including, but not limited to, the Principal, educators, faculty, other staff, athletic coaches, advisors to extracurricular activities and volunteers, to prevent, identify and respond to Bullying.

The provisions included in the Student Handbook shall comply with the requirements of this Policy. The Principal is responsible for the implementation and oversight of the Policy within his or her school.

## Reporting

Any staff member who witnesses or becomes aware of Bullying or Retaliation shall report the incident(s) immediately to the Principal or to the staff member designated as responsible for receiving such reports, or to both the Principal and such designee. All reports will be documented using the "Bullying Incident Report Form." Upon receipt of such a report, the Principal, or his or her designee, shall promptly conduct an investigation. Principals will report all Bullying incidents that result in suspension to the Superintendent of Catholic Schools who, in turn, will report to the Diocesan Attorney who may be required to report the incident(s) to the appropriate County Prosecutor.

# DIOCESAN HIB POLICY (cont')

## Procedures for Investigation:

Once a complaint has been reported, the Principal, or his or her designee, shall promptly investigate to determine if Bullying has occurred. The Principal will review the disciplinary history of the student(s) accused for indication of a pattern or past history of similar behavior. A written report of the investigation shall be prepared when the investigation is complete. The report shall include findings of fact, a determination of whether acts of Bullying were verified, and, when acts of Bullying were verified, the disciplinary action taken and any non-disciplinary action provided or recommended to the parents or guardians of the Aggressor.

1. All reports should be written using the Bullying Incident Report Form. Reports must be promptly and appropriately investigated by the school Principal, or his/her designee, upon receipt of a reporting form.
2. The school Principal will take steps to verify who committed the act of Bullying and whether others played a role.
3. Other related complaints, if any, will be reviewed in making the determination as to whether Bullying occurred.
4. Neither the Target nor any witnesses should be promised confidentiality at the onset of an investigation as the outcome of the investigation cannot be predicted. All parties involved should be informed that any information discussed and recorded will be disclosed only on a "need to know" basis.
5. The school Principal will promptly and appropriately notify the parents or guardians of the Target and the parents or guardians of the Aggressor of the incident after receipt of the Bullying Incident Report form.

## Retaliation:

Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying shall be prohibited.

### Notifications

If the Principal, or his or her designee, determines that Bullying or Retaliation has occurred, he/she shall:

- notify the Diocesan Attorney;
- notify the local law enforcement agency if called for by the Memorandum of Agreement with Law Enforcement;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target.

## DIOCESAN HIB POLICY (cont')

The specific disciplinary consequences imposed on the Aggressor will not be disclosed to the parents or guardians of the Target, unless required by law. If Bullying or Retaliation involves students from other schools, and the Principal identifies those students and their schools in the course of the investigation, then the Principal, or his or her designee, shall notify the appropriate administrator of the other schools of the incident so that the other schools may take appropriate action.

### Disciplinary Action

Once the investigation is complete, the Principal, or his or her designee, shall determine the consequences for the Aggressor(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the Target and other students. While conduct that rises to the level of Bullying will generally warrant disciplinary action against the students responsible for Bullying, whether to impose disciplinary sanctions and what sanctions to impose in a particular case are matters within the professional discretion of the Principal, or his or her designee. It is the goal of the school to have students achieve redemption, learn, and stop Bullying. If the Principal, or his/her designee, deems that suspension is the appropriate consequence, the Principal must notify the Superintendent of Catholic Schools. Disciplinary action for children in pre-school and kindergarten will generally be handled by the child's teacher working with the student, the student's family and the Principal (as needed). These children are very young and are learning social skills.

### Non-Disciplinary Intervention:

When Bullying is identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of Bullying, its prohibition, and their duty to avoid any conduct that could be considered Bullying.

### Consequences

The following list of consequences and remedial actions is provided as a guide and by no means limits the school from implementing other additional consequences and remedial actions consistent with the requirements of this Policy.

- Completion of letter of acknowledgement of action, with apology to the Target (after reviewed by the Principal and not in a case of sexual harassment or intimidation);
- Detention;
- Reparation to Target in the form of payment for, or repair of damage to possessions;
- Reassignment of seats in class, cafeteria or bus, or removal from the bus or extended care;
- In-school suspension;
- Out-of-school suspension;
- Extended suspension;
- Expulsion. Remedial Actions:

# DIOCESAN HIB POLICY (cont')

## **Consequences (continued):**

- Parent/Student Conference;
- Counseling with licensed counselor or psychologist at the parents' expense;
- Education about the effects of Bullying;
- Behavioral agreement;
- Cooperation with a behavioral management program developed in consultation with a mental health professional and the Principal.

## **Types of support services that may be available by referral to the Aggressor, Target, witnesses, and any bystanders:**

- Counseling/Conflict resolution;
- Problem solving skills training (proactive, constructive, relationship building);
- Social skills/competency training;
- Anger management training;
- Parental involvement;
- Targeted use of monitors (e.g. hallways, cafeteria, buses);
- Faith-based services; • Law enforcement agencies;
- Department of Social Services;
- Department of Juvenile Services;
- Public or private community based mental health services.

# DIOCESAN DRUG POLICY

The widespread misuse of drugs has made it imperative that the schools recognize the problem and cope with its solution. A program of education should be provided that will make the student aware of the personal danger involved in drug abuse and of his/her responsibility to contribute positively to the society in which he/she lives. While providing a constructive program of education, schools must also face the problem of dealing with students who have become involved in drug abuse. The following guidelines are set forth to aid the school administrators and teachers in their work with these students. Corrective action is an important element in providing an effective response to drug abuse in a school. Both the interest of the school community and the welfare of the individual student require clear, reasonable, and flexible disciplinary procedures. The school's approach must be one of providing incentive for the drug abuser to change his/her behavior into productive patterns which will protect the school community and discourage the violation of the law.

## Possession:

Students may not have in their possession at school or at any school-sponsored activity alcoholic beverages, opiates (heroin, morphine, codeine, etc.), cocaine and any derivatives such as crack, barbiturates, amphetamines, or hallucinogens, designer drugs, (marijuana, LSD, etc.). Students who must have medications at school or at any school-sponsored activity shall file with the school a form signed by the prescribing physician and parents or guardians. Each school shall supply its own form. Any violation concerning possession is a major infraction of school policy and makes the student liable to dismissal. Parents shall be informed and assisted in providing an appropriate response to the situation. The student and his/her family shall cooperate fully with any therapeutic measures which the administration deems necessary to help the individual. A family which refuses to cooperate with the school's program of assistance shall be required to withdraw the child from the school. In such a case, the school shall inform the receiving school of the circumstances involved in the transfer.

## Use:

Any student whose appearance or behavior indicates the possibility of drug misuse shall be referred to the office by the teacher who will no longer be responsible. The school nurse or a member of the administration shall seek out the nature of the difficulty. Whenever it becomes clear that the student's physical or mental difficulty is the result of the improper use of drugs, the school shall attempt to determine whether the student is an experimenter, user or addict.

1. If the information indicates that the student is an experimenter, the parents are to be apprised of the situation and assisted in their response to it. The administration shall require guidance and counseling for the student. The student's conduct shall be carefully monitored and a program of assistance initiated as quickly as possible.
2. If the information indicates that the student is a user, but is not dependent, the policy outlined in part "1" of this section will be followed. Complete cooperation and no further violations are essential if the student is to continue in the school.

## DIOCESAN DRUG POLICY (cont')

3. If the information indicates that the student is drug dependent, habituated or an addict, i.e., if the student is deemed to have a severe problem, the school is not the proper setting for the student any longer. The parents, after being apprised of the situation and assisted in their response to it, shall be required to withdraw the student from the school. The school shall make every effort to refer the student for the intensive, long term help which necessarily renders the school setting impractical. If the student refuses this help, the school shall obtain the parents' approval to contact the student's Pastor and other adults who might be of some assistance.

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## DIOCESAN STUDENT TECHNOLOGY USE POLICY

All students attending schools in the Diocese of Paterson shall agree to the technology policy set forth in the Student Internet and Computer Use Agreement form. Principals are required to keep signed agreement forms for all registered students on file each year. In addition, individual school technology use policies must be written in the student-parent handbook, which includes covering regulations specific to the school environment, including, but not limited to, one to-one devices and BYOD (Bring Your Own Device). Students will adhere to the filtering regulations and guidelines set forth by each school for safe usage.

Young people, as has often been said, are the future of society and the Church. Good use of the Internet can help prepare them for their responsibilities in both. But this will not happen automatically. The Internet is not merely a medium of entertainment and consumer gratification. It is a tool for accomplishing useful work, and the young must learn to see it and use it as such. In cyberspace, at least as much as anywhere else, they may be called on to go against the tide, practice counter-culturalism, even suffer persecution for the sake of what is true and good. (Vatican Pontifical Council for Social Communications.)

### The Church and the Internet

DePaul Catholic High School encourages student use of computers and the Internet in a responsible and ethical manner. These pages tell you how you should use the computers and other electronic tools of the school responsibly. By learning to use computers responsibly as students, you will grow into adults who use computers effectively and appropriately. Even though we use the words "computer" and "computer system" in these pages, what we say applies to all school owned electronic devices (such as but not limited to TV's, VCR's and DVD players, telephones, and tablets) that are at the school, along with any information and software programs. Additionally, any device you bring from home that uses the school's Internet connection is also covered by this policy while you are connected to the school's Internet. Also, while we use the words "teacher" and "teachers" in these pages, what we say applies to any adult who works in the school supervising students. It does not just mean your classroom teacher or computer teacher. The Internet system here at school is for school activities only.



# DIOCESAN STUDENT TECHNOLOGY USE POLICY (cont')

While there are things that you might be allowed to do using the Internet and computers at home, you might not be allowed to do some of these things here at school. This is because what you do using the computers here at school has to go along with what you are learning in your classroom - the computers and Internet are here to help you learn. DePaul Catholic High School can tell you what you are allowed to do, and what you are not allowed to do using the computers at school. We have created these guidelines to help teach you how to access computers and the Internet in a responsible and safe manner, and to be sure that you use computers and the Internet the right way while you are in school. We want you to use the computers and the Internet in a way that is Christian and doesn't break any laws. Later on, we will ask you to sign your name to show that you understand these guidelines, and that you are promising to follow them. We will also ask your parents to sign so that we know that they agree with these guidelines, and have talked to you about these policies. Your parents also have to give you their permission to use the Internet while you are in school. As a user of computers and the Internet, there are certain responsibilities that you have that will help protect your rights, and the rights of others.

## Computing Resource Access is a Privilege

DePaul Catholic High School encourages student use of computers and the Internet in a responsible and ethical manner. These pages tell you how you should use the computers and other electronic tools of the school responsibly. By learning to use computers responsibly as students, you will grow into adults who use computers effectively and appropriately. Even though we use the words "computer" and "computer system" in these pages, what we say applies to all school owned electronic devices (such as but not limited to TV's, VCR's and DVD players, telephones, and tablets) that are at the school, along with any information and software programs. Additionally, any device you bring from home that uses the school's Internet connection is also covered by this policy while you are connected to the school's Internet. Also, while we use the words "teacher" and "teachers" in these pages, what we say applies to any adult who works in the school supervising students. It does not just mean your classroom teacher or computer teacher. The Internet system here at school is for school activities only.

- Computing resources that are the property of, or are licensed to DePaul Catholic High School are provided to you as a limited privilege. Your use of computer resources is not a right. The school reserves the right to extend, limit, restrict or remove computer resource privileges. If you fail to respect this policy you may be subject to loss of access and use of computing resources or disciplinary action by the school.
- In order for the school to extend this access privilege to you, you must read this document, sign and date it and return it to school for it to be kept on file. You will be asked to read and sign this document for each year you are enrolled at DePaul Catholic High School. Access WILL NOT be allowed unless the school has signed copy of this document on file. You have a right to your own personal information.
- You have a responsibility to keep your personal information private by not telling other people on the Internet where you live, how they can find you, or other personal information about yourself. People are not always honest on the Internet, so by keeping your personal information private, it will help to keep you safe

# DIOCESAN STUDENT TECHNOLOGY USE POLICY (cont')

from strangers. Your classmates have the right to keep their personal information protected from strangers.

- You have a responsibility to keep all other students' personal information private by not telling other people on the Internet where other students live, how they can find them, or other personal information about the students. It is just as important to keep your friends safe as it is to keep yourself safe. You have a right for your picture to be private. Your picture, pictures of classmates, and pictures of other people at the school should be kept private.
- You have a responsibility to keep your picture, pictures of classmates, and pictures of other people at the school private by not sending or posting the pictures on the Internet. Once an image is posted, you lose control of the picture and anyone can download and share it. You have a right to be free from danger when going online.
- You have a responsibility to tell a parent or teacher if someone online asks to meet you in person or talk to you on the phone. Since people can be dishonest online, if someone asks to meet you or speak to you, they might be looking to harm you.
- You have a responsibility to tell a parent or teacher if another student tries to meet someone in person that they met online. By telling a parent or teacher, you are helping to protect the safety of the other student.
- You have a responsibility to tell a parent or teacher if an adult online tells you something that makes you feel uncomfortable or asks you to keep something secret or private. An adult doing these things could be dangerous - telling your teacher or a parent will help to keep you safe. You have a right to keep your personal identity private.
- You have a responsibility to respect the privacy of other students by not telling or writing about what someone else told you without permission of the person who sent you the message. Just as you would not want your personal privacy exposed on the Internet, you should respect others by showing them the same courtesy. You have a right to protect your files and keep them free from harm.
- You have a responsibility to keep your passwords, and anyone else's password that you may know, private by not sharing them with anyone else. Keeping your password safe will help to protect your files from being accessed by other people.
- You have a responsibility to respectfully share the computers with other students, and not access the school or another student's files without their permission. Just as you would not want anyone to harm your files, you must respect your teacher's and student's files by not accessing them without permission.
- You have a responsibility to respect the computers at school, and not do anything on purpose that would make them stop working or damage any information that is kept on them. If you intentionally damage a computer, you could potentially damage your classmates' files.
- You have the responsibility to not change any computer or software settings without permission. Remember, these are not your personal computers, so you cannot change settings just because you do not like them.

# DIOCESAN STUDENT TECHNOLOGY USE POLICY (cont')

- You have a responsibility to help with keeping the computers safe from damage. You should not download or copy anything from another computer or the Internet without your teacher's permission. Sometimes files contain hidden programs that can damage a computer, which is why you need to ask permission from your teacher before you copy or download anything.
- You have a responsibility to tell your teacher if something on your school computer doesn't seem to be working right. The sooner the school knows about something wrong, the easier it is to fix. You have a right to be in a setting free from offensive language.
- You have a responsibility to use the computers and school Internet in a way that represents you as a student in a Catholic school. What you say online is a reflection on both yourself and the school.
- You have a responsibility to use good language, and not use words someone else might think are mean or dirty, or language that shows disrespect or that would make someone else afraid or uncomfortable. Calling someone names, or using inappropriate language online is the same as doing it in the classroom. If your teacher would be upset with you saying something in the classroom, it is not something you should say online either.
- You have a responsibility to act maturely online. This includes not sending or posting information that puts someone else in danger, attacks or insults someone else, annoys or pesters someone, or acting in a way that could be considered bullying. If someone asks you to stop doing something online that makes them annoyed or upset, you have the responsibility to stop. It is just as bad to pick on someone online as it is in the classroom.
- You have a responsibility to use communication tools appropriately (including email, chats, instant messaging, social media/networking, and other discussion and communication tools) by not sending annoying or unnecessary messages to people. You should only use these tools in school when it is part of your assignments. You have a right to keep other people from using your pictures, words, and ideas for class assignments without your permission.
- You have a responsibility to not copy pictures, words, or ideas that you find on the Internet and try to pretend that they are your pictures, words, or ideas. Copying other peoples' words and pretending it is your own is called plagiarism, and is something that is not allowed. When you get to college, some schools will expel you for plagiarism.
- You have a responsibility to respect the rights of people who own things by not copying things that you find on the Internet, like pictures or music, without the permission of the person or company that owns it. If you are not sure, you should ask your teacher. Copying other peoples' pictures and music and using it in your own work is called copyright infringement and is against the law. People have been sued for thousands of dollars for using pictures and songs without permission. You have a right to be in an environment that is free from offensive and illegal material.

# DIOCESAN STUDENT TECHNOLOGY USE POLICY (cont')

- You have a responsibility to not go to websites or download things that are dirty, against the law, or that talk about hating or hurting other people. These sites are inappropriate for both school and home.
- If your parents tell you about other sites or places that they want you to stay away from when you are online, you have the responsibility to listen to their instructions even when you are at school.
- You have a responsibility to not use any device connected to the school's network to do anything that is against the law or not Christian behavior. Please remember you are using computers and the Internet in a Catholic school. Your online presence is an extension of yourself - your behavior online should reflect your behavior in the classroom.

## Other Things You Should Know About What You Should and Shouldn't Do Online

- Remember that your principal and teacher are allowed to look at anything that you have stored on the computers at school, and anything that you make using the Internet or computers while you are in school.
- If the police or any other government officials need to look at information on the school computers to investigate a crime or something against the law, the school will help them. If you do anything that is against any of the things talked about in these pages, you may face consequences from your teacher or principal. They may also stop you from using the computers or Internet while you are in school.
- The school can't promise that the computers or Internet will always work at the school. You should always make a copy of anything you keep on the computers at school in case it is lost or damaged. You should always check with your teacher about any information you get from the Internet - sometimes it may not be right. If you do anything while you are online at school that costs money, you and your parents are responsible for paying for it. If you do something that breaks the computers, or costs the school money, you and your parents will have to pay for it.
- The school expects that you will follow the directions of your teachers and other school authorities when you use the computers and Internet at school. Anytime that you use the computers or the Internet, you must show a respect for others. Your actions must also show that you understand that every person is important and that we are all God's children and are brothers and sisters.
- Anything that you do online leaves a "digital footprint". Pictures that you post, words that you type, and things that you say, can all float around the Internet forever. Help to respect and protect your future self by acting responsibly online now.
- The school reserves the right to monitor the content of materials transported over the schools network, or information stored on any computing device connected to its network.

# DIOCESAN POLICY ON SUSPENSION

The suspension of a student from a Catholic school is a serious matter and should be invoked only as a last resort. Suspension is the temporary exclusion from school. In a Catholic high school, the principal shall consult with the president before deciding to suspend. Suspension may take one of two forms:

Removal from the school community for a specified period of time;

In-school suspension where a child is removed from his/her class for a specified period of time. During in-school suspension, students must be supervised at all times and engaged in appropriate work assignments. A school may charge the parents or guardians the fee for a substitute teacher if it is specified in the school handbook. When it becomes evident that suspension is necessary, the administration should arrange a conference with the parents, the student, and whoever else is involved. The Superintendent must be informed immediately.

## 5081 Suspension/Judicial Review

Students who have been charged by the police, suspended from school, and who are awaiting court action are to continue their education in one of the following ways:

- o Will be re-admitted to school but not be allowed on the campus and will have a special teaching arrangement and schedule until a judicial decision is rendered;
- o Will be re-admitted to school, follow the usual schedule and activities. There will be close supervision of the student until the judicial decision is rendered.
- o Will be re-admitted to school, follow the usual schedule and activities, but will not be permitted to take part in any extracurricular activities until a judicial decision is rendered.

# DIOCESAN POLICY ON EXPULSION

Expulsion of a student from a Catholic high school is an extremely serious matter. Expulsion is considered a last resort utilized only when previous attempts at correction have failed, or the offense is so egregious that enrollment in the school is no longer deemed possible. In the event that dismissal from a Catholic high school is deemed the appropriate course of action, the principal shall:

- notify the parents/guardians immediately by phone that the student is suspended and that expulsion is being seriously considered.
- participate in a conference with the student and his/her parents. Others may be included at the principal's discretion.
- report the principal's recommendation to the president or pastor, and the superintendent. In a case involving a grave offense, there is no requirement to hold an initial conference.

Reasons for expulsion include but are not limited to the following offenses:

## DIOCESAN POLICY ON EXPULSION (cont')

- actions in or out of school that are detrimental to the school's reputation
- arson
- bullying, including cyber bullying
- continued and willful defiance of authority
- continued and willful disobedience
- criminal activity, including criminal charges or indictment
- continued and willful use of verbal and/or physical threats
- extortion
- gambling for financial gain
- gross disorder (including mob action)
- membership in, involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- harassment: physical, sexual, verbal
- hazing of a student or group of students
- inappropriate use of a cell phone including camera cell phones
- improper use of social networking sites
- noncompliance with a mutually agreed upon behavioral contract
- physical assault/sexual assault
- possession of a weapon or materials that can be used as weapons
- possession and/or trafficking in pornographic materials
- theft
- use, sale, distribution, or possession of illegal or controlled substances inside or outside of school
- use, sale, distribution, or possession of alcohol inside or outside of school
- willful defacement or destruction of school property
- violations of the Electronic Acceptable Use Policy

Within a high school, expulsion is reserved to the president in consultation with the superintendent of the Catholic Schools Office.

### **Drugs and Alcohol**

No drugs or alcoholic beverages shall be brought, purchased, possessed, distributed or consumed by students at school or at school-sponsored events. Nor shall any student under the influence of drugs or alcohol be permitted on school property or at a school sponsored event. A student who violates any part of this rule (this includes being in the company of a group possessing and/or using drugs or alcohol) will be suspended from school immediately.

# DIOCESAN POLICY ON EXPULSION (cont')

## First Violation

With due regard for the consequences allowed by the paragraph above, ordinarily a student who violates this regulation for the first time shall participate in a conference with his/her parents and the principal. Others may be included at the principal's discretion. Following the conference, the student will be suspended from school for an extended period of time and be placed on probation for the rest of the academic year. Extra-curricular activities, including participation in athletics, will be suspended during the period of probation. The student must seek counseling and also may be referred to a school approved drug/alcohol treatment center. If the latter occurs, the principal is to receive all information regarding the assessment of the student and the type(s) of help recommended from the counselor and/or the treatment center.

## Subsequent Violations

With due regard for the consequences allowed by the first paragraph above, ordinarily a student who violates this regulation for the second (or subsequent) time(s) shall participate in a conference with his/her parents and the principal. Others may be included at the principal's discretion. Following the conference, the student may be expelled OR the student may be referred to a school-approved drug/alcohol treatment center. If the latter occurs, the principal is to receive all information regarding the assessment of the student and the type(s) of help recommended from the counselor and/or the treatment center. As a condition for continued enrollment, the student is to participate in any and all recommended treatment program(s) beginning as soon as treatment is available. The student will remain suspended until treatment begins. If the student fails to follow through as described above, she/he will be expelled. The distribution, sale, or offering of drugs or alcohol are grounds for expulsion, and legal action may be taken.

Works Consulted: Newark Catholic High School. "Parent-Student Handbook 2016-2017." 2 September, 2016. <http://www.newarkcatholic.org/wpcontent/uploads/2014/08/Handbook-2016-17.pdf>. Archdiocese of Los Angeles. "Administrative Handbook." 2 September, 2016 <http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6> Policy Manual of the Diocese of Trenton

### **Suspension or expulsion without prior conference shall not occur unless:**

A. The Principal finds that the student's presence in the school poses an immediate danger to persons or property, or an ongoing threat of disruption of the school process. In such cases, suspension may be on a forthwith basis; however, arrangements for the necessary conference shall be made so that it occurs as soon as practical.

B. The student, by failure to attend or other unusual conduct, precludes the conduct of the conference. If the decision is to SUSPEND: Immediately after the conference, notice of the suspension is to be sent in writing to the Superintendent's office. This should be done by sending a copy of the notice which the parent(s) or guardian(s) received. If the decision is to EXPEL: The school shall notify the Superintendent of its recommendations and include an outline of the procedures followed, as well as additional input received during the conference; Expulsion takes effect upon the approval of the Superintendent; The parent(s) or guardian(s) of the student are to be notified of the decision in writing as soon as possible.

# BUILDING COMPLIANCE

**THIS NEXT PORTION OF THE HANDBOOK SATISFIES THE NEW JERSEY IPM ACT WHICH REQUIRES ANNUAL NOTIFICATION OF THE SCHOOL'S IPM POLICY TO ALL STAFF AND PARENTS OR GUARDIANS OF EACH STUDENT ENROLLED AT THE SCHOOL.**

In compliance with the New Jersey School Integrated Pest Management Act, DePaul 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, preventative 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 DePaul Catholic High School is our Facilities Coordinator, Mr. Chris Iannarone who can be reached at 973-694-3702 ext. 228.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of all pesticide products 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, the 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, DePaul 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.

A copy of the full plan is available for review in the Main Office.

## 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**



# BUILDING COMPLIANCE (cont')

## ASBESTOS MANAGEMENT PLAN

Like most public and private schools over a certain age, DePaul 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 employs 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 the office and can be reviewed upon your request.

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### WRITING CONVENTION FOR THE USE OF THE NAME "DePaul Catholic"

When written in sentence case, DePaul is one word and the the D and P are capitalized: **DePaul Catholic**

When written in all caps, DePaul is two words: **DE PAUL CATHOLIC**

Written using small-caps, DePaul is one word and the D and P are larger in size: **DEPAUL CATHOLIC**

## DePaul Catholic Athlete Code of Conduct

This document sets forth the expectations of DePaul Catholic's administration, coaches, and school sponsors regarding the conduct and behavior of its student athletes both on and off the field of play. Setting clear expectations of what is considered appropriate and inappropriate behavior benefits and strengthens our athletic programs. Please read this document carefully and return the signed sheet to your coach when you believe you are ready to meet these expectations.

### Commitment

Your commitment to the team affects you, your team, and DePaul Catholic Community as a whole.

#### STUDENT ATHLETES WILL AT ALL TIMES:

- Be positive role models and always abide by the rules of the school.
- Assist their coaches and team-mates in administering the athletic code of conduct.
- Abide by the schedules and requirements of the athlete's given sport set by the coaches.
- Be fully prepared and on time for practices and games.
- Not schedule conflicting appointments during practice or game time.
- Exercise good sportsmanship to their opponents and their fans.
- Apply themselves in the classroom and work diligently to fulfill all academic requirements.
- Use free time in school responsibly (to see teachers and get ahead on homework).

### Conduct

#### STUDENT ATHLETES WILL AT ALL TIMES:

- Refrain from any activity that could be considered as bullying, harassment, hazing, and/or intimidation.
- Refrain from physically harming another student or team-mate.
- Refrain from making any negative, harmful, or disparaging comments, actions and/or posts on all forms of social media towards or about teammates, coaches, teachers or opposing teams.
- Refrain from using inappropriate language or making inappropriate gestures within the school building or on its' fields of play or gymnasium.
- Refrain from the use of drugs or the drinking of alcohol.
- Refrain from any theft, vandalism, rude behavior and/or inappropriate language at an opponent's school, fields of play or gymnasium.

## Consequences

### Commitment violations

- A coach will be permitted to suspend an athlete from the team for one game for two unexcused late appearances or one unexcused missed practice.
- An unexcused late appearance beyond two or unexcused absence beyond one will result in an automatic one game suspension.
- After the fourth late appearance or third unexcused absence, the athlete may be suspended from the team indefinitely.
- GPA falling below 2.25 will result in an automatic one game suspension. GPA remaining below a 2.25 for two consecutive marking periods will result in suspension from the team until such time that the student's GPA returns to a level above 2.25.

### Conduct violations

- If an athlete exhibits poor sportsmanship by way of language/attitude, or if the athlete exhibits any form of harassment, hazing or intimidation toward one of their team-mates, coaches or teachers, a coach will be permitted to suspend an athlete from the team for a game or limit an athlete's playing or practice time.
- If an athlete exhibits misconduct through the means of misusing or bringing dishonor to the school or team through an inappropriate use of social media, a coach will be permitted to suspend an athlete from the team for a game or limit an athlete's playing or practice time.
- If an athlete uses inappropriate language or makes inappropriate gestures within the school building (during or after school) or on its' fields of play or gymnasium, a coach will be permitted to suspend an athlete from the team for a game or limit an athlete's playing or practice time.
- Any drug and/or alcohol violation, at any time during the athletic season, whether in or out of school, will result in an automatic 5-day suspension from the team as well as a one game suspension. Any subsequent infraction of this type will result in dismissal from the team.

Signing this document affirms everyone's commitment to the ideals presented herein.

Athlete's Signature:

Print Name:

Parent's Signature:

Coach's Signature:



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