



MORRIS CATHOLIC  
HIGH SCHOOL



Parent-Student Handbook

2025 - 2026



## ACKNOWLEDGEMENT AND ACCEPTANCE OF THE MCHS PARENT-STUDENT HANDBOOK 2025 - 2026 CONTRACT

**Please review the statement below after reading the Parent-Student Handbook and sign. It is important that a parent/guardian and student sign this agreement digitally no later than AUGUST 26th.**

**Digital submissions form can be found at: <https://forms.gle/WqkCG7PEZw1jRjKn7>**

I explicitly accept the provisions set forth in the 2025-2026 edition of MCHS Parent-Student Handbook containing the policies, rules, and regulations for Morris Catholic High School. I have read the Handbook and agree that the Handbook is binding on the students and parents during the 2025-2026 school year. I understand and agree that the Administration of MCHS will maintain the authority set forth in the Handbook.

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

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

**Digital submissions form can be found at: <https://forms.gle/WqkCG7PEZw1jRjKn7>**

## Parent-Student Handbook

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## MISSION STATEMENT

*Morris Catholic exists to strengthen young women and men intellectually and spiritually so they can develop character, respect for community and lifelong commitment through a knowledge of the love of Christ.*

## STATEMENT OF PURPOSE

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

**Morris Catholic High School**



*Home of the Crusaders*

**Scientia Caritas Christi**

“Knowledge of the Love of Christ”

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

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

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

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

## ***I. MISSION STATEMENT***

Morris Catholic High School is a college preparatory high school of the Paterson Diocese. Morris Catholic exists to strengthen young men and women intellectually and spiritually so they can develop character, respect for community and lifelong commitment through the love of Christ.

### ***BELIEFS***

Above all else, our school community believes that each student that comes to us is made in the image and likeness of God and therefore possesses infinite value. The Gospel teaches us to value each individual as if he/she were God Himself, for Jesus said, “I was a stranger and you welcomed me.” (Matthew 25:35) Each student that comes to us is, in this sense, Christ. The complete care, in charity, of each individual student, is foundational to all that we do.

**Our school community believes that all of us have gifts given by God, which deserve to be developed.** This stems from our understanding of the dignity of the human person and leads us to look for those apparent and hidden gifts in each student. It will inform the way we teach and the activities we provide.

**Our school community believes that the human person is an embodied spirit and the training of the body and the spirit cannot be separated.** This will guide the type of co-curricular program we will develop.

**Our school community believes that the human person has freedom that is intended for virtuous choices, with charity (caritas) being the first and most important of the virtues chosen.** This will guide how our teachers work with our students, how our students care for one another, and how we all reach out to the world around us.

**Our school community believes that God, the Creator, made all things good.** We, therefore, find His imprint on all things. All learning leads us to a deeper understanding of truth. This will foster intellectual dialogue and curiosity.

**Our school community believes that we are called by God in a unique manner to offer ourselves completely to Him and others in charity.** All persons have a vocation, a unique calling by God for their lives. This is used when we develop our objectives for our students.

**Our school community believes that parents are the primary educators of their children.** They have responded to God through marriage and parenthood. Our teachers embrace their vocation with them as we work to educate their children.

**Our school community believes that our school is home.** Learning in the context of a community where the student is confident that he/she is welcomed and will always be cared for will allow him/her to flourish.

### ***VALUES***

Morris Catholic graduates students who are active in shaping and changing the world. In short, we want our students to be GREAT students and GREAT human beings. Pope Francis said in 2013 to an audience of students, ***“What does being magnanimous mean? It means having a great heart, having greatness of mind; it means having great ideals, the wish to do great things to respond to what God asks of us.”*** To this end, we use the following schema to teach the values that we instill in our students:

<b>G</b>	Give	Each student is someone who gives to the wider community. He/she are givers and not takers of the world's gifts.
<b>R</b>	Reach	Each student is called by God to be in relationship with Him.
<b>E</b>	Enlighten	Each student is to illuminate the path of others through teamwork, dialogue and mutual respect.
<b>A</b>	Appreciate	Each student accepts one another as if Jesus himself were in the room. Each student practices hospitality.
<b>T</b>	Transcend	Each student is called to go above and beyond their daily responsibilities.

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

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

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

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

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

Morris Catholic also welcomes International Students who, by submission of academic records and supporting information, display scholastic promise and commitment to our program and philosophy. All International Students must apply through an agency approved by the Diocese of Paterson.

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

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

***STATE REQUIREMENTS***

- 4 years English
- 3 years Mathematics
- 3 years Social Studies (2 years American History and 1 year World History/Cultures)
- 2 years Science
- 4 years Physical Education/Health/Safety
- 2 years Fine, Practical, and/or Performing Arts
- 1 semester Financial Literacy

***MORRIS CATHOLIC REQUIREMENTS***

- 4 years (20 credits) Theology
- 4 years (20 credits) English
- 4 years (20 credits) Physical Education, Health, Safety & Driver Education
- 3 years (15 credits) Mathematics
- 3 years (15 credits) Social Studies (2 years American History and 1 year World History/Cultures)
- 3 years (15 credits) Lab Science (Biology and Chemistry are required)
- 2 years Sequential (10 credits) World Language
- 2 years (10 credits) Fine, Practical, and/or Performing Arts
- 1 course Financial Literacy

Electives – to complete a total number of credits needed, as may be qualified by the particular student's program.

*By graduation, students will have achieved a significant level of involvement in a major co-curricular activity. The significance and level of the activity will be determined by the Administration, in consultation with Guidance.*

***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 needs of the students' needs. Students are assigned based on previous academic achievement, teacher recommendation and student test data. If it appears a student is misplaced, a time sensitive opportunity is available to provide movement to a more suitable level when possible.

## ***GRADING SYSTEM***

Number grading is the system used for reporting quarter, examination, semester, and final grades in most courses. Letter grades may be assigned in certain classes. A PASSING GRADE IS 65% OR ABOVE.

The Grade-Point Average (GPA) is based on a four-point system and is weighted according to the level of each course. A student's GPA is calculated at the end of the school year. An interim GPA is calculated midway through the school year. Credit for courses taken is given at the end of the school year. A PASSING GRADE IS 65% OR ABOVE. The following conversion table may be used to convert numeric to alpha letters and for purposes of GPA.

### **GRADE BANDS**

A+	97-100	A	93-96	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D	65-69	F	<65		

Course Weighting			
Grade	College Prep	Honors Level	Advanced Placement
A+	4.333	4.667	5.000
A	4.000	4.333	4.667
A-	3.667	4.000	4.333
B+	3.333	3.667	4.000
B	3.000	3.333	3.667
B-	2.667	3.000	3.333
C+	2.333	2.667	3.000
C	2.000	2.333	2.667
C-	1.333	1.667	2.000
D	1.000	1.333	1.667
F	0.000	0.000	0.000

**I = Incomplete** – Required work for the quarter is not complete due to extended illness or other serious condition. The incomplete must be remedied within 2 weeks of the end of the marking period. An incomplete work form, signed by the teacher, student, and parent must be submitted to the Principal or his/her Designee and the student's guidance counselor. If the work is not completed by the date indicated, the incomplete will be changed to a grade of 65 or F.

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

**55-** = The Student's average is below a 65 average but a grade of 55 was assigned

### **HONOR ROLL**

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

The following Honors are recognized each quarter:

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

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

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

### **VALEDICTORIAN/SALUTATORIAN**

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

### **SCHEDULE CHANGES**

The course selection process involves teacher/department approvals, and student/parent review before the close of the previous school year; course changes, except for extraordinary reasons, should not occur. Such requests are subject to administrative review and the assessment of a fee. Course changes at the beginning of the school year will be entertained for only serious circumstances. Dropping subjects is a serious matter and, therefore, is only considered for weighty reasons or emergencies. Students may not withdraw from a course or transfer to a lower level of a course after the close of the second schedule cycle.

**Summary of Morris Catholic High School Scheduling Change Policy:**

Schedule Change Window	Changes Permitted	Transcript Notation
<b>1st Window:</b> First 10 days of school/semester No schedule changes in summer <b>\$75.00 Schedule Change Fee</b> <b>\$100.00 Schedule Change Fee</b> <b>after deadline and with Principal approval</b>	Add a full-year/semester course	None
<b>2nd Window*:</b> First day of school to mid-1st quarter First day of school to last day of 1st quarter <b>\$100.00 Schedule Change Fee</b>	Drop a semester course Drop a full year course	None None
<b>3rd Window**:</b> After mid-1st Q date After last day of 1st Q and up to mid-2nd quarter <b>\$150.00 Schedule Change Fee</b>	Drop a semester course Drop a full-year course	Withdraw Pass "WP" or Withdraw Fail "WF"

\*Dropping any semester course or full-year course without replacing it with another course will cause students to fall short of the 160 credit-hour requirement for graduation from Morris Catholic. Students will have to complete a credit recovery over the summer at their own expense to make up for missing credit hours.

\*\* Students are counseled to take no more than 3 Advanced Placement classes within one academic year. A student who wants to take more than 3 AP courses must have a parent sign a release in which the parent states he/she is giving permission for the student to override the recommended course load and that he/she agrees to abide by the school policy that prohibits students from dropping courses after the 3rd window for any reason.

**Seniors:** If a transcript for a Senior has already been sent to a college or university such that the dropped course appeared on the official transcript as a course in progress, it will be necessary for the college or university to be informed of the dropped course. The School Counseling Department, in conjunction with the student, is responsible for informing the college or university of this change in the student's programming.

### **AP COURSES AND TESTING**

Morris Catholic also provides Advanced Placement (AP) courses to sophomores, juniors, and seniors, and encourages qualified students to participate in them. Students who take AP courses are encouraged to take the AP Tests in May.

Students are required to pay a fee to Morris Catholic to cover the costs of AP Tests. The fee for each AP exam in the spring of 2025 was \$99.00.

This fee is set by the College Board and is subject to change. Students who do well on the AP Tests may receive credit or advanced standing in college. Each college determines how the AP Exam is used, and each college sets its own standards for granting credit or advanced standing.

### **WAIVER POLICY**

If a student wishes to enroll in an Honors/Advanced Placement level course, or any course with prerequisites, it is expected that he/she meets the prerequisites, which generally include a particular grade. Should a student wish to pursue an Honors/Advanced level course without having met the particular requirements, they may request a waiver. Students must first approach their guidance counselor with their request. The guidance counselor will then consult with the Academic Dean regarding the waiver of requirements in a given circumstance.

### **GRADING AND REPORTING**

*Schoology* is the main academic communication platform for our students, teachers and parents. Parents may check on homework via *Schoology*. Assignments/grades are listed in *PowerSchool*.

### **PASSING GRADE**

In order to pass a course a student must earn a passing average of 65 or above. The five grading periods are the four marking periods and the final examination grade.

### **HOMEWORK ASSIGNMENTS**

Homework assignments are an integral part of the academic program and serve the educational needs of the students. Responsibility and self-discipline will assure the accurate completion of homework assignments. Homework should be meaningful and either front load new information or reinforce skills and standards introduced in class. Assigned homework should be reviewed with the class, collected, and not count for more than 10% of a marking period grade.

Homework is expected to be completed and ready for class. It is the teacher's discretion to accept late homework assignments. Late homework will be accepted if (1) a student is absent from class because of an illness with a doctor's note or (2) a scheduled absence that is approved by the teacher first, preferably confirmed via email.

### **LONG-TERM ASSIGNMENTS**

Long-term assignments are not considered homework. There is an expectation that in all classes that students will have to read, study, research, and write outside of the classroom to complete projects. Students are expected to submit assignments on time. Late assignments will result in a

10% reduction in grade for each school day the assignment is late. Long-term major assignments (such as research papers, lab writeups, etc...) are expected to be completed regardless if a student has lost credit for the assignment because of excessive lateness. Students will earn a grade of "I" or Incomplete for that quarter until the assignment is completed.

### ***FORMATIVE AND SUMMATIVE ASSESSMENTS***

Formative and summative assessments will be used each quarter to measure comprehension and mastery of the subject area.

### ***COMMON ASSESSMENTS***

Within a department, teachers teaching the same subject will use common assessments and grading to formulate marking period grades. All classes will have a cumulative final examination or project.

### ***EXTRA CREDIT ASSIGNMENTS***

Teachers may not assign individual extra credit assignments to boost a student's grade at the end of the marking period. Extra credit assignments can be provided by teachers if the opportunity is available to the entire class.

### ***GRADING AND REPORTING TIMELINE***

Teachers must enter quiz and test grades into PowerSchool within seven (7) calendar days. Projects and long-term writing assignments must be entered within fourteen (14) calendar days. Teachers must enter "0" for a missing homework, assessment, or long-term project within two (2) calendar days of the due date.

### ***FINAL EXAMINATIONS***

Final Examinations for a full year course are administered in late May for Seniors and in June for grades 9, 10, and 11. Exams are an integral part of the education program and reflect the degree to which students have achieved the educational objectives of the course. Exams are one hour and twenty minutes in length, are cumulative, count as 10% of the final grade, and are listed on the report card. Certain teachers have the option of assigning a final project in lieu of a final examination. The reporting grade is the actual grade earned. Credit for a course will not be granted until completion of the final exam, unless the student is a senior and has maintained an average of 95% for the class the entire year - that student would be exempt from taking the final exam.

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

**Students who miss an exam must present a doctor's note before they will be allowed to take a makeup exam, unless they have received pre-approval from the Principal. Such pre-approval will only be granted under extraordinary circumstances. This policy is in effect for final exams taken during regular class periods as well as those scheduled during exam weeks.**

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

- Has earned a minimum final grade of 95% in the respective subject or earned an A in courses that use a letter grade.
- Has received the approval of the Principal.

***PROGRESS REPORT Checks - at the mid-quarter***

Progress Report Checks are made at the midpoint of each quarter. Parents and Guardians are reminded of the mid-quarter time frame and are asked to make a visit to their child's online grade report. Progress reports are not official grades, but a mere "snap-shot" of a student's academic grade in that particular class. It is possible for a student who is passing at the time of the progress check to still fail a course.

***REPORT CARD DISTRIBUTION***

Grade reports are issued quarterly and can be accessed online. A final report card will be sent home at the end of the year. Teachers at Morris Catholic maintain a transparent gradebook. As grades are entered they will become immediately available to parents and students via Powerschool. Both parents and students are asked to regularly avail themselves of the information shared in the gradebook. Powerschool, however, is not the most complete source of student progress. This source remains the teachers themselves. Both students and parents are encouraged to dialogue regularly about academic progress.

***PARENT-TEACHER CONFERENCES***

Parent-Teacher Conferences are available per request through the guidance department. Parents are also encouraged to email with teachers when needed to discuss student programs. Parents are able to regularly reach out to teachers and guidance by email.

***STUDENT FAILURES & SUMMER SCHOOL***

Students must pass each course. They may remediate the course in summer school at Morris Catholic, at another approved summer program, with an approved tutor who must present credentials to the Principal, or through the approved online courses available. A student who fails more than two subjects may be asked to withdraw from Morris Catholic. A student who fails a summer school course or fails to complete an approved tutor or online course before beginning the next school year will not be permitted to return. Upon successful completion of summer remedial coursework, the failure will be changed to a passing grade of 65 with full credit for the course. A 65 will be recorded into the student's GPA; the student's transcript will show both the "65" and the failing grade.

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

Students who remediate failing grades through the use of an approved tutor must have at least 30 contact hours of direct tutoring, unless the school administration judges that a lesser amount may be necessary in order to achieve the desired learning outcomes.

### ***ACADEMIC REVIEW***

The Committee on Student Standing reviews the performance of all students following the end of the first semester and at the end of the school year. The review determines whether the students are in good standing. The committee is composed of the President, the Principal, and the Dean of Students. All students that have been placed on academic or disciplinary probation will be reviewed, and the committee will decide the standing of each student.

### ***ACADEMIC WARNING***

If a student who is not on Academic Probation receives a grade below 65 or three grades of 68 or below, he/she will be placed on Academic Warning status, indicating that the student is in jeopardy of losing his/her good academic status. If a student continues to have low grades through the end of the semester, he/she may be placed on Academic Probation.

### ***ACADEMIC PROBATION***

If a student receives three grades of 68 or below, or one grade below 65, for two consecutive quarters or for a semester grade, he or she may be placed on Academic Probation. A student placed on Academic Probation enters a period of intensive grade review, and her/his status will be reviewed at the end of the next semester. Probationary status serves as a communication and regular reminder of the possibility of separation from the Morris Catholic community. Recommendations for separation following a probationary period are made by the Committee on Student Standing.

### ***INDEPENDENT STUDY***

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

### ***ENRICHMENT PROGRAMS***

Any student who wishes to attend summer school, college, or other programs, to supplement learning or to improve skills is to be commended. The course will be recorded on the student's permanent record; however, the grades received will not affect the student's average nor will high school credit be given at MCHS. Such courses are, however, acceptable for advancement. A grade of 80 or better in a course determined adequate by the Morris Catholic administration is sufficient for advancement.

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

**Morris Catholic High School values academic integrity and expects that students will act honorably with regard to their academic work and in all their interactions. All breaches of academic integrity, including but not limited to cheating and plagiarism, are unacceptable in our community. Such acts are destructive to the fabric of our community and in complete opposition to our academic endeavor, which requires truthful dialogue in the pursuit of enlightenment. Academic dishonesty withdraws from the striving for greatness we work to foster and surrenders, instead, to weakness and cowardice.**

Individual teachers will make clear their expectations regarding academic integrity within their discipline and classroom. Morris Catholic holds a site license to [www.turnitin.com](http://www.turnitin.com), a reference

service that specifically monitors student writing samples for lack of proper citation. Students' written works are subject to this monitoring system, as determined by the particular teacher. Students will be instructed in its use and have access to the service.

Morris Catholic will take immediate action when breaches of academic integrity are brought to light. Such breaches shall include cheating in any form. The examples below illustrate serious incidents of academic dishonesty:

- The giving or receiving of answers or information for a test, quiz, homework assignment, or any other form of assessment where students are not directed to work cooperatively;
- The intentional plagiarism of research papers, reports, projects or oral presentations and submission as one's own work;
- The lack of proper documentation of sources in a writing assignment, presentation, or digital assessment;
- A teacher's observation that answers have been copied;
- A teacher's observation that a student is not following the directive to maintain proper confidentiality during assessments and respect for that of others (ex: allowing one's glances to focus on a classmate's desktop during a test or creating a clear line of vision for others to view a test);
- The use of electronic devices to give or receive answers;
- The use of electronic devices to research answers during an assessment when common sense dictates this to be inappropriate;
- Teachers will ask their students to write and sign the following statement on their work: ***"On my honor, I have neither given nor received unauthorized aid on this assignment."*** Failure to write and sign this statement when required may result in a consequence for the work, as determined by the teacher.

*In the case of a violation of the honor code, the following guidelines will be followed:*

***Responsibility of the Teacher:***

- To collect any materials involved in the incident.
- To inform the Principal, Guidance Counselor, student and parent of the violation.
- To assign a grade of zero (0) for the work, test, quiz or material for which the incident occurred once it is determined that it is, in fact, an honor violation.

***Responsibility of the Principal:***

- At the time that cheating occurs, to speak to the student;
- To meet with the student, parents, teacher and Guidance Counselor
- To issue the appropriate consequence.

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

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

***Responsibility of the National (and specific subject) Honor Society Advisor:***

- To ensure that any member of the NHS (or specific subject area honor societies) found cheating is given the appropriate due process which may result in the removal.

Students who are found offering answers when they should not, whether on small homework assignments or higher stakes assessments, will be judged equally guilty of a breach of academic integrity. We encourage our students to courageously pursue what is best for our community, even when that is uncomfortable. All breaches of academic integrity will undergo review by the Committee on Student Standing and will result in Disciplinary Probation. A second infraction during a student's tenure at Morris Catholic may result in separation. The Committee on Student Standing will review these cases two times each year, and recommendations will be made.

## **AI Use Policy**

### **Introduction to Artificial Intelligence (AI):**

Artificial Intelligence (AI) is the simulation of human intelligence in machines programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically here at Morris Catholic.

### **Purpose:**

This policy outlines the principles and rules governing the use of artificial intelligence (AI) tools by students at Morris Catholic. The aim is to ensure students engage with AI technologies responsibly, ethically, and effectively to enhance their learning experiences while safeguarding their privacy and well-being.

### **Policy Scope:**

This policy applies to all AI technologies and platforms accessed or used by students within the school premises, for school-related tasks, or through school-provided devices and networks.

### **Responsible AI Use:**

#### **Overview:**

This policy outlines guidelines for students using AI tools in an educational setting, emphasizing ethical conduct, privacy protection, and responsible usage. It prohibits using AI to submit AI-generated work as original and engage in disrespectful or harmful behavior through AI platforms.

Students should never, whether with AI, print, or digital materials, under any circumstances, submit anything that is not 100% their own work, fully created by the student. If a student uses

‘copy’ and ‘paste’ or retypes anything, the original author should always be credited for their work. A Morris Catholic student should never take credit for anything that is not 100% their original work.

**Educational Purpose:**

Students must use AI tools solely for educational purposes, as teachers or school administration directs. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.

**Ethical Conduct:**

Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or dishonesty in academic work, and AI work must not be submitted in place of original student work.

Morris Catholic explicitly prohibits any use of AI designed for, encouraging, promoting, supporting, or suggesting in any way the use of synthetic or manipulated media to create non-consensual imagery or any content that would constitute misinformation or disinformation. All offenses will be handled by the school administration.

**Privacy and Data Protection:**

Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

**Respectful Interaction:**

Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

**Safety and Security:**

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

**Resource Responsibility:**

AI resources such as software, chatbots, or assistants should be used responsibly and not abused for their ease of use in creating original content. Students should ensure that AI tools are used responsibly without unnecessary ethical implications.

### **Monitoring and Compliance:**

The school will monitor the use of AI technologies to ensure compliance with this policy.

Monitoring will be conducted ethically, respecting students' privacy and rights.

Violations of this policy may result in disciplinary action, including but not limited to educational interventions or other disciplinary measures as deemed appropriate by the school administration.

1st Offense: Forfeiture of grade on assignments and a teacher conference.

2nd Offense: Forfeiture of grade on assignments and a parent/teacher conference.

3rd Offense: Forfeiture of grade on assignments and an administrator conference.

All additional offenses will be handled by the administration.

### **Review and Update:**

This policy will be reviewed and updated annually to reflect new developments in AI technology, changes in legal and ethical standards, and the evolving needs of the educational environment.

### **Conclusion:**

The responsible use of AI by students at Morris Catholic is essential for fostering a safe, ethical, and productive learning environment. By adhering to this policy, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of our school community.

## ***COLLEGE LEVEL COURSES***

Students may earn college credits when taking classes at MCHS.

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

## ***DISSECTION ALTERNATIVES***

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

## ***V. SCHOOL ATTENDANCE***

### ***ATTENDANCE POLICY***

Regular attendance and participation in classes form a vital and integral part of the entire learning process. Attendance is the means of serving complete educational goals. Frequent absences from school either for the whole day or for individual classes disrupt the continuity of the educational process.

Students are fully responsible for any classwork missed or any homework/projects assigned during a time of absence. **It is strongly suggested that parents avoid the scheduling of medical appointments, non-school special activities, vacations, etc. during school time.** A parent must notify the Principal in advance if a student will be out of school due to these circumstances. The Dean of Students serves as the administrative contact for questions/issues regarding attendance.

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

<b>Semester course -</b>	<b>8 days for semester</b>
<b>Full-year course -</b>	<b>16 days for year</b>

Should a student go beyond those days, a parent conference with the administration will be required to evaluate the situation and develop an action plan. Any student accumulating more than 16 absences for the year may not be promoted unless acceptable documented evidence is presented to the school administration.

It is understood that occasional school absences will occur. Therefore the following may be considered as a documented absence:

- Illness requiring longer than a three day recuperation period as verified by a doctor's note;
- Certified hospital stay;
- Periods during which bedside instruction is received;
- School approved reasons such as field trips, death in the family, or other school initiated reasons.

Parents are to call the school as soon as possible to report a child's absence. Upon the child returning to school the absence should be verified by a note.

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

## **ATTENDANCE PROCEDURES**

**Notification of Absence:** A parent/guardian must call the Attendance Office (ext. 104) before 8AM to notify the school of an absence. The necessary information to report includes the student's name, grade, and reason for absence.

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

**Education-related Absences:** Any absence due to the participation in an academic or career program, college visit/interview or education experience must also be verified by a parental note. During the junior and senior years, it is recommended that a student limit college visits scheduled during school time to two (2) days. Two college visits in the Junior year and two in the senior year will not count toward the total number of absences.

**Absence and Extracurricular Activities:** A student will not participate in any school-sponsored extracurricular activity (athletics, performing arts, etc) if he/she is absent from school.

## **TARDINESS/ATTENDANCE**

Time is a valuable commodity that we share. In our respect for one another and for the learning process, we value promptness and timeliness. Being on time honors the other members of our community and the common work in which we share.

Every effort should be made to have students attend school on time. A consistent pattern of tardiness (five or more days in a month) would be cause to contact the Office of Child Protection and Permanency (CP&P) for educational neglect. It is understood that occasional lateness to school will occur with the appropriate documentation and approval from the school principal.

**In the event of a transportation emergency (student is not picked up at a bus stop or there is an issue with the train), please contact the emergency cell phone number 201-429-5379 to report an emergency. This number can be used for both phone calls and text messages.**

It is the student's responsibility to arrive on time and be prepared for the day. The first bell rings at 7:50 am. **The school day begins promptly at 8 am with prayer. All students are expected to be in their first period class prior to 8am prayer. Any student not present in the first class of the day at 8 am will be recorded as tardy or absent. The following consequences will be administered per Semester:**

- 3 Tardies = 1 Detention
- 6 Tardies = 2 Detentions
- 9 Tardies = Saturday Detention

**\*EVERY 3 TARDIES CONVERT TO 1 ABSENCE, PER CLASS, PER SEMESTER**

After the 9<sup>th</sup> tardy, a conference will be held with the parent, the student, the Guidance Counselor, and the Dean of Students to determine the causes of the student's tardiness to school and to develop a future course of action. Consequences may include removal from extracurricular activities and/or athletics. Students will receive a Saturday detention following nine (9) tardies. A continuation of tardiness following a Saturday detention denotes a grave condition and will require further consequences, including the possibility of suspension, further Saturday detentions, and the involvement of CP&P.

A student arriving at school late must report to and sign-in with the Attendance Officer/Main Office to obtain an admittance slip. The student must present the slip to the classroom teacher. Students arriving late to school due to a school-busing or train problem are to report to the Attendance Officer/Main Office immediately upon arrival to be checked-in and marked "tardy-excused."

A written or verbal note from a parent does not excuse a late arrival. If a student is tardy due to a medical appointment, a doctor's note must be presented when the student arrives at school. Driving problems and traffic must be verified, and may, in some cases, be excused. Student drivers are expected to plan their morning drive judiciously. Only the Principal can excuse a late arrival. Patterns of tardiness are a serious disciplinary issue.

**Students must be in school by 10:00am in order for the day to count as a full school day. Students who arrive at school on time must remain in school until 12:00 for the day to count as a full day of school.**

#### ***TARDINESS AND EXTRACURRICULAR ACTIVITIES***

**Students who are not in school by 8:30am** will not be permitted to participate in any school-sponsored extracurricular activity (athletics, performing arts, practices, field trips, etc.). Only the Principal may grant an exception to this consequence. Exceptions will require extraordinary circumstances.

#### ***TRUANCY***

Truancy is a most serious infraction. A student who is truant from school will be suspended. A conference with the student, the parents, and the Dean of Students will be scheduled to address this infraction. A second incidence of truancy or an incident of truancy while a student is on disciplinary probation may lead to immediate separation.

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

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

If a student becomes ill or is injured during the school day, the parent will be notified directly by the School Nurse, Attendance Officer or other school official. Students are not permitted to use cell phones to text or make phone calls during school hours. Parents should not attempt to contact their child during school hours. Calls can be made to the Main Office. Dismissal for any special appointment (physician, college interview) must be arranged in advance with the student presenting an early dismissal request, time of pick-up, telephone number where parents may be reached for verification and contact information for appointment or interview.

If a student is signed out of the building before 11 am and does not return to school before 1:00 pm, he/she will be considered absent for the entire day. A student must be in school for 4 hours or that student will not receive the credit hours for the day.

On a day with an early dismissal, a student must be present for the entire day to be eligible to participate in any extracurricular activity. Any exception to this policy must be reviewed and granted by the Principal and only in advance of the day's activities.

Students are not permitted to make their own arrangements to leave school for any reason, even if the student is 18 years of age.

#### ***UNEXCUSED ABSENCE FROM CLASS***

All students are expected to follow their schedules each day without exception. Failure to do so will result in disciplinary action, which may include suspension from school.

#### ***TARDY TO CLASS***

Students are expected to be on time for all classes and other destinations. They are allowed two minutes passing time for a change of class; this includes physical education class. Students admitted to class after the bell should have a pass from the teacher or staff person who has detained them. Students who are physically challenged or disabled will be granted a longer passing time. A detention will be assigned to an unexcused tardy to class.

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

- Check **Schoology** for updated assignments posted by the teacher
- Contact the teacher directly through email to get assignments
- Contact the student's guidance counselor
- Contact classmates for assignments

#### ***HOME INSTRUCTION***

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

#### ***WITHDRAWAL FROM SCHOOL***

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

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

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

#### ***EMERGENCY CLOSINGS***

In cases of emergency (such as inclement weather), the official announcement for school closing/delayed opening will be sent through the website, email, phone, text and Schoology.

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

A strong Guidance program has many components:

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

#### ***GOALS***

**FRESHMAN**- “You the Person”: An exploration into the student’s strengths and weaknesses, likes and dislikes as an individual and as a member of the freshmen class is initiated. Emphasis is placed on the process of adjusting to high school, peer pressure, study skills and involvement in activities to become a connected, well-rounded person.

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

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

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

The Guidance Department makes extensive use of **Naviance**, an online resource program, to help achieve these goals. All students/parents have access to this program and work with their counselors to take self-assessments, explore career and college options, complete applications, and send transcripts and recommendations to colleges.

#### ***ACADEMIC ADVISEMENT***

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

#### ***CAREER CENTER***

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

#### ***PERSONAL COUNSELING***

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

#### ***APPOINTMENTS (with counselors)***

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

#### ***STUDENT RECORDS – Security and Access***

Records are kept secure and are maintained by the Guidance Department. The department is responsible for the maintenance of these official records according to the Family Education and Privacy Act. Parents and legal guardians have the right to review records. Non-custodial parents generally have the right only to an unofficial copy of records.

#### ***TRANSCRIPT REQUEST***

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

- For each college application, scholarship, etc, complete a Transcript Request Form from the Guidance Department.

- Submit the completed form to the Guidance Department's administrative assistant, and the appropriate fee will be billed home.
- The Guidance Department cannot guarantee deadlines unless the student strictly adheres to the two week "working day" period. (School holidays and snow days are not considered working days).
- Since the volume of requests is so great, an early deadline is set for the submission of requests for transcripts to be mailed before the start of Christmas vacation.
- All transcript requests are given to the department's administrative assistant who prepares the transcripts for the Director of College Counseling to review/approve.
- **UNOFFICIAL TRANSCRIPT:** This document does not bear the official school seal or the Dean's signature. The transcript is stamped "Unofficial." It is for personal use only.

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

Colleges and scholarship opportunities request recommendations. A "**Brag Sheet**" must be filled out by the student and given to the specific person. This form is available from the Guidance Department.

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

During junior and senior years, students and families are encouraged to visit college campuses. The school will grant 2 excused absences per year for a documented college visit. The procedure is as follows:

- One week prior to a college visit, the student must submit a parent note to the Main Office.
- Upon return to school, the student must present a written confirmation of the visit from the college.

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

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

**PROCEDURE FOR REPORTING TO THE NURSE:** The teacher must call the Nurse's Office before sending a student. **A student may not initiate the process by using his/her personal cell phone to contact the parent.**

- Students are not allowed to enter the Nurse's Office between classes except in case of emergency.
- **It is always the responsibility of the Nurse to notify a parent in case of illness or the need to go home.**

- Only after a consultation with the Nurse, may a parent give permission for the student to leave or be picked up at the Main Office. The Attendance Officer will be notified by the Nurse if a sick student is to leave school.

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

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

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

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

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

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

If the student cannot use steps, he/she will be assigned to the guidance office. The counselor will coordinate assignments from the teachers, whose classes are on the second floor, find a buddy to

help with books during the time of the injury, and keep the student's attendance. Before the student can return to full active participation, a medical note must again be received. The nurse will then notify all the teachers, the attendance secretary and the guidance counselor upon the receipt of a medical note. If a student has surgery, a note is needed from the physician to return to school. Included in the note must be any and all restrictions.

**ALL CASES OF COVID, CHICKEN-POX, PINK EYE, MEASLES, HEAD LICE, MONONUCLEOSIS AND STREP THROAT MUST BE REPORTED TO THE SCHOOL NURSE.**

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

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

If a parent needs copies of medical records, a written request must be sent to the health office. A \$5 fee included with the request must be submitted to the attention of the school nurse. All forms will be mailed to your home within one (1) week of your request. No forms will be sent home with a student.

**PHYSICALS:** All students must have an annual physical examination. The form must be submitted to the Health Office (see dates on cover letter with Health Packet on our website). Required health appraisals (according to NJ state statutes and administrative code) include:

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

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

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

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

**PERMISSION TO PUBLISH STUDENT'S PHOTOGRAPH OR WORK:** In an effort to promote the school, Morris Catholic may produce brochures, flyers, web ads, videos, etc. that may include photographs of our students. A student's full name will not be disclosed unless permission to do so is granted. Any parent who does not want to grant permission to publish their child's image must notify the Advancement Office of the fact in writing by August 26<sup>th</sup>.

**WORKING PAPERS:** Any student under 18 years of age must have working papers in order to obtain employment. A new law has been passed in the State of New Jersey (effective 6/1/23) that now requires younger workers to go online, rather than through local schools, to fill out the working papers. The process is now streamlined and can be found on this user friendly website:

**<https://nj.gov/labor/youngworkers>**

**HALLWAY AND GYM LOCKERS SHOULD BE LOCKED AT ALL TIMES:** MCHS assumes no responsibility for money, cell phones, iPads, clothing, books, or articles left in classrooms, Crusader Commons, unlocked lockers, hallways, offices, the cafeteria, the gym, locker and weight rooms, buses and cars parked on school property. **Students should not bring large sums of money to school.**

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

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

**STUDENT LOCKERS:** Each student is assigned a locker at the beginning of the school year. The lockers are the property of the school; students use them to keep only the materials necessary for school. **Lockers may be searched any time by the Administration. The school is not responsible for the loss of anything brought to school. The school reserves the right to search anything brought on school property.**

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

- **Lockers are to be locked at all times.** Lockers are not to be shared nor combinations shared with other students. Excessive amounts of money or other valuable items should be left at home. Any items of value that must be brought to school should be given to the Dean of Students and stored in that office.
- **Students are responsible for the upkeep of their lockers.** Items that may damage the paint or adhere to the locker surfaces are not to be attached. Damage to the paint and/or hardware of the locker may result in a damage fee to be paid by the student at the end of the school year.
- **Students may not decorate or post on lockers any materials that are inappropriate, offensive or distasteful in nature.** This includes, but is not limited to, photos, images, writings, and messages. It is a serious infraction for any student to post inappropriate materials on or in a locker, whether his/her own or that of another student. Said student will be subject to disciplinary action by the administration.

**LOST AND FOUND:** Any article that is found should be turned in to the Dean of Students' office. Students who have lost an article should check to see if it has been turned in. Lost articles will be kept for approximately two weeks. If not claimed, the items will be donated to charity. Lost books or backpacks should be turned into the office of the Dean of Students.

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

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

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

**TUITION:** Tuition for students at MCHS is payable in one of three ways: once a year, twice a year or monthly payments. Please contact the Office of Tuition and Fees to make arrangements for payment.

A Student's access to Powerschool will be suspended if there are any outstanding debts to Morris Catholic. The student may be in jeopardy of not being allowed to participate in any extracurricular activities as well. Students will not be eligible to take their final exams unless all tuition for the academic year has been paid in full.

If tuition payments are more than three months behind, the student may not return to school until tuition has been paid.

Seniors with outstanding debts to the school will not be allowed to attend the Prom (incurring additional expenses) until all debts are paid to the school.

Tuition will not be refunded if a student withdraws from MCHS or is asked to succeed elsewhere.

**IF TUITION PAYMENTS ARE MORE THAN 3 MONTHS BEHIND, THE STUDENT MAY BE DENIED EDUCATIONAL SERVICES AND WILL NOT BE ABLE TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES UNTIL TUITION HAS BEEN PAID.**

## ***IX. STUDENT SUPERVISION, DISCIPLINE and UNIFORM DRESS CODE***

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

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

MCHS is an active partner in the *Memorandum of Agreement Between Catholic Schools of the Diocese of Paterson and Law Enforcement Officials of New Jersey*. In accordance with this program, MCHS is required to fully cooperate with law enforcement agencies of local municipalities, the county and the state in the event of any student's possible violation of local, state or federal law. This includes the areas of the reporting of incidents, the sharing of information, the prevention of crimes, and the planning of school security.

**CORRECTING MISCONDUCT:** Students/parents should understand that **any faculty or staff member** has the authority to correct misconduct at any time. Insubordination (a deliberate refusal to obey a reasonable request made by a teacher/staff member) or insolence (a quarrelsome argument with a teacher/staff member) may call for disciplinary action by the teacher/staff member and notification of it to the Dean of Students. Disrespect to teachers or staff members may result in suspension from school. Repeated acts of disrespect may result in dismissal from Morris Catholic High School.

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

All disciplinary incidents reported to the Dean of Students and subsequent consequences will be handled on a case-by-case basis. Each incident and consequence will be recorded and remain in the student's disciplinary file in the office of the Dean of Students. This file is kept throughout the time that the student attends Morris Catholic. It **does not** become part of the student's transcript.

**DETENTIONS:** After-school detention is held from 2:50-3:45 PM on Tuesday and Thursday afternoons. Students who fail to attend a detention will automatically be assigned two additional detentions. Saturday detentions are held from 8:00 AM to 12:00 PM on designated Saturdays during the academic school year. Students will be assigned a community service project during

Saturday detention. Students are not excused from or exempt from detention because of athletics or other school activities, doctor's appointments, or other personal matters. Transportation is the responsibility of the student/parent. Failure to attend a Saturday detention will require the detention to be rescheduled and the addition of a second Saturday detention. Students may be asked to perform a work detail as part of their learning experience during detention.

***INAPPROPRIATE ELECTRONIC DEVICE USE: We are a cell phone free school.*** If a student's cell phone is activated or used in any way during the restricted school day hours, the student is subject to disciplinary action. This policy applies to use of a camera, earbuds/airpods, iPad, iPod, MP3 player, or similar electronic devices during school day hours without a teacher's permission. Any cell phone infraction will be enforced:

- 1st Offense - phone is confiscated until the end of the day - 1 detention assigned
- 2nd Offense - phone is confiscated until the end of the day - 2 detentions assigned - \$25.00 fine.
- 3rd Offense - phone is confiscated until the end of the day - Saturday detention assigned - \$50.00 fine.
- Repeat offenders will have a more serious consequence. The Dean of Students will contact the Parent/Guardian.

A student may not use an electronic device to photograph, film or record any person without the explicit permission of an administrator, member of the staff or classroom teacher. This policy extends to students involved in school-sponsored activities off campus, on buses, at special events, etc. A student may not use an electronic device in locker rooms, lavatories, cafeteria, gym, etc. with the intent to photograph another person or any type of written or printed materials. Students may not use electronic devices to photograph in the classroom without specific permission from the teacher.

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

#### ***OUT-OF-SCHOOL SUSPENSION/ IN- SCHOOL SUSPENSION***

Out-of-school suspension is recognized as a severe disciplinary measure. This type of suspension is received for flagrant disregard of school regulations. The duration of the suspensions (determined by the Administration) depends upon the seriousness of the offense, the number and type of offenses committed, and the circumstances involved. The minimum suspension is one full school day.

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

A partial list of grounds for out-of-school suspension includes (in no particular order):

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

**BULLYING/HARASSMENT/SEXUAL HARASSMENT STUDENT TO STUDENT:** As a Catholic school we ask all members of our community to treat one another with justice. Just relationships imply that we acknowledge and honor the dignity and infinite, God given, value we all share.

Each student has the responsibility to maintain acceptable standards of personal behavior to ensure a learning and working environment free from intimidation, harassment, bias or prejudice. Threats of violence and other forms of abusive expression, any forms of bullying, physical harassment, use of inappropriate sexual words, actions or innuendoes and comments directed at a person's gender are inappropriate and will not be tolerated. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, written, visual or physical conduct of a sexual nature directed toward another person.

#### ***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.

**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
- Phone
- Computer

**Cyber-Bullying** also includes the creation of a web page, blog or TikTok 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.

**Target** means a student against whom Bullying or Retaliation has been perpetrated

***Prohibition against Bullying and Retaliation***

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.

***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 Morris Catholic.

Nothing contained in this Policy or in any Student Handbook shall require a school to monitor any non-school related activity, function or program.

A student who knowingly makes a false accusation of Bullying or Retaliation may be subject to disciplinary action.

**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.

***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 is 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

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 in order for the other schools to 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.

### ***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.

#### **Student Consequences:**

- Loss of a privilege
- 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
- Suspension
- Expulsion

#### **Remedial Actions:**

- Parent/Student Conference
- Counseling with licensed counselor or psychologist
- 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
- Peer to Peer Mentoring
- 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

**Cyberbullying** is bullying that takes place using electronic technology. Our technological use at MCHS should be used to advance the education, and spiritual growth of each student. Any form of cyberbullying will not be tolerated. Some examples of cyberbullying are:

- mean or threatening emails or text messages
- rumors sent by email or posted on social networking sites
- embarrassing pictures, videos, websites or fake profiles
- Inappropriate Tik-Toks or other social media platforms

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

- Receive a verbal reprimand
- Receive detention
- Be deprived of extracurricular activities
- Be suspended from school
- Be required to receive counseling
- Be invited to withdraw from school and/or other actions that the Principal feels may be in the best interest of the victim and the accused

**SCHOOL THREATS AND VIOLENCE:** Morris Catholic does not tolerate threats and incidents of actual or potential violence. A student who makes threats shall be suspended from school. If it is deemed appropriate, the administration will require a psychiatric evaluation. Students who are allowed to return to school may only do so when the required conditions for readmission are met. A student's parents may be notified in writing that a second offense can result in dismissal. A re-admittance conference will be held with the student and parents.

#### **RSVP-3- Responsible School Violence Prevention, Preparation, Protection**

Under the direction of Sheriff James Gannon, the release of "RSVP-3 Morris County, NJ" mobile application has been formed to help combat school bullying/violence of any kind. This application enables law enforcement, educational and mental health partners, students, parents, and community members to connect, discover and anonymously report any act or instance that negatively affects, threatens, or harasses themselves, another individual, a friend, a whole family or family member, a school, or a community. The reported information will be received real time by trained professionals where it will be forwarded to the appropriate investigative team. The program's purpose is to counteract violence, intercept any school threat, report repeated harassment, intimidation, and/or bullying, and offer a connection and line of support to students, educators, parents and community members. It is important to note that the reporter shall have

the option to remain anonymous during all communications. The application can be downloaded through the Google Play Store and/or the Apple Store by typing in “RSVP-3 Morris County, NJ”.

Morris Catholic remains committed to the safety and welfare of its students, staff and community.

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

What constitutes a threat?

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

***DISCIPLINARY PROBATION:*** A student may be placed on disciplinary probation by the Principal for any serious offense or continued misconduct. Any student who is suspended will immediately be placed on disciplinary probation. Disciplinary probation gives a student a specific period of time to prove he/she will follow school regulations. If the student does not demonstrate growth within the probationary period, he/she may be dismissed from school. Student leadership positions (elected or appointed) may be forfeited due to this disciplinary situation. Other student privileges including, but not limited to, driving on campus, participating in athletics and/or extracurricular activities, attendance at school sponsored off-campus events, dances, proms, ceremonies, social and athletic events, may be revoked.

The terms of a disciplinary probation will be clearly communicated in writing. Refusal to agree to the terms of probation indicate an unwillingness to be a contributory member of the Morris Catholic community and, as such, is understood as a desire to withdraw. Involvement in a serious disciplinary infraction, in or out of school, while on probation, may lead to the student's dismissal.

While students may be placed on probation immediately following a serious infraction, the Committee on Student Standing may also recommend disciplinary probation if patterns of behavior disruptive to our community are observed. In such cases, the committee will make recommendations for probation to the principal. The Dean of Students will then communicate with families regarding the probationary status and the conditions thereof.

A student's exemplary behavior may expedite the terms of probation. Students will only be removed from probation following the recommendation of the Committee on Student Standing.

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

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

- The use, possession, sale or exchange of drugs, alcohol or any illegal substance on school property, at any school-related function (on or off campus), or on transportation to or from school or a school event
- Open or persistent defiance of authority
- A serious infraction by a student already on probation
- Two or more failures in year long grades
- Possession of a weapon (this includes, but is not limited to, guns, knives, tasers, weapon look-alikes, or any item the police department classifies as a weapon)
- Repeated truancy
- Chronic absenteeism for no substantial reasons
- Consistent bullying/harassment of any kind
- Threats and/or violence
- Vandalism of a significant and/or consistent nature
- Stealing

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

### 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 his/her recommendation to the president 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:

- 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 the school, expulsion is reserved to the President in consultation with the Principal and 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.

**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.

Random and suspected Drug Testing will be conducted by the Nurse and the Dean of Students throughout the year. The Parent/Guardian will be notified after the test is completed regardless of the result.

**COMMITTEE ON STUDENT STANDING:** The Committee on Student Standing may be convened to recommend to the principal and president the most appropriate course of action to be given to a student in a disciplinary situation. The Committee ordinarily convenes two times per year, in February and June. The committee makes recommendations regarding the academic or disciplinary status of students. They may recommend that a student is placed on probation, is removed from probation, or is separated from the school community.

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

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

- Smoking is not allowed at Morris Catholic and is prohibited in all areas of the school property. Violation of this regulation will result in an automatic suspension. Morris Catholic recognizes that tobacco is a gateway drug and highly addictive and that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors and school facilities. The use of tobacco products on school grounds, in school buildings/facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, faculty/staff and visitors and, therefore, prohibited. **“Tobacco Product” is defined to include all but not limited to cigarettes, cigars, e-cigarettes, blunts, bidis, pipes, vapes, juuls, chewing tobacco and all other forms of smokeless tobacco, rolling papers, and or other items containing or reasonably resembling tobacco or tobacco products.** “Tobacco use” includes smoking, chewing, dipping, vaping or any other use of tobacco products.
- 1<sup>st</sup> Offense: Two days out of school suspension; with a \$50 fine

- 2<sup>nd</sup> Offense: Four days out of school suspension; with a \$100 fine

**HALLWAY PASSES:** During school hours, passage throughout the campus, other than travel for regular schedules, will be monitored at the discretion of the faculty, staff or administration member. This could include paper or electronic passes or the honor system.

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

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

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

**FOOD/DRINKS IN CLASSROOMS:** Food is not permitted in the classrooms or halls during the school day unless authorized by a teacher or administrator. Only MC WATER BOTTLES are permitted in the classroom. These may be used at the teacher's discretion. No beverages are to be carried by students in the hallways in between classes. **No food may be ordered and delivered to the school. Student deliveries will NOT be accepted at the school during school hours.**

**PUBLIC DISPLAYS OF AFFECTION:** The school is an inappropriate setting for excessive public displays of affection between students. Students who need to be reminded will be asked to conference with school administration. The parents of students who are repeatedly reminded of such excessive displays of affection will be contacted and a meeting requested. Morris Catholic encourages the chaste development of romantic relationships at a time that is appropriate in a young person's life. Such relationships are regarded with the utmost seriousness as their end is a particular vocational response to God in marriage. In order to protect the dignity of this sacramental calling and of our young men and women, Morris Catholic requires that our students refrain from physical, amorous displays in community settings.

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

- Restitution is to be made by the student and his/her parents.
- The school may notify the local police authorities.
- Parents will be informed and assisted in providing an appropriate response to the situation.
- The student will receive a disciplinary action.
- The student who commits acts of vandalism on property not connected with the school violates standards of conduct expected of Morris Catholic students and may face school disciplinary actions.

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

- It is the responsibility of parents/guardians to provide for the transportation of their son/daughter immediately after school or at an appropriate time to be picked up.
- Parents of students that do not adhere to appropriate dismissal/pick-up times will be contacted for a conference with the Dean of Students.
- Students are expected to be in supervised areas at all times. As an exceptional courtesy, the school on most days provides supervision in a designated area from 3-5:30pm for students. **Students who remain after 5:30pm present a supervisory problem for the school.**
- Students in school after 3:00pm and not participating in an activity must wait in this designated area until they are picked-up (typically the Crusader Commons). Gates will be locked at approximately 3pm and will not be opened for forgotten items. At 5:30pm, the designated waiting area will be closed.
- The school does not permit students who have been dismissed to return to school after leaving campus, except if they are returning for a supervised activity. Morris Catholic does not assume responsibility for students after they leave the school grounds or their supervised activity.
- During the winter months, students finishing practice or waiting for rides after 5:00pm must wait in the designated area until they are picked up at the doors at the back of the gym, unless otherwise announced. In addition, students arriving for practice after 5PM should enter by the gymnasium back doors. Access to locker rooms will only be through the gymnasium during practice and will only be opened by coaches when allowing their teams to change.

### **UNIFORM DRESS CODE**

A Morris Catholic student strives to dress appropriately at all times. He/she is neat, modest, well-groomed and understands that he/she represents the school at all times. There are three special designations for the Morris Catholic Dress Code:

Common Dress Code	Formal Attire Dress Code
<ul style="list-style-type: none"> <li>• Fall/Spring/Friday Attire</li> <li>• Winter Attire</li> <li>• Begins on the first day of student orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Masses and formal events</li> <li>• Begins on the first Mass of the year</li> </ul>
<p><i>Fall &amp; Spring: Flynn O'Hara clothing with the option of the MC polo shirt instead of the Flynn dress shirt.</i></p> <p><i>Winter: No shorts. Flynn O'Hara clothing with ¾ zip sweater, sweater (pullover or cardigan). MC Polo shirts.</i></p>	<p><i>Boys: Flynn O'Hara clothing with tie &amp; blazer. (No polo shirts)</i></p> <p><i>Girls: Flynn O'Hara clothing with a blazer. (No polo shirts)</i></p> <p><i>All students must wear the Flynn O'Hara button down shirts for Mass.</i></p>

*Any deviation from Flynn O'Hara must be approved by the Dean of Students.*

**Physical Education Shirt and Short:** All students must wear the uniform physical education shirt and shorts. The items can be purchased through the school store. Spirit wear sweatshirts and sweatpants may be worn over the uniform when approved by the physical education teachers.

**Morris Catholic Polo Shirts:** These may be purchased from the campus store. Long and short sleeve options are available. Polo shirts are optional. **Polo shirts are not allowed on Formal Attire days.**

**Boys' Dress Code:**

- **Shirts:** Flynn O'Hara white or light blue, long or short sleeved, cotton, button-down oxford shirt. Sleeves may not be rolled and collar buttons are expected to be buttoned. The top button may be unbuttoned. MC Polo shirts may be worn throughout the year except on formal days.
- **T-shirts:** Short-sleeved **solid white or solid gray t-shirts** may be worn under the dress shirt.
- **Pants:** Flynn O'Hara navy blue or khaki polyester/cotton pants. Pants must be worn at the waist, be of appropriate size and length, and allow no undergarments to be shown. No side seam slits or ripped pants legs are allowed.
- **Walking Shorts:** Flynn O'Hara khaki shorts may be worn (not in winter)
- **Socks:** Mandatory.
- **Sneakers/Shoes:** All black or all white sneakers may be worn. Uniform shoes are Dirty Bue Oxford, Eastland Oxford, Penny Loafer or a Boat Shoe available at Flynn O'Hara they must be worn properly. Slides, flip-flops. Crocs or any type of backless shoes are not permitted - even on dress down/ tag days.
- **Hair:** Must be clean and neatly trimmed, above the top of the ears and eyebrows and above the top of the collar. Hair is not to exceed two (2) inches in height. Styles that include numbers, designs, carvings, dyes, Mohawks, faux-hawks are not permitted. **Should a student be asked to get a haircut or modify a color, he will have to comply within the established reasonable time.**
- **Facial Hair:** Boys are expected to be clean-shaven. No facial hair of any kind is permitted. If a boy is not clean-shaven, he will be asked to razor-shave immediately and will receive a detention. The student will be sent home if the infraction is repeated.
- **Jewelry:** Gauges (plugs or tunnels), and excessive jewelry are prohibited.
- **No Facial piercings/facial tattoos of any kind are permitted.**

**Girls' Dress Code:**

- **Blouses:** Flynn O'Hara white or light blue long or short sleeved, cotton, button-down oxford blouse. Sleeves may not be rolled and collar buttons are expected to be buttoned. The top button may be unbuttoned. MC Polo shirts may be worn throughout the year except on formal days.
- **T-Shirts:** Short-sleeved solid white or solid gray t-shirts may be worn under the dress shirt, and must not be visible.

- **Pants:** Flynn O'Hara navy blue or khaki polyester/cotton pleated or flat front pants only. Pants must be worn at the waist, be of the appropriate size and length, and allow no undergarments to be shown. No side seam slits or ripped pants legs are allowed.
- **Walking Shorts:** Flynn & O'Hara khaki shorts may be worn (not in winter)
- **Senior Skort:** Flynn & O'Hara navy or plaid skort (senior girls only) tights (black or blue color only) or socks must be worn with the skort at all times. Any infraction could cause the student (or all students) to permanently lose the privilege of wearing a skort to school. **If a senior girl receives 3 warnings about inappropriate wear of the skort, she will lose the senior privilege of wearing a skort and will have to wear pants for the remainder of the school year.**
- **Socks:** Mandatory.
- **Sneakers/Shoes:** All black or all white sneakers may be worn. Uniform shoes are Dirty Bue Oxford, Eastland Oxford, Penny Loafer or a Boat Shoe available at Flynn O'Hara they must be worn properly. Slides, flip-flops, Crocs or any type of backless shoes are not permitted - even on dress down/ tag days.
- **Hair:** Must be clean and well maintained. No outlandish styles or dyes with colors deemed beyond what may be natural to a person, are permitted. **Should a student be asked to modify a hairstyle/coloring, she will have to comply in an established reasonable time.**
- **Jewelry:** Gauges (plugs or tunnels), or excessive jewelry are prohibited.
- **No Facial piercings/facial tattoos of any kind are permitted.**

***Formal Attire:***

- **Boys:** Oxford dress code shirt, dress code long pants, dress code shoes, with the addition of a neck-tie and blazer.
- **Girls:** Oxford dress code blouse, dress code long pants or skort, dress code shoes, with the addition of a blazer.
- Formal Attire Days will be announced prior to the event.

***Winter Common Dress Code for All Students:***

- **Begins on a date following November 1st, as determined by the administration.**
- **School sweater/vest: All Freshmen, Sophomores, and Juniors** will wear the Morris Catholic, navy blue, school sweater, vest or cardigan purchased from Flynn O'Hara. **Seniors** have the option to purchase a Morris Catholic pull-over available in the campus store. Sweaters, vests and fleeces must be worn lower than the waistline. Dates to be determined by the administration.
- **Uniform shoes are required. There is a choice of three specified styles:**
  - **Dirty Bue:** Taupe suede, laced.
  - **Dress Oxford:** black only, smooth leather, laced (not athletic or walking shoes)
  - **Penny Loafer:** classic burgundy, black, or cordovan. No tassels, fringe, buckles, etc. **Brown or tan loafers are not allowed.**
  - **Boat Shoe:** leather type, brown, black or dark blue (no canvas or sneaker types). Must be one solid color (Sperry type is acceptable) Please do not purchase without approval from the Dean of Students.
  - **Sneakers - Solid Black or Solid White in Color -** sneakers may be worn (any brand) if they are completely black or white in color including the sole. The sneaker must be low top in style. No other sneaker will be permissible.

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

***Dress Expectations for Tag Days (a small fee donated to charity) or Dress Down Days (free)***

On specific days throughout the school year, students are allowed the option to “dress down” from the standard uniform code. All attire should be modest and respectful of all in the community. While some “Tag Days” have themes, such as “Twin Day” or “Spirit Day”, which carry a specific set of guidelines, “Tag Days” allow students to relax the dress requirements by wearing non-dress code apparel. Regardless of a specific theme for the day, students must adhere to the following expectations:

- No sweatpants with lettering on the back
- No excessively torn, ripped or cut pants
- No short shorts
- No pants that are too loose or too tight
- No undergarments that can be seen under the clothing
- No shirts with plunging neckline, midriffs
- No sleeveless or strapless shirts
- No sharp or exaggerated jewelry, or excessive hairstyles
- No slippers, flip-flops or backless shoes

Maxi skirts/dresses are acceptable for young ladies. The hem of the skirt/dress must fall to the knee.

Both young men and women should have their shoulders covered.

If students arrive at school improperly attired, he/she will be asked to change clothes and, at the discretion of the administration, may be sent home for the day. The student may possibly forfeit future “Tag Day” privileges. Participation in “Tag” or “Dress Down” days are at the discretion of the Administration.

***TRANSPORTATION AND CONDUCT ON SCHOOL VEHICLES*** : All students transported to and from school on any form of school or public transportation (school bus, charter bus, and public train) must be considerate of the safety and well-being of fellow passengers. Misconduct on a school bus can distract the driver’s attention from his/her primary responsibility of safely transporting all students in the vehicle. If a student is not following bus safety rules or shows disrespect to the bus driver or other student riders, the student will be subject to our discipline code.

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

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

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

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

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

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

**DRIVING AND PARKING PRIVILEGES:** Driving to and from school, as well as on-premise parking, are privileges. Students who wish to drive to school must obtain a driving permit application form on the school website, or from Mrs. Mizeski in the main office. The application must be signed by a parent or guardian and be accompanied by one sheet of paper with photocopies of, your liability insurance, driver's license, and vehicle registration. The fee for a parking space is \$150.00 Only standard, legal seventeen-year-old (or older) drivers will be issued parking permits; students with moped or agricultural licenses do not qualify for student parking permits.

- All students must park in an assigned numbered space between the lines at the front of the school. The families of student drivers who are improperly parked will receive a \$25 fine for the first offense; a second offense will result in a one-week suspension of parking privileges.
- Students are required to take the Safe Driving Seminars provided by the Driver's Ed Program with the Denville Police
- Parking permit tags will be available within the first three weeks of school for currently licensed students and will be available to those who begin to drive during the school year. The parking permit tag must be displayed only on the car's rear view mirror. Tags are distributed once the completed application and fee are submitted and processed. At that time, the student will be allowed to park on school property.
- Cars parked without permission or in restricted areas (faculty lot, fire zones, blocking traffic) are **subject to towing at the owner's expense**. Any student found parking on-campus without a properly documented permit will be subject to disciplinary action.

- No student is allowed to be in the parking lot except when arriving or departing from school. Students found going to their cars without permission during the school day may have their parking privilege suspended or revoked.
- Only one permit will be issued to each student.
- Students may not park cars overnight on the school grounds without the expressed permission of school administration.
- Student's vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle. Smoking in vehicles is also prohibited and carries the same penalty as smoking anywhere on school grounds.
- The Administration reserves the right to revoke the driving privileges of any student for any related disciplinary reasons. The driving privilege carries with it the responsibility to be both cautious and courteous and to observe all signs and regulations. The privilege will be suspended/revoked for reckless driving, speeding, or violating any NJ traffic law on school grounds, excessive tardiness by a student who drives, or for chronic violations of this policy. Any automobile accidents that occur on school grounds will be referred to the municipal police department.

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

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

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

#### ***EMERGENCY DRILLS***

***Fire and Evacuation Drills:***

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

***Lock-Down and Shelter in Place Drills:***

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

***Cooperative Drills:***

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

## ***XI. SERVICES and ACTIVITIES***

***CRUSADER COMMONS:*** This innovative work and meeting space is open before and after school and utilized throughout the day by teachers and students. It is a privilege for our senior class to eat lunch in Crusader Commons.

***EDUCATIONAL FIELD TRIPS:*** Students and faculty members may take educational field trips. No field trips will be allowed during the month of April. While on trips, students are expected to adhere to school regulations:

- Students must obtain a written permission form signed by their parents.
- Unless approved by the administration, students are expected to be in the school dress code.
- All students are expected to behave appropriately throughout the trip.

**THE CAMPUS STORE:** The Morris Catholic Campus Store can be found online and is staffed by parent volunteers. It will be opened at times announced (i.e. Back to School Night). For several days in late August, the Campus Store is open for extended hours to accommodate the sale of school necessities. The Store sells Morris Catholic clothing, toiletries, gifts and some school supplies.

**BOOK ORDERS:** Morris Catholic parents may use any book vendor of their choice unless specified by Morris Catholic High School. All students are expected to have all required books at the start of school.

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

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

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

## **XII. STUDENT ACTIVITIES AND ORGANIZATIONS**

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

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

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

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

***Academic and Service Related Organizations (For the 2024-2025 School Year)***

Albertus Magnus Institute  
 Campus Ministry  
 French National Honor Society  
 Language National Honor Societies  
 Key Club  
 Latin National Honor Society

*Magna Corda*  
 National Honor Society  
 National Thespian Honor Society

***Special Interest Club (Planned for the 2024-2025 School Year)***

Ambassador Club  
 Art/DIY Club  
 Baking Club  
 Black Excellence Club  
 Catholic Relief Service/Rescue the Refugees  
 Chess Club  
 Crusader's Choir

Crusader Athletic Council  
Dance Club  
Drama Club  
Ecology Club  
Fellowship of Christian Athletes  
Film Club  
Fishing Club  
Forensics—Public Speaking and Oratorical Performance  
French Club  
Gaming Club  
International Students' Club  
Italian Club  
Jazz Band  
Key Club  
Latin Club  
Mathematics Leagues  
MC Leads - Senior Leadership Team  
Model UN  
Multicultural Club  
Music Ministry  
Operation Smile  
Peer Ministry  
Pep Band  
Pro-Life Club  
Rachel's Challenge  
Robotics Club  
Yearbook Club - *The Shield*

### ***XIII. ATHLETICS/ELIGIBILITY***

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

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

Any student who is 19 before September 1 will not be eligible to compete in interscholastic athletics.

**Physical Eligibility for the Student Athlete** - Each candidate must have a comprehensive physical examination before the first practice or tryout session. This physical will remain on file for the entire school year and will be used for participation in more than one sport. If a student, during the season, sustains an injury requiring a doctor's care, a clearance note from the doctor must be presented to the athletic trainer before further participation is allowed.

The athletic trainer has the final decision as to the suitability of an athlete to play at a given time.

The “**Informed Consent Form**”, which cites the physical hazards inherent in athletics, is signed by both the student and the parent or legal guardian.

**Academic Eligibility for the Student Athlete** - Athletics is a vital element to any high school program, but a student’s first priority is academics. We desire students to perform well in BOTH areas.

#### **NJSIAA Student Eligibility Guidelines**

- All freshmen are eligible for the fall and winter activities.
- A student who is eligible at the beginning of a sports or co-curricular season/event shall be permitted to continue in the season/event until its completion.
- Students may attend an accredited summer school to make up credits to be eligible for the fall/winter seasons.

#### **Credits**

- At the end of the 1st semester, all 9<sup>th</sup> grade students must have passed 15 credits to be eligible for athletics in the 2<sup>nd</sup> semester. All 10, 11, and 12 grade students must pass 15 credits at the end of each semester in order to be eligible for athletic participation. Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester. These credit rules have been promulgated by the NJSIAA of which Morris Catholic is a member in good standing.

**Sportsmanship:** Morris Catholic prides itself on the sportsmanlike conduct of the athletes and fans. Morris Catholic fans are expected to show respect to officials, players, cheerleaders and game administrators. Verbal abuse is unacceptable and will not be tolerated by coaches and administration. Fans (MC or other) exhibiting unsportsmanlike behavior will be asked to leave the premises/facility. **A Sportsmanship Code of Conduct must be signed and submitted in order to participate in any aspect of the sport. The Code of Conduct can be found in the online Registration.**

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

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

Morris Catholic High School strives to provide a safe environment for all of its students, visitors, faculty and staff members; therefore, it seriously addresses the issues of controlled, dangerous

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

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

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

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

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

### ***Random Drug Screening Process***

#### ***The Random Screening***

1. This screening will be taken by students as a service to the parents and the student. It serves to inform the parents of possible drug/alcohol use by their child and to facilitate intervention where substance abuse is detected.
2. The screening is managed jointly between the school's Health Office and the Dean of Students.

3. Since Morris Catholic cannot offer drug abuse counseling on site, local resources are made available to parents to assist in dealing with its effects on the family.

### ***The First Positive Test***

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

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

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

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

### ***Subsequent Positive Tests***

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

- The student's behavior performance aside from the drug-related infractions
- The student's academic performance and status
- The student's demeanor regarding the digression and prospect of additional counseling and/or treatment

- The student's past or current involvement and/or progress in a counseling or treatment program
- Level of support provided through the student's home and available through other out-of-school resources
- The student's participation in extracurricular activities and non-academic privileges on and off campus
- A realistic appraisal of the safety and well-being of the student as well as the impact of his/her situation on the safety and well-being of the school community as a whole.

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

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

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

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

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

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

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

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

**XV. ACCEPTABLE USE OF TECHNOLOGY POLICY**  
**(This is in compliance with the Paterson Diocesan Technology Policy)**

Morris Catholic offers internet access for student use. As a 1:1 iPad school, Morris Catholic appreciates the role that technology plays in the everyday learning of its students. While iPads are the personal property of students, the school reserves the right to monitor, within reasonable limits, the internet usage of its students.

This document is the acceptable policy for your use of the computers and other technology resources of the school. While generic terms "computer" and "computer system" are used in this policy, this policy shall apply to all school-owned computers and other technological resources (audio-visual equipment, telecommunications devices, etc.) located on school grounds. This policy shall apply to all electronic databases, information and software, as well as to all physical equipment. This internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum.

Morris Catholic has the right to regulate the material you access or post in order to ensure that all use of the system is in accord with the Catholic philosophy of the school, and enforce all rules set forth in the school's discipline code, Diocesan policy, and federal and state laws. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system. Access to the internet is available through this school only with the permission of the Principal or designee and your parents, indicated by the signing of the Internet Use Agreement at the time of registration and re-registration.

***Personal Safety***

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

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

- You will not gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's files.

- You will not deliberately attempt to disrupt the system or destroy data spreading computer viruses or by any other means.
- You will not attempt to modify any of the school's computers or computer systems by changing the system, hardware, or software configurations.
- You will not use the system to engage in any other illegal act.
- Copying, loading, deleting, altering, or transmitting/receiving information without authorization is prohibited.

#### ***Inappropriate Access to Material***

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

#### ***Inappropriate Language***

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

#### ***Respecting Resource Limits***

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

#### ***Plagiarism and Copyright Infringement***

- You will not plagiarize words or ideas that you find on the internet.
- All material on the internet is copyrighted, whether the copyright symbol appears or not.

- Any information downloaded from the internet must be cited using MLA (Modern Language Association) standards.

### ***Your Rights***

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

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

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

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

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

### ***XVI. COMMUNICATION WITH SCHOOL PERSONNEL***

In keeping with the Gospel principles of subsidiary, problems should be solved at the specific level whenever possible. Therefore, any concerns a parent/student may have should be handled directly with the person involved. Parents/students with any concerns (academic, disciplinary, athletic or otherwise), should first attempt to address the concern with the teacher, staff person or coach. This should take place via email or phone. After your initial communication should you feel the need for additional resolution, the following list represents the appropriate line of communication: Teacher/Coach, Academic Dean, Principal.

## ***XVII. BUILDING COMPLIANCE***

**INTEGRATED PEST MANAGEMENT:** In compliance with the New Jersey School Integrated Pest Management Act, Morris Catholic High School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, 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 Morris Catholic High School is our Facilities Coordinator, Mr. William Schilling, who can be reached at (973) 627-6674, extension 115. His mailing address is MCHS, 200 Morris Avenue, Denville, NJ 07834.

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

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

***Pesticides used or in use at Morris Catholic in the past 12 months***  
(none)

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

The administration appoints and 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 Director of Special Projects Office and can be reviewed upon your request.

**Annual Integrated Pest Management Notice  
For School Year 2024 - 2025**

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. [insert name of school or school district] has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

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

The IPM Coordinator for MORRIS CATHOLIC HIGH SCHOOL is:

Name of IPM Coordinator: WILLIAM H. SCHILLING

Business Phone number: 973-627-6674

Business Address: 200 MORRIS AVENUE, DENVILLE, NJ 07834

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be 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 Morris Catholic High School may use pesticides to control pests. 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 where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

**The following items must be included with this annual notice:**

- o A copy of the school or school district's IPM policy.**
- o The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.**
- o A list of pesticides that are in use or that have been used in the past 12 months on school property.**