

SAINT PETER'S PREPARATORY SCHOOL

144 Grand Street
Jersey City, N.J. 07302
www.spprep.org

POLICY AGREEMENT

School Year 2017-2018

**To be electronically signed by student
via Magnus, which can be accessed through your
PowerSchool student portal.**

PLEASE PRINT:

Last Name _____

First Name _____

Homeroom _____

Please read your copy of the 2017-2018 edition of the Student Handbook. After you have reviewed the material inside the handbook, sign the statement below by Monday, September 11, 2017, and retain this page in your Student Handbook. Additionally, you must electronically sign this page via Magnus. If this form is not electronically signed via Magnus, you may not be allowed to attend classes.

I have read the entire contents of the 2017-2018 Student Handbook and agree to abide by the rules, regulations, and policies of Saint Peter's Preparatory School.

Student Signature

Date

**To be electronically signed by parents/guardians
via Magnus, which can be accessed through your
PowerSchool parent portal.**

POLICY AGREEMENT

School Year 2017-2018

To be completed by PARENTS/GUARDIANS

STUDENT DATA

We, the parents/guardians of (please print student's name)

_____, understand and accept that we must provide the school registrar with:

- ◆ a functioning email address for at least one parent (to receive monthly newsletters for parents, other general announcements and for communication with teachers and administrators);
- ◆ a current telephone number (to receive automated calls regarding emergency closings of school, reminders of major school events , etc.);
- ◆ a current mailing address (to receive specific communication about student performance);
- ◆ a current Physical Examination Form (in order to maintain accurate health and safety records for all of our students).

POWERSCHOOL MONITORING

- ◆ We understand that we will regularly check grades and comments in PowerSchool at the midpoint and end of each marking period as well as at the end of the school year.
- ◆ We understand that we will regularly monitor our son's disciplinary status through PowerSchool and communicate our concerns, if necessary, to the Dean of Students.

COOPERATION WITH SCHOOL LEADERSHIP

- ◆ We agree to work in cooperation with the school leadership as they seek to carry out the school's mission statement, both on the levels of its individual students and the collective institution.
- ◆ We agree to participate in the positive promotion of school identity and will not engage in disparaging commentary about the school, its employees or its operational principles. Instead, we agree to bring any questions or concerns to the appropriate school personnel, in a spirit of cooperation and beneficial resolution.

Father/Guardian Signature

Date

Mother/Guardian Signature

Date

This page must be electronically signed by parents/guardians through Magnus, which can be accessed through your Powerschool parent portal.

INTRODUCTION

The Student Handbook is intended to be a guide to life at Saint Peter's Prep. Used in conjunction with the school website, www.spprep.org, and the Course of Studies brochure, it provides an essential road map for life at Saint Peter's for all in the Prep community. All parents, guardians and students are expected to know, understand and abide by the contents of this handbook.

Ignorance of the contents of this handbook will not excuse students from their responsibilities, or from appropriate penalties for violations of the rules, regulations and procedures of Saint Peter's Prep.

While intended to be as complete and helpful as possible, no handbook can address all the issues that surface in a school during the year. The judgment of the administration will be used to decide issues not herein discussed. The administration of Saint Peter's Preparatory School reserves to itself the right to interpret, amend or change the contents of this handbook at any time. Any changes will be posted to the "Student Life" page of the website.

Please make every attempt to route calls to appropriate offices. Calls reporting absences, in particular, are a cause of frustration to many at Prep when made to the wrong office. They should go directly to the **Attendance Office at 201-547-6399**.

Questions and comments are welcome and encouraged, and should be directed to the school administration.

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1. INTRODUCTION TO SAINT PETER'S PREPARATORY SCHOOL

MISSION STATEMENT

Saint Peter's Prep is a Catholic, Jesuit college preparatory school which seeks to form young men of competence, conscience and compassion.

Both enriched and challenged by its diversity, Prep is a community of learners seeking to find God in all things.

The academic, athletic, co-curricular, spiritual and service programs aim to foster in students an understanding of the world and the courage to advance the common good.

GOALS: Each young man, upon leaving Grand and Warren, should be open to growth, intellectually competent, religious, loving and committed to doing justice. In accordance with the stated philosophy of the school, Saint Peter's Prep strives to achieve the following goals:

Open to Growth

- ◆ To encourage students to see life as a continual journey and to remain open to the movements of the Spirit – intellectually, socially and religiously
- ◆ To provide an atmosphere which allows students to take risks, explore new possibilities and to learn to respect opinions which differ from their own
- ◆ To nurture an appreciation for truth, the desire to seek it, and an acceptance of the challenges which it presents
- ◆ To foster a life-long habit of reflection

Intellectually Competent

- ◆ To develop in students the spirit of academic inquiry which leads to a thirst for knowledge and a love of learning
- ◆ To develop in students the ability to think critically
- ◆ To develop effective skills in both written and oral communication
- ◆ To provide for the mastery of academic skills which stress the mental discipline of cumulative learning
- ◆ To enable students to access information needed for subsequent reflection and analysis
- ◆ To provide opportunities for growth in affective, creative and physical areas, and foster a sense of aesthetic appreciation

Religious

- ◆ To provide opportunities for all members of the community to explore and deepen their personal relationship with God
- ◆ To help all students appreciate the sacred and see the grace of God in the world and in us
- ◆ To encourage all students to celebrate their faith as members of a community of believers

Loving

- ◆ To foster in students a sense of integrity, of responsibility, and a sense of self-worth
- ◆ To provide an atmosphere which respects and celebrates the diversity present within the community, our society and the world
- ◆ To provide an atmosphere which enables students to develop relationships of friendship and trust with both their peers and the adults of the community
- ◆ To encourage all to take those actions which seek the ultimate good of others as an expression of the gospel value of love

Committed to Doing Justice

- ◆ To foster a personal conversion from selfishness to selfless service
- ◆ To encourage students to speak out and act against injustice, and to avoid simplistic answers to complex moral questions
- ◆ To form young men of courage and conviction who put their faith into action
Ad Majorem Dei Gloriam – for the greater glory of God.

THE SCHOOL SONGS

The Alma Mater -- Pride and Glory *(to the tune of "It's An Old-fashioned Garden")*

*It is our Pride and our Glory
Old in song and in story;
And we cherish your name
And we love your fair fame
For the Days of long ago;
And we your sons will be loyal
To Saint Peter's so royal --
May your banners still guide us
Wherever we go!
It is a story of gladness
With no shadow of sadness:
Our years spent with you,
Saint Peter's so true,
And you hold our hearts' love yet;
And through the years we will treasure
With a joy beyond measure --
The gifts you have given
We shall never forget.*

The Fight Song -- A Peter's Team *(to the tune of "It's A Grand Old Flag")*

*It's a Peter's Team
That can turn on the steam
When it's pinned to the wall by a foe;
It's the reason why
We stand and cry:
"Saint Peter's, let's up and let's go!"
Every heart beats strong
when the Prep rolls along
As they smash and they crash below;
Should old traditions be for naught?
Keep your eye on the Prep -- Let's Go!!*

2. RELIGIOUS LIFE

The vision of Saint Ignatius Loyola, the founder of the Society of Jesus (the Jesuits), animates our work at Saint Peter's Prep. Whether it's while playing basketball in the courtyard or performing research in the library, praying on retreat or serving meals in a nearby shelter, Prep seeks to provide its students with everyday experiences of God.

Students explore and begin to better understand their faith through the school's religious education curriculum and the programming of the Office of Campus Ministry, which organizes liturgical, retreat, and service opportunities throughout the year.

The entire school community comes together several times a year for liturgies and prayer services -- including the Mass of the Holy Spirit, an ecumenical Thanksgiving prayer service, a Christmas liturgy, an Arrupe Week liturgy, and seasonal reconciliation services.

Non-Catholic students are welcomed and encouraged, though not required, to attend school-wide Masses, other than those school-wide occasions specified above. Liturgies at Prep are a time for the school to come together as equals in the eyes of God and recognize the gifts of the whole community. The presence of non-Catholic students at these events enhances our commitment to one another. Non-Catholic students wishing to be excused from liturgies should submit a letter outlining the reason(s) for the request to the Director of Campus Ministry. The letter, which is to be submitted each year in September, must be signed by a parent or guardian. Non-Catholic students are expected to be present at school even if they are not attending liturgy.

All non-Catholic students are encouraged and expected to actively participate in their own faith communities. The Director of Campus Ministry should be informed if Prep can support this participation in any way.

Excused absences will be granted for the important religious holidays of other faiths. The Dean of Students' office should be notified in advance of these holidays, as with other excused absences.

All students must take part in the school's required retreat program during freshman and sophomore year; retreats in the junior and senior years are optional. All students, regardless of faith, must also take part in the school's mandatory Christian Service program, which takes place in the freshman, sophomore, and junior years.

Complete information on the spiritual life of the school may be found on the Campus Ministry website at <http://spprep.org/ministry>.

3. ACADEMICS

Policies, rules, and procedures that govern a Prep student's academic life are designed to help students in their pursuit of a high school education that prepares them for college and for life. Questions about a particular policy, rule, or procedure should be sent to the Vice Principal by email.

A) Communication: Saint Peter's Prep uses email for its official communications with students and parents. The offices of the Principal, Vice Principal, and Registrar use email to communicate with parents, guardians and students about academic matters, including class registration, class schedules, progress reports, grades, parent-teacher conferences, and academic eligibility; therefore, it is of the greatest importance that parents and guardians provide Saint Peter's Prep with correct email addresses and that they notify the school of any changes in email status as soon as they occur. It is equally important that every student use his Prep email account and check it frequently. *Students are responsible for checking their email accounts regularly and for all information sent to their student email accounts.*

B) Program of Studies: Saint Peter's Prep offers a college preparatory curriculum that provides a well-balanced course of studies to meet the needs and interests of its students. Each year, a student must take the equivalent of six one-credit courses (six year-long one-credit [1.0 credit] courses or a combination of year-long one-credit courses, and semester-long half-credit [.5 credit] courses to equal six credits), plus courses in Guidance, Physical Education, Health and Christian Service, if required.

To graduate, every student must complete at least 26 credits of academic coursework, including the following: 4 credits of religious studies, 4 credits of English, 1 credit of Latin, 2 credits of the same modern language, .5 credit in fine arts, 3 credits of history, 3 credits of mathematics (4 credits recommended), and 2 credits of laboratory science (3 to 4 credits recommended). He also must take health in freshman and sophomore year and physical education all four years. In addition, students must complete required courses in group guidance and fulfill the Christian Service requirement. A detailed description of graduation requirements, the course selection process, and departmental course offerings can be found in the "**Course of Studies**" book, which is available online on the "**Academics**" page of the school website.

Saint Peter's Prep offers Honors and Advanced Placement (AP) courses in English, Latin, modern languages, history, mathematics, and science. Admission to Honors and AP classes is competitive and is based on a variety of criteria developed by the individual academic departments in conjunction with the Administration.

All students in AP classes are required to take the AP test at the end of the year. Students who do not sit for the AP test will have the AP designation removed from their transcript.

Prep limits the number of honors courses and the number of full-credit subjects a student may take in a given year. Guidance counselors will review the course requests of each of their students prior to final approval of the course of studies. The vice principal's approval is needed before any student may take more than four Honors and/or more than six full-credit courses. No student may take more than four Advanced Placement courses during a given school year.

C) Course Registration and Scheduling: Course registration and scheduling is handled by the Vice Principal's Office. Every effort is made to accommodate the individual needs and course preferences of each student. The course selection process, whereby students request their courses for the following school year, begins in late winter. It is a collaborative process that involves students, parents, guidance counselors, teachers, department chairs, and the administration. Once the student has submitted his course requests, any change either to his requests or his schedule of approved courses requires both a written request to the Vice Principal by the student and parental approval. Because of scheduling constraints, there is no guarantee that changes can be accommodated. Changes based on a student's preference for a teacher will not be considered. After August 31, a \$40 fee will be charged for any course change, with the exception of changes that are initiated by Saint Peter's Prep.

In the case of a scheduling error or conflict, the student should notify the Vice Principal immediately upon receipt of his schedule.

Each student should consider seriously all options and implications when selecting courses and course loads. Once classes are underway, changes are made by the Vice Principal only for the most serious reasons, after consultation with the student's teacher and guidance counselor. Finding a class to be more challenging than expected is not considered an acceptable reason for a change. A student who has enrolled in a seventh major will not be permitted to drop the course on the basis of workload.

Placement in Honors and AP classes is competitive and space often is limited. Once a student has accepted placement in an Honors or AP class, his schedule generally will not change. Requests for transfer from Honors or AP classes are granted infrequently and only for good cause. All such requests must be made in writing to the Vice Principal no later than the end of the second academic cycle of the first quarter of the school year. Changes will be made by the Vice Principal only after consultation with the student, his teacher, and his guidance counselor, if good cause is shown, space and scheduling constraints permitting.

If a student does not demonstrate successful performance in Honors or AP coursework, his teacher may recommend to the Vice Principal that the student transfer to a non-Honors or non-AP section of the class.

The final determination of course placements, course changes, and scheduling rests with the Administration.

D) Books: Each student must have the required texts for all of his courses. Some texts are included as part of each student's book fee and are the student's to keep; other texts are on loan from the State of New Jersey. Once the student receives his books at the start of the school year, he should inscribe his name on the front cover of each book and, for state textbooks, on the page designated by the textbook coordinator. State textbooks must be properly cared for. Papers and other materials should not be stored in state texts.

State texts must be returned in good condition upon the completion of the course. A student who fails to return a state textbook or who returns a textbook in damaged condition, not counting normal wear and tear, will be charged a fee of \$75.00 per book. If a book is later found and returned, the school will issue a refund of \$70. If a student receives a damaged text in September, he must immediately report the damage to the state textbook coordinator, in person and in writing, otherwise he may be billed for damage upon completion of the course. If a text becomes damaged during the academic year, the student should inform the state textbook coordinator immediately. Decisions by the coordinator about state textbooks are not subject to appeal.

Non-state textbooks which have been lost may be available for purchase from the Prep Campus Shop if the book fee has been paid. The school does not maintain a supply of non-state books during the school year; therefore, students should ensure they have paid their book fee prior to the beginning of the school year in order to receive their books in a timely manner. Failure to pay the book fee, as with any other fee, may result in the student's not being allowed to attend class.

Many questions regarding assigned texts and other books are answered on the Parents page of the Prep website under "Books."

E) Homework: Students are expected to be prepared for their classes each day. Homework is a means to achieve this and is a regular component of the learning process at Prep. Students should expect to have homework every day. Homework includes written work, reading, review, research, writing, projects, and other work that is assigned by the teacher. If a student is to profit from the prescribed curriculum and achieve success in his studies, he should expect to spend two to three hours each day on homework. Each student must reflect carefully and decide upon the time he needs to commit to his studies to achieve success.

F) Semester Exams: Several days are designated at the end of each semester for semester exams. Senior final exams follow a separate schedule to allow seniors to complete their academic year several days earlier than the underclassmen. All exams must be taken at assigned times except for serious reasons; students who miss an exam without grave cause risk failure of that exam. Exam schedules are posted on the school calendar in advance of the start of the school year. Families should consult the school calendar to avoid making plans that interfere with exam weeks. Proms and related activities, travel, and camps do not justify deferral of a scheduled exam. Only students with an approved absence will be allowed to take a make-up exam. **Students who are absent from an examination because of illness must present a doctor's note on the day they return to school in order to be approved to take a make-up examination.**

Exemptions from exams will be granted to **seniors** and underclassmen taking senior courses according to departmental policies. For full-year courses, exemptions are available only in the second semester. For one-semester courses, they are available at the end of the semester.

With the exception of students who are exempt from exams, all students are required to take scheduled exams. Students are expected to give their best effort when studying for and taking mid-term and final exams and/or completing final projects or papers that are assigned in lieu of an exam. Students who leave substantial portions of an exam blank or otherwise indicate their inability or unwillingness to complete an exam or final project or paper are in jeopardy of failing the course for the semester or the year.

The following general rules apply to all mid-term and final exams:

- ◆ Students should not bring overcoats, athletic equipment, and other bulky items to the exam room. These items should be left in the locker. A student who is sent back to the locker by a proctor will not be given extra time to complete the exam.
- ◆ Book bags and backpacks may be brought to the exam room but must be left in the front of the room.
- ◆ Students must turn off cell phones and lock them in their lockers or secure them in their book bags or backpacks.
- ◆ Students are expected to be in the exam room on time. If a student is late he must go to the attendance office, sign the late book, and receive a late slip.
- ◆ Students are expected to be in dress code during exams.
- ◆ On each final exam day, students should bring the state textbooks associated with that exam to school and return them to the state textbook coordinator.

Specific exam procedures will be published in advance of the exam. Failure to comply with general or specific rules and procedures may result in *JUG*.

Students are expected to follow Prep's rules governing academic integrity at all times. Penalties for disregarding these rules are especially severe at exam time, as they may result in failure of the course and expulsion from Prep. At a minimum, any student discovered cheating on an exam or its equivalent will receive a zero and fail the course for the semester; any student discovered cheating on a second semester exam or its equivalent will fail for the year. A second semester senior discovered cheating on an exam will receive the aforementioned penalties and, after administrative review, may be prohibited from participating in graduation ceremonies.

G) Academic Integrity: Academic integrity is given the highest priority at Saint Peter's Prep. Academic integrity requires that one be honest in all aspects of his own academic life and that he protect the honesty of his own work and the work of others. All Prep students are responsible for preserving their own academic integrity and for being mindful of the academic integrity of the school itself. To reach these goals, students must be sure to do the following:

- ◆ complete their own homework and in-class assignments and be careful to make a distinction between helping another student understand problems and concepts related to the work and simply allowing another student to copy work;

- ◆ complete their examinations without seeking help from, or offering help to, another student, or obtaining help from an outside source;
- ◆ conduct their own research for papers, projects, and other work, and acknowledge the contributions of others to that work by accurately and completely citing sources;
- ◆ produce their own original work on all papers and projects and refrain from copying from others.

Plagiarism - Although the use of digital technology has changed the way we perform research, it has not altered our firm stand against plagiarism. Successful research demands that students refer to the scholarly works of others and, in turn, incorporate these findings into their own prose. Students must distinguish between legitimate and illegitimate usage of scholarly material. Deliberately taking reference information and presenting it as one's own is plagiarism. Students are especially cautioned to be aware of plagiarism. When researching papers or other work, appropriate credit must be given to all sources. Merely changing words without documenting the source of the words/idea is plagiarism. Questions about appropriate documentation procedures should be directed to the course instructor. Ignorance of the standards of documentation is an unacceptable excuse for plagiarism.

While in no way intended to be a comprehensive list, the following are all examples of behavior that violates the academic integrity that Saint Peter's Prep expects from its students:

- ◆ Copying from other students or allowing others to copy;
- ◆ Copying from someone else's paper during a test or quiz or allowing others to copy;
- ◆ Using a communication device during a quiz, test or exam;
- ◆ Looking in a book or at notes during a closed-book quiz, test or exam;
- ◆ Giving or selling information about all or part of a quiz, test or exam.
- ◆ Absenting oneself from school, or intentionally missing a class to avoid a test, quiz or the submission of a paper.
- ◆ Taking another's idea - even a fellow student's - and writing about it without giving that person credit for having originated the idea;
- ◆ Using the words, sentences or paragraphs of another without acknowledging the source;
- ◆ Purchasing the ideas and/or writings of another and using them as one's own;
- ◆ Accessing, editing or copying data from another's computer file or program;
- ◆ Downloading another's work from the Internet;
- ◆ Intercepting, altering or destroying data belong to another;
- ◆ Interfering with the intended use of hardware, software or files.

Violations of these and other behaviors that run counter to the principles of academic integrity will result in parental notification and a grade of zero on the assignment, project, quiz, test or exam. Violations may result in failure of the course, suspension, or expulsion from Prep.

Plagiarism, as with other forms of academic dishonesty, will result in a grade of zero on the assignment. In the case of plagiarism on a final project or major paper, failure of the course will result, as may suspension or expulsion from Prep; seniors involved in plagiarism on a final project or major paper may not be allowed to participate in graduation ceremonies.

Some research papers and projects are designated as a course requirement, and students must complete the required assignments to be eligible to pass the course. If such assignments are plagiarized or if they otherwise compromise the academic integrity that is expected of the work of Prep students, the student will receive a zero for the assignment and a failing grade in the course.

Saint Peter's Prep acknowledges Boston College High School, Boston, MA; St. Ignatius College Preparatory, San Francisco, CA; St. Joseph High School, Trumbull, CT; Isidore Newman School, New Orleans, LA; and Saint Peter's University, Jersey City, NJ, whose policies on academic honesty were useful resources in the crafting of this section of the handbook.

H) Grades: Grades are reported on a letter scale in all courses.

Introductory music and art courses for freshmen, health, physical education, group guidance, Instrumental Music, and Christian Service are graded on a Pass/Fail basis.

Teachers have discretion in choosing their own method of grading assignments, homework, assessments, and other student work, and in determining the weights assigned to each category of student work. Grades do not necessarily represent a strict mathematical average; they do represent the informed judgment of the teacher and department chair on the student's level of proficiency with the knowledge, skills and applications that fulfill the objectives of each course. The following grading scale is used:

A+	(4.5)	Demonstrates outstanding proficiency with course objectives, indicating additional independent and creative work.
A	(4.0)	Demonstrates superior proficiency with course objectives.
B+	(3.5)	Demonstrates advanced proficiency with course objectives beyond basic proficiency (the B level).
B	(3.0)	Demonstrates basic proficiency with the knowledge, skills and applications that fulfill all course objectives.

C+	(2.5)	Approaches proficiency with course objectives.
C	(2.0)	Demonstrates partial proficiency with course objectives.
D	(1.0)	Performs below course objectives.
F	(0.0)	Fails to meet course objectives.

The National Collegiate Athletic Association (NCAA) converts grades to a 4.0 scale to determine NCAA eligibility. Information about NCAA eligibility is available from the College Counseling Office or the NCAA Clearinghouse website, www.ncaaclearinghouse.net.

D) Grade Reporting: PowerSchool is Prep's web-based student information system. PowerSchool is the tool with which Prep communicates student performance to students and their parents or guardians. Student attendance and grades are updated frequently to give students and parents/guardians current and useful information about student performance. By providing this information, we hope to encourage students to become more accountable for their school work and to assume responsibility for addressing academic issues with their teachers as they occur. During the final cycle of each marking period, PowerSchool access for parents and students will be shut off until the marking period grades are finalized. Parents and students will be emailed when they are able to view the finalized grades.

Parents and students can access PowerSchool through the Internet using the personal access code and password provided at the beginning of the school year. Information about parent access is provided by the Registrar's office.

The school year is divided into semesters, each consisting of two marking periods. Report cards are issued four times a year at the end of each marking period through PowerSchool. Progress reports are issued at or near the midpoint of each marking period through PowerSchool. Progress reports provide information about a student's performance before the end of the marking period. Every student who is at risk of failing (i.e., maintaining an average below C+) at the midpoint of the marking period should take steps to improve his performance by seeing his teacher during the **Academic Support period**.

Students must keep in mind that report card grades are based on an entire marking period, and it is possible for a student to fail a marking period even if he is in good standing when progress reports are issued. To maintain good grades or improve poor performance, all students should make wise use of the Academic Support period.

Saint Peter's Prep does not mail Progress Reports or Report Cards to parents. Parents and students are expected to view their progress report and report card grades through PowerSchool.

J) Calculating Report Card Grades: At the end of each marking period, a student receives a final marking period grade based on the work he has done in that period. At the end of each semester, a semester grade is calculated for each course. To calculate the semester grade, each of the two marking period grades (1st and 2nd, or 3rd and 4th) is valued at 40% and the midterm or final exam grade at 20%. For students who are exempt from the exam, the grade is simply the average of the two marking period grades. There is no final year average; each semester is distinct on the student's permanent record (transcript).

Honors and AP courses are not weighted nor are additional points assigned to the grade in an Honors or AP course.

The Grade Point Average (GPA) is based upon all year-long and semester courses taken and all grades received, with the exception of Pass/Fail grades, which are not calculated in the GPA. The GPA is an average that takes into account the unit value of each course.

Saint Peter's Prep does not report class rank.

K) Parent-Teacher Conferences: Parent-teacher conferences are scheduled after the first and second marking periods to allow for convenient consultation about student progress. Parents may schedule appointments with teachers through Prep's online booking calendar. Information about the scheduling process is provided by the Registrar in advance of parent-teacher conferences.

L) Honors: Outstanding academic achievement for individual marking periods is recognized at Saint Peter's Prep. Eligibility for the Honor Roll is not based on percentages. The Honor Roll is calculated as follows:

Each final letter grade has a corresponding point value. A+ = 4.5, A = 4.0, B+ = 3.5, B = 3.0, C+ = 2.5, C = 2.0, D = 1.0. F = 0.0. Honor roll is based on the average of all earned points for the reporting period.

First Honors is awarded to students with an average of 4.0 and no grade lower than a C+.

Second honors is awarded to students with an average between 3.7 and 3.99 and no grade lower than a C.

Honorable Mention is awarded to students with an average between 3.5 and 3.69 and no grade lower than a C.

Grades in all courses, except those graded Pass/Fail, are included in Honor Roll calculations.

A failing grade in a course graded Pass/Fail makes a student ineligible for Honor Roll.

At the Fall Honors Convocation, rising sophomores, juniors and seniors are honored for academic achievement based on the previous school year. (Graduating seniors are honored at the end of the year, in the days before graduation.) Awards for academic achievement for the school year are given to students who earn an average of 3.5 or higher in both semesters, with no individual semester grade lower than B.

At graduation, students with high cumulative averages are recognized with the distinction of graduating with **High Honors** or **Honors**. Seniors with a cumulative average of 4.0 or higher are awarded High Honors (“magna cum laude”). Seniors with a cumulative average of 3.7 to 3.99, are awarded Honors (“cum laude”).

GPA's are not rounded for the purposes of Honors designations.

M) National Honor Society: Selection to Prep's McNally-Sinnot Chapter of the National Honor Society (NHS) is based on demonstrated leadership, scholarship, character, and service during a student's tenure at Saint Peter's Prep. To be eligible, students must have a cumulative GPA of 3.7 or higher for the first three years at Prep and must have been enrolled in no fewer than two honors or AP courses. GPA's are not rounded for the purpose of NHS eligibility.

The selection process begins at the end of Semester 1 of junior year. Students receiving an application to apply for selection must submit necessary information by the specified deadline. Lack of active involvement in any of the four areas noted above can disqualify a student from selection to the NHS.

Saint Peter's Prep hosts chapters of the following honor societies representing achievement in languages: **Société Honoraire de Français (French); Deutsche Ehrenverbindung (German); Società Onoraria Italica (Italian); and Sociedad Honoraria Hispánica (Spanish)**. Selection criteria are provided to students by teachers in the Modern Languages Department, with induction during the spring of the year the student fulfills all eligibility requirements.

N) Browning Center: The Rev. John E. Browning, S.J. '46, Center at Saint Peter's Prep is an academic support program for students with learning differences that are documented by an IEP/ISP, 504 plan, or other professional assessment. Parents/guardians should provide a copy of such documentation to the Learning Specialist during the admission process. Once a student is admitted, parents/guardians are expected to inform their son's guidance counselor and the learning specialist of any changes in documentation or the student's classification, so that we may best address his learning needs.

O) Student-Teacher Difficulties: Most academic difficulties at Saint Peter's Prep are related to the student's understanding of subject matter. To resolve these difficulties, we encourage each student to work diligently, ask questions, and see his teachers during the Academic Support period.

At times, conflicts or disagreements between student and teacher may develop over assignments or grades or as the result of personality differences. The following steps must be followed to resolve these difficulties:

The student should discuss the issue with his teacher first. Most difficulties can be resolved at this level. If the difficulty is not resolved, the student should consult his guidance counselor. If there is still no resolution, the student's parent or guardian should speak with the teacher and guidance counselor.

As a matter of standing policy, the Vice Principal and Principal will not speak to students or parents about student-teacher difficulties until both student and parent have spoken to the teacher and guidance counselor.

P) Class Attendance and Excessive Absences: It is essential that students and parents understand that regular attendance is a critical component of success in school. Students who are frequently absent place themselves in jeopardy of failing their classes. Excessive unexcused absences will result in administrative review and may result in a student being required to remediate or repeat a course. Excessive unexcused absence is defined as missing more than six days in a semester without prior administrative approval. Exemptions from this policy will be granted only at the discretion of the Principal.

Q) Incomplete Work: All work must be completed by the date it is due. Only in exceptional circumstances will a student be permitted to turn in work after the due date. A student who receives a grade of Incomplete for a marking period must turn in all missing work by the end of the second cycle of the subsequent marking period. Failure to do so will result in a failing grade for that work. Extensions beyond this deadline must be approved by the Vice Principal.

After an absence it is the student's responsibility to make up assignments and tests that have been missed. The student must meet with his teacher on the day he returns to school to arrange to make up the missed assignment or test; tests must be made up no later than the third day after the student returns.

R) Supervised Study: Prep provides opportunities for supervised study for students who find themselves in academic difficulty. Supervised study may be scheduled during one or more of a student's free period and/or after school. Students who have failing grades, or whose grades indicate they are in danger of failing, in more than two courses during the first, second, or third marking periods or at the end of the first semester may be required to attend supervised study, at the discretion of the administration. Students on academic probation may be required to attend supervised study at any time during the school year. Students will be notified of their required attendance as soon as progress report or report card grades are available. Students may be released from the program by the Principal or Vice Principal when there is evidence of significant academic progress.

S) Academic Ineligibility for Athletics and Major Co-curricular Activities: All students have their academic progress formally evaluated eight times per year, in the middle of each quarter (through Progress Reports) and at the end of each quarter or semester (through Report Cards). Students who fail two or more courses for the first or third marking period or the first or second semester are suspended from participation in interscholastic sports or major co-curricular activities immediately upon the publication of the ineligibility list or the issuance of report cards, whichever comes first. Ineligible students may not be present at practices or meetings. They may be present at games but must be in normal clothes (no uniforms, warm-ups, sweats, etc.). Students may be present on the bench and may ride the team bus to games.

With the permission of parents and teachers, and with the approval of the Vice Principal, a process resulting in "probationary eligibility" may be initiated. **All students requesting probationary eligibility must see the Vice Principal upon receipt of report cards to initiate the process.** It is the responsibility of the student to initiate this process with the Vice Principal. Deadlines for securing probationary eligibility are strictly enforced.

T) Semester Failures & Remediation: Saint Peter's Prep issues final grades on a semester basis. In a full-year course, a grade of F or D in the **first semester** will stand unless it is remediated in the **second semester** with a grade of C+ or higher. Once the student earns the final grade of C+ in the second semester, the first semester F or D is remediated to a C.

If the student does not earn a grade of C+ or higher in the second semester, the F or D grade stands until it is remediated in summer school. Grades of F **must** be remediated; grades of D **should** be remediated. **Students are reminded that they must earn a grade of C+ or higher to remediate any failure or grade of D.**

A **second semester** grade of F in a full-year course results in failure for the year, regardless of the first semester grade. The failure **must** be remediated in summer school. A second semester grade of D in a full-year course **should** be remediated in summer school.

Any failing grade in a one-semester course **must** be remediated in summer school.

Saint Peter's Prep **strongly recommends** that students remediate all final grades of D. Students who earn grades of D will be ill-prepared to advance to the next level in a subject. In addition, it is not advisable to present transcripts with grades of D to colleges during the application process.

Once a grade of F or D has been remediated, a grade of C is entered into the transcript in place of the F or D. When the course is graded on a Pass-Fail basis, a P is entered in place of F.

Freshmen, sophomores, and juniors who fail any course during the school year must remediate that failure before the next school year. Students who fail to do so will not be permitted to return to Saint Peter's Prep for the following school year. No senior will be awarded a diploma unless he first remediates all failing grades.

U) Summer School: Remediation of all failed courses is a condition for continued enrollment at Saint Peter's Prep. All failures must be remediated in the Prep Summer School unless special arrangements are made with the Vice Principal or Director of Summer Programs for remediation in another program approved by the Administration.

Summer School dates are published on the online school calendar found on the school website. Students are expected to attend the full session; a strict attendance policy will be enforced, and failure to abide by the rules of attendance will result in failure of the course and dismissal from Prep.

V) Academic Probation: During the summer, after review by the Principal and/or the Vice Principal, a student may be placed on academic probation. During the following school year, the record of a student on academic probation will be reviewed during the middle and end of each marking period. A student on academic probation who is failing one or more courses during any of his reviews may be immediately dismissed from Saint Peter's Prep. A student on academic probation is expected to model exemplary effort in addition to excellent attendance, promptness and conduct. Generally, a student will remain on academic probation for an entire academic year; however, a student may be removed from academic probation, if in the judgment of the Principal, he demonstrates above average academic performance for two marking periods. In February, students may be placed on academic probation for the second semester subject to the conditions outlined above.

W) Academic Withdrawal: Any student who has multiple failures at the end of the first or second semester may be asked by the Principal to withdraw from Prep. Any student with three or more failures at the end of the second semester will be asked to withdraw from Prep. Exceptions to this rule are rare. Any student who does not remediate a failing grade in an approved summer session must withdraw from Prep.

X) Standardized Testing for College: All freshmen, sophomores and juniors will take the Preliminary Scholastic Assessment Test (PSAT/NMSQT). The PSAT is a preparation for the SAT as well as, in junior year, the qualifying test for National Merit Scholarships. These tests are administered in the fall at Prep during the regular school day. Students need not register separately for the PSAT tests.

Students must make individual arrangements to take the ACT and/or SAT. Juniors generally take both tests in the spring semester. Seniors generally take either an SAT or ACT once more in the fall. The tests maybe taken at any testing site.. Students bear the responsibility for registering on time for all standardized testing. Testing dates are available at www.collegeboard.com and www.actstudent.org. Prep's CEEB Code number is 310645. Students will need this number when registering for the SAT or ACT. Questions about the SAT or ACT should be directed to the College Counseling office.

Students are encouraged to take SAT Subject Tests after completing appropriate course work in that subject area, e.g., students who will sit for the Chemistry Subject Test should do so after completing Chemistry, Honors Chemistry, or AP Chemistry. Students should inform their teachers that they will sit for the SAT Subject Test in order to coordinate appropriate preparation for the test. Students bear all registration responsibilities for SAT Subject Tests and should consult with their guidance counselor to obtain additional information and to plan their testing schedule.

Y) Graduation: In order to receive his Prep diploma, each senior must successfully complete all his courses and fulfill all the requirements for graduation, as set forth in the Course of Studies book and the Student Handbook. Students failing three or more subjects are not allowed to participate in Prep's graduation exercises. Other circumstances may also warrant a student being denied the privilege of participating in the graduation ceremony. The final decision rests with the Principal.

All obligations, financial and otherwise, to Saint Peter's Prep must be met before Graduation. This includes the return of library books, athletic equipment, and other items borrowed from Saint Peter's Prep. Parents and guardians should contact the Finance Office if there are any outstanding financial obligations in order to make appropriate and reasonable arrangements.

The proper dress for graduation is a white jacket (no tails), white shirt, black trousers, black shoes and black bow tie. Additional details are provided in the spring. Each senior is given a boutonniere upon his arrival for the graduation ceremonies.

Graduation tickets and invitations are distributed to seniors during their last days of school. The number of tickets available to each graduate is based on the seating capacity of the graduation venue. Graduation seating is arranged to insure that the graduation exercises occur in an orderly and dignified manner in a comfortable atmosphere so all can see and hear the exercises.

4. SCHOOL PROCEDURES

The following school procedures have been designed with a student's well-being in mind. It is important for good order and the smooth operation of Saint Peter's that all members of the Prep community are familiar with them and observe them carefully. If a particular procedure or rule needs explanation or clarification, the Principal's Office or the Dean of Students' Office should be consulted.

In some instances, failure to follow the established procedure may warrant disciplinary measures for the student. Disciplinary action is administered with every effort at fairness, and assigned in accordance with the seriousness of the infraction. The most common disciplinary action is the issuance of "*JUG*" to the student by the Office of the Dean of Students. The mechanics of *JUG*, *JUG Review*, and *JUG Detention* are specifically outlined in section 6 ("Student Regulations").

A) Class Attendance: All students are required to be present and on time for all assigned classes during the school day. Failure to report to an assigned class will be regarded as a class cut. If a student is late for school and misses class, it will be considered a class cut unless otherwise determined by the Dean of Students.

If a teacher is not in class at the beginning of a period, all students in that class are to wait quietly for five minutes. If the teacher has not arrived after five minutes, one student will report to the Dean's Office. The remainder of the class will remain quietly in the hall. Any student leaving before instructions are received from the Dean's Office can receive a class cut.

A student who misses class due to lateness to school or for any other reason must see all teachers concerned before 3:00 PM. Failure to follow this directive will likely result in no academic credit for missed classwork, quizzes, tests, etc.

B) School Hours: Normal hours are from 8:10 AM through 2:50 PM (end of regularly scheduled school day). If a student's last scheduled class ends prior to 2:50 PM (the end of 6th period) and he wishes to leave the campus, he must sign out at the Attendance Office. **No student can sign out earlier than the end of 5th period without direct consent from the Dean of Students' office.** Once a student has signed out and left the campus, he cannot return for normal after-school activities (not including dances, night games, late practices, etc.). If parents do not want their son to have the option of signing out (i.e., they want him on campus until 2:50 PM each and every day) they should inform the Dean of Students' Office in writing in September.

During the academic year, all school business will be conducted between the hours of 8:00 AM and 4:00 PM, Monday through Friday. In the summer, business will be conducted between 8:00 AM and 3:00 PM.

C) Attendance & Absence: Attendance and punctuality are considered important aspects of student growth and education at Prep. Individual records will be closely monitored by the Dean of Students' Office and will be dealt with on a case-by-case basis. In cases involving excessive or patterned absence, intervention will likely occur and a student may be asked to withdraw from Prep. After any absence, it is the student's responsibility to make up assignments and tests that have been missed.

Parents/guardians must phone the Attendance Office (201-547-6399) no later than 8:10 AM each day a student will be absent and explain the reason for the absence. **On the day a student returns, an official school absentee form must be brought in and given directly to the Attendance Office.** The student will pick up a blank school absentee form at that time. The official school absentee form may also be downloaded from the school webpage, printed at home, completed by a parent and brought into school the day a student returns from an absence. Forms should not be left on desks or under doors without the permission of the Dean of Students. The form acknowledges the absence but does not necessarily excuse the absence.

In PowerSchool, absences will be recorded with either of the following designations:

- ◆ **AU** (Absent Unexcused) – describes all usual reasons for student absence (i.e. sickness, family vacation, etc.)
- ◆ **AE** (Absent Excused) – would normally include Prep-related activities (i.e. retreats) and family funerals or significant emergencies. Only the Dean of Students may classify an absence excused. This designation of absence will not count against a student's record of attendance.

It is crucial that families and Prep cooperate on attendance matters. It is absolutely unacceptable for a student to stay home or be late to avoid testing or to prepare for tests or other required work. Doing so may result in truancy or a class cut.

Any student absent from school is not permitted to attend any school functions (dances, games, practices, plays and the like), or those of other high schools with whom Prep cooperates, on the day of the absence unless he receives explicit permission directly from the Principal, Dean of Students, or Dean of Student Life.

Extended absences (5 or more consecutive days) or absences due to contagious illness require a doctor's note, in addition to the school absentee form, for re-admittance to class. Any absence during examination days or Prep Day requires a doctor's note.

First Period Privilege: A student who has a scheduled free during the first class period of the day may arrive at school in time for second period class. Once he arrives at school, he must sign in at the Dean of Students' office and remain on campus; only seniors may leave campus during a free period. First period privilege is granted to students based on Prep's trust in their judgment and their compliance with Prep's standards of behavior. The loss of this privilege is likely if a student's behavior warrants it; in the case of a student's loss of first period privilege, he must sign in with the Dean of Students' office before 8:10AM on those days when he has first period free.

Absenteeism is a permanent part of the official school records.

D) Anticipated Absences: Any time a student's absence or lateness is anticipated or known in advance, a note from a parent/guardian must be given to the Attendance Secretary at least two (2) school days in advance. The note should give the reason for the absence or lateness and a phone number where the parent/guardian can be reached. In the event of a request for an early dismissal, the time of dismissal must be stated in the note. It should normally be after, not during, a scheduled class. The student is responsible for all work and deadlines related to **missed** classes.

All non-emergency doctor, dentist and other appointments should be made after school hours (2:50 PM).

Seniors are allowed two excused absences to visit colleges and must fill out the proper forms in the College Counseling Office. Permission for more than two absences for college visits must be secured from the Director of College Placement and communicated to the Attendance Office.

Any student who has met the above requirements may participate in co-curricular activities on the day he misses classes.

E) Sickness & Medications: If a student becomes ill while at or near school, he should go to the nurse's office. Each time a student visits the Clinic, he will be given a Clinic slip which must be brought home to be signed by a parent/guardian and returned to the Clinic or Attendance Office the next day he is in school. The nurse will also record in PowerSchool the timeframe of the student's visit to the Clinic.

If a student must be sent home, his parent/guardian will be contacted and asked to pick him up. If he is absent for more than the remainder of that day, he will return with a note on the next day he is present for school. Students leaving school without the permission of the Nurse in concert with Dean of Students' Office, even if sick, will be considered truant.

Any student who misses class time due to his visiting the Clinic is not permitted to participate in athletic activity after school that day, without explicit permission from the Dean of Students or Director of Athletics. It is a student's responsibility to seek this permission, via Prep g-mail or in person, prior to the end of the school day.

Saint Peter's Prep is not authorized to distribute any type of medication (including aspirin) without the explicit permission of a doctor. Students will not be given any medication while at Prep without the written permission of a doctor. If prescription drugs are to be taken while at school, they should be brought to the Clinic/Dean of Students' Office. A note should be sent to the Nurse or Dean of Students explaining why and when the medication should be taken.

No student should carry prescription drugs on his person while at school. The Nurse, in concert with the Dean of Students, may grant exceptions to this policy after a specific written request by a parent/guardian and physician is reviewed by the Nurse.

F) Lateness: If a student is late for school (his first regularly scheduled class of the day), he must sign in at the Attendance Office. He will be given a time-stamped pink (*JUG*) admittance slip, which must be presented to his teacher. Students must always attend *JUG Review* (3:10 PM) when they are late for school. Each semester, however, a student will be pardoned from receiving *JUG* for the first offenses of both being "late to school" and "late to class," unless, for appropriate reasons, the Dean of Students deems otherwise.

If a student is so late to school that he misses more than half a class period, he will be issued a minimum of two (2) *JUGs*. If a student is so late that he misses an entire class, he will be issued a minimum of three (3) *JUGs*. Beyond that time, the number of *JUGs* assigned for lateness will be issued at the Dean of Students' discretion.

If a student arrives at school after 10:00 AM, he will not be permitted to participate in after school activities/athletics without the explicit approval of the Dean of Students or Principal.

G) Daily Announcements: Each student is responsible for reading the daily announcements and complying with any instructions that apply to him. Daily Announcements will be made available each morning in the following manner:

- ◆ Prep G-mail
- ◆ School bulletin boards and electronic displays
- ◆ Prep website and the iPeters app

The Daily Announcements will contain timely information concerning:

- ◆ The Dean of Students' Call-Down list
- ◆ Academics
- ◆ Clubs, Activities, and Campus Ministry
- ◆ Athletics
- ◆ Counseling and College Placement
- ◆ General school news

Through the Daily Announcements, key information concerning daily student life at Prep is communicated to the school community. A student's failure to make himself aware of the Daily Announcements will negatively affect his participation in the life of the school; furthermore, there may be specific consequences for a student not availing himself of the information in the Daily Announcements (i.e., missing an important meeting, failure to see the Dean of Students, etc.).

H) School Closings and Snow Days: The decision to close school for snow or other severe weather conditions will be made as close to 5:30am as possible. This is never an easy decision and is seldom a decision with which all agree. Prep students travel from over 100 different communities; a decision regarding snow or weather made in Jersey City may not be the right decision for students traveling from other towns. Ultimately, parents must make decisions about travel and safety if school is open and weather seems bad. Parents will be in the best position to know and understand local conditions. If school is open, Prep will try to remain in session for the entire day, so it may make sense for students to arrive late. If it is a snowy day, students are encouraged to use public transportation even if they normally drive themselves. Parking is often scarce in inclement weather and public transportation is less subject to problems. On days when school is dismissed early or canceled for weather or other reasons, all co-curricular activities will be canceled or postponed unless specific permission is secured from the Principal to conduct an activity. Students should consider co-curricular activities canceled unless they are specifically notified otherwise by coaches or moderators. This means all athletic practices and games will be postponed or canceled. In addition, meetings and other non-athletic gatherings are also postponed or canceled. If coaches would like to practice on days when school is canceled or dismissed early, they should contact the Athletic Director. The Athletic Director will then inform the Principal of each request and a decision will be rendered. Unless there are extraordinary circumstances, permission will not be granted for practice or games on these days. Other cocurricular moderators should contact the Principal directly for permission to meet on such days. Again, unless there are extraordinary circumstances, permission will not be granted to gather on these days.

School is generally canceled in inclement weather to ensure the safety of the entire Prep community. Holding practice, meetings or games on days when school is canceled runs contrary to the reasoning behind the decision to cancel.

I) Unplanned Early Dismissal: Situations (heating problems, extreme weather, etc.) may arise during the school year requiring unplanned early dismissal from school. In these situations, it is the expectation of Saint Peter's Prep that students will proceed directly home and notify their parents or guardians appropriately. Parents and guardians should discuss their expectations with their children for days on which unplanned dismissal occurs.

J) Assemblies and School Liturgies: When a school assembly is scheduled, no one is excused without the explicit permission of the Dean of Students or Principal. In the case of liturgies, all Catholic students are required to attend school-wide masses. It is the school's hope that non-Catholic students join in these celebrations. Those non-Catholic students wishing to be excused from liturgies should consult the Religious Life policy found earlier in this handbook. A letter must be on file with the Director of Campus Ministry before such permission is given. Any non-Catholic student with a parental note will study in a designated location during the Mass; any non-Catholic without a parental note will attend the Mass. The dress code is in effect at all assemblies and liturgies. **Student conduct should be of the highest order at all assemblies and liturgies.**

K) Lost and Found & ID Cards: Lost items, if found by someone other than the owner, should be turned in to the Dean of Students' Office, Attendance Office or Switchboard. Students looking for lost items should check these places immediately. The school will not be responsible for items lost by students. All found items will be held until picked up, or until the Friday following graduation. After the Friday following graduation, all found items will be discarded/donated.

If a student loses his ID card, it must be replaced immediately (cost to be paid by student) at the Assistant Deans' Office. Every student must be in the possession of his ID card at all times and must produce and/or turn over his ID card at the request of any faculty or staff member. Failure to have an ID card is a violation of the dress code and will result in *JUG*.

L) Driving and Parking: Students are expected to obey all traffic laws. The wearing of seat belts is required by law and expected of all Prep students and their passengers.

The availability of on-street parking in the Prep vicinity is extremely limited. All parking is by permit and subject to alternate side of the street parking regulations. Students are urged to use public transportation to travel to and from school. If cars are used, carpooling (when not in violation of driver's permit/license restrictions) is strongly encouraged. All students are reminded that driving to and from school is a **privilege** accorded to students by both parents and the Prep. The following regulations concerning driving and parking are in effect from 7 AM until 4 PM daily:

All students who drive to school must have a Jersey City permit. Information and applications can be found at the "Online Help Center" at www.cityofjerseycity.com. Students may not drive during school hours once the student has arrived at school. Once a car is parked, it is not to be driven until the student is leaving for home.

Students are not permitted to leave campus to move their cars during the school day unless they secure permission from the Dean of Students. Furthermore, cars are not to be visited/sat in during school hours. Failure to follow this regulation will result in, at a minimum, the loss of the privilege to drive to school.

Students are not permitted to park in Prep faculty parking lots. Parking in these lots is punishable by *JUGs* and a wrongfully parked car may be towed. Finally, nearby parking garages are not places where Prep allows any of its students to congregate/loiter. Behavior of this type will be regarded as a serious violation of Prep's trust and expectations of its students.

M) Fire & Lockdown Drills: Fire and lockdown drills are important for the safety of students, faculty and staff. Fire exit routes are posted in all rooms and everyone is responsible for knowing the route by which they will leave a building. All should exit quickly, quietly and in an orderly fashion. Students closest to the windows should close them, and the last person to leave the room should turn off the lights and close the door. Silence must be maintained throughout the drill. This is crucial in the event that special instructions need to be communicated. All should move away from the buildings as quickly as possible. Elevators should not be used during a fire drill or fire.

Misbehaving in any way during a fire or lockdown drill is considered a serious offense and will be punished by multiple *JUGs*, *JUG Detention* and/or disciplinary probation. The drill is not over until the entire class has returned to the room or an administrator announces the drill as completed. In the event a student or teacher pulls a fire alarm, he/she should report it to the Dean's Office immediately.

N) Guidance Counselors: Every student is assigned a counselor from the Guidance Department. These are trained professionals available to assist students in their academic and personal pursuits. There are also college placement counselors who work closely with upperclassmen to select and apply to appropriate colleges.

A student may freely arrange appointments to see his counselor or advisor, or he may be summoned to a counselor's office. If a student is scheduled to see a counselor during class time, he must inform his teacher **prior to the appointment**. If there is a quiz, the student should first take the quiz and then proceed to the counselor/advisor. If a full-period test has been scheduled, the student should inform the counselor, and the appointment should be rescheduled. The student is expected to sit for the scheduled test.

O) Change of Address/Phone Number/Guardian: The Principal's Office and/or Registrar must be notified immediately whenever a student's address, phone number, e-mail or guardian changes.

P) Death and Serious Illness: If there is a death or a serious illness in a student's immediate family (including grandparents), the Director of Campus Ministry and/or the Office of Student Life should be notified immediately so the Prep community can assist the student and his family.

Q) Home-School Communication: Honest and prompt communication between home and school is crucial if Saint Peter's Prep is to effectively perform the tasks with which she is charged. Parents are asked to inform Prep about any issues or changes at home that will affect their son's performance at Saint Peter's Prep. These issues include, but are not limited to, death, divorce, separation, illness, depression, substance abuse problems, noticeable changes in attitude or behavior, and lack of effort on homework. Counselors should be the first point of contact, but parents should feel free to discuss issues with the Dean of Student Life, Dean of Students, Vice Principal or Principal. Prep will do its best to keep the family appropriately informed. Families are encouraged to follow up as necessary.

Unsigned letters and anonymous phone calls will be ignored. For reasons of follow-up and confirmation, and to send clear messages about taking responsibility, letters must be signed and callers must identify themselves. Parents are asked to schedule appointments with teachers and administrators, when necessary, at a mutually convenient time. Individual phone numbers and email addresses of all teachers are available on the respective department pages on the school website; please communicate directly with teachers and do not leave messages with any offices. Parents should not approach teachers or administrators during the school day without arranging an appointment beforehand. Parents visiting Prep during the school day should check in at the Reception Area in Moriarty Hall and should move beyond the main lobby to see teachers only with the permission of the Dean, Vice Principal or Principal.

Parents of students who are experiencing academic difficulty in any subject (C or below) are asked to schedule meetings with the involved teacher during Parent-Teacher meetings in November and February.

There will be times during the school year when students will be informed of changes in policy either verbally or through the daily announcements; any significant changes will likely be posted to the school website. It is the expectation of Prep that students will appropriately inform parents and guardians of such changes and that students will respond accordingly to such changes.

R) Withdrawal: Before any student withdraws from Saint Peter's Prep of his family's accord, the student and his parents must speak to an appropriate combination of the student's guidance counselor, Dean of Students or Vice Principal. This should be done before any final decisions are made. No transcripts will be processed without this meeting. In addition, all financial obligations must be settled, and state books, locks, etc., returned before the withdrawal is processed.

S) Duplicate Mailings to Divorced or Separated Parents: Prep will duplicate mailings for divorced or separated parents who share tuition payments. Financial statements will be mailed to the responsible party (parties). If by court order there is to be no contact between the non-custodial parent and the school, it is the responsibility of the custodial parent to inform the Principal and supply appropriate documentation.

T) Tuition & Fees: Tuition for the Academic Year 2017-2018 is \$17,150.

Mandatory Fees Not Included in Tuition:

- **Registration:** A onetime only **non-refundable** fee of \$400 is charged to all new students.
- **Activity Fee:** This annual fee (\$750) is **mandatory for all students and is due in full on June 1st** this fee defrays the costs of non-academic programs. Included in these non-academic programs are all student activities, athletic programs and select campus ministry programs. **This fee is refundable until August 1st.**
- **Book Fee:** This annual fee (\$300) is **mandatory for all students and is due in full on June 1st.** This fee covers the cost of summer reading and books for each student's individual classes. **This fee is refundable until August 1st.**
- **Technology Fee:** This annual fee (\$250) is **mandatory for all students and due in full on June 1st.** This fee covers the cost of the school owned Chrome book device, software subscriptions, wireless infrastructure and support for the 1:1 Computer Program. **This fee is refundable until August 1st.**
- **Payment Plan Service Fee:** If you select a payment plan that incurs a service fee, it will be combined with the total tuition due and broken down into installments according to the plan you choose.
- **Late Fee:** A \$50 late fee is assessed for any payment received after the scheduled payment date.

Tuition Payment Plans:

Three plans are available. The payment amount is determined **after** all tuition assistance and scholarships have been deducted.

- **Annual Plan:** Full payment is due on **July 1st.**
- **Semi-Annual Plan:** The first installment is due **July 1st** and the second on **December 1st** (This plan incurs a \$50 service fee)
- **Eleven Month Plan:** Each installment is due **on the 1st of each month** from July through May (This plan incurs a \$100 service fee)

Saint Peter's Prep has contracted FACTS Management Company "FACTS" to provide tuition billing and collection services through an online portal. It is **mandatory** for every family to register for FACTS online at <http://facts.spprep.org> and provide all required demographic information and choose a payment plan. Once you are enrolled you can sign in and view your account at any time.

Payment Options:

Payments can be made through FACTS by automatic deduction, check or credit card. FACTS accept Visa, Master Card, American Express and Discover. If a credit card is used for payment(s) the responsible party will pay a 2.75% Convenience Fee to FACTS for each transaction. If you wish to make a payment over the phone or have any questions, please contact FACTS Customer Service at (866) 441-4637. The Finance Office will **only accept** bank checks, cash or money order payments at the school window.

Divorce Policy:

The Finance Office does not need any documentation if a divorced couple will be sharing one bill through FACTS and determining each person's percentage between each other. However, if you are a divorced couple that wishes to receive separate bills through FACTS, you must each submit a signed Tuition Contract along with a copy of the Divorce Decree so we can determine the percentages due for each responsible party. In addition, you must each enroll with FACTS and create your own User Id, Password and choose a payment plan.

Other Items:

Refunds for tuition paid in advance will be calculated on a pro-rated basis. All refunds will be made by check payable to the responsible parent or guardian.

Always put your son's **Name and Student Number** on all checks and money orders submitted to the school.

Returned checks for payments made at Saint Peter's Prep will automatically be deposited twice by the bank before being returned to the school. Checks returned by the bank will incur a \$50 NSF charge for each occurrence and result in our refusal to accept personal checks for all payments as long as the student is at Prep. Post-dated checks will not be accepted.

If there is a serious change in a family's financial condition, a parent or guardian should notify the Finance Office immediately. Prep will attempt to develop alternative payment arrangements within that school year. **It is our policy that ALL payments remain current throughout each school year in order for your son to attend classes, extracurricular activities, sports, etc.** Please note that if your account becomes delinquent and goes into the hands of a collection agency, you will be responsible for all collection agency fees.

If there is a serious change in a family's financial condition, a parent or guardian should notify the Finance Office immediately. Prep will attempt to develop alternative payment arrangements.

Extensions: A **short** extension of time may be granted for a serious reason, but only if requested prior to the due date. Requesting an extension before the tuition due-date avoids the late charge. Communication with the Finance Office is essential. **Extensions are not granted at the end of the semester or the end of the school year. Balances will not be carried over into the next school year. If a balance still remains at June 30th you will be required to withdraw the student from the school.**

ALL accounts must be completely up to date at the end of each semester and final exams. Failure to be current will result in your son not being allowed to return for the 2nd semester or take his final exams until tuition payments are completely up-to-date. He will be held from participating in extracurricular activities (i.e. athletics, prom, foreign exchange, trips, graduation, etc). In addition, his diploma and final transcripts will not be released until the tuition account is paid in full.

Change of address and/or phone numbers **must** be reported **directly** to FACTS in addition to the Principal's Office. If you have any questions or need additional information, please contact the Finance Office at billingquestions@spprep.org any documentation should be mailed to Saint Peter's Prep, 144 Grand Street, Jersey City, NJ 07302 to the attention of the Finance Office.

U) Scholarships and Tuition Assistance:

Tuition assistance requests must be renewed yearly through FAIR at www.fairapp.com. (DO NOT apply for Prep Financial Aid through FACTS). Applications and financial aid policies for the upcoming school year are available online at www.spprep.org/FinancialAid after February 1st. The deadline for financial aid is **April 15th**. In order for the application to be considered complete, both parents' financial information must be included. **Prep cannot award aid to anyone who has not completed the FAIR process.** After April 15th, we cannot guarantee the availability of financial aid for the next academic year. If you have any questions, please call Fred Galano, Director of Financial Aid at (201) 547-6382.

Saint Peter's Prep, as a member of the New Jersey Interscholastic Athletic Association, abides by their rules and regulations which prohibit Athletic Scholarships.

At the time of admission, a limited number of merit scholarships are offered based on performance on the entrance exam. These are the only merit scholarships Prep awards. These scholarships are automatically renewed each year if the student maintains at least a B average. Please contact John Irvine, Director of Admissions with questions and/or clarification.

The Prep recognizes no promise of grants/scholarships from outside institutions, organizations or individuals unless written notice of such is given to and accepted by the Financial Aid Office in writing. All tuition assistance is applicable to the total bill, not just to one payment (i.e. a \$500 grant does not eliminate the first monthly payment; it reduces each monthly payment proportionately).

Policy for Divorced Parents:

In the case of divorced parents who file for Financial Aid, each parent's need is evaluated independently of the others. The tuition payment responsibility stipulated in the divorce decree is used as the basis for allocating financial aid. Unless specifically stated in the divorce decree, Prep assigns equal responsibility to each party for determining need. **Therefore, if only one parent files a financial aid application, financial aid will be determined and awarded only for that portion of the tuition which is the filing parent's tuition payment responsibility; the non filing parent will be expected to pay his or her portion of tuition in its entirety.** Award amounts may be modified at any time based on current and subsequent stipulations of the divorce proceedings.

Please contact the **Director of Financial Aid** for clarification or questions.

5. SCHOOL FACILITIES

A) Library: The Siperstein Library, located in the English Building, is generally open every school day from 7:30 AM until 4:30 PM. A quiet atmosphere should prevail at all times.

All books, with the exception of reference and reserve books, may be checked out and borrowed from the library. Students must have their ID cards to borrow library books. Books may be renewed provided there is no waiting list for that book. A fine of \$.25 per school day is charged for an overdue book. It is the responsibility of the student to report to the librarian any marks or defects found in any book. Magazines and reference books must be used in the library.

In certain cases, student misbehavior in the library may result in a temporary loss of the privilege to use the library. The Dean of Students will make such a judgment, should it be deemed appropriate.

B) Lockers: Lockers are subject to inspection by the Administration at any time. Any problems with locks or lockers should be reported to the Assistant Deans' Office. If a lock is lost or damaged, there will be a \$5.00 replacement fee. Saint Peter's Prep will not be responsible for anything left in lockers. The school assumes no responsibility for articles lost or stolen anywhere on campus. Students are reminded to take extra care in ensuring that lockers are completely closed and locked and that their combinations remain **confidential**. All belongings should be secured in lockers and never left on the gym stage, cafeteria tables, in the recreation area or other such places. No student may switch locks or lockers without the permission of an Assistant Dean.

No items may be attached to the outside of any lockers. Those displays which cause physical damage to the lockers (i.e. glued decals, posters, or bumper stickers) or those which are deemed inappropriate may not be hung in the lockers.

C) Student Commons: In general, the Student Commons ("Commons") and the Warren Street Plaza are the only places in the school where eating may take place. Food and drink are available for purchase in the Commons. With the approval of a faculty member or coach, students may eat in activity rooms after 2:50 PM. Rooms should be left clean. Without the approval of the Dean of Students, faculty members may not grant permission to students to eat outside the Commons in classrooms from 8:00 AM - 2:50 PM. Students eating or drinking in common areas (halls, lobby, gym, etc.) are subject to *JUG* at all times.

Since the Commons and Warren Street Plaza are places where all students may eat lunch and snacks, it is important that every student be responsible and clean up his area when he has finished, so others may find a clean place at which to eat. Students share responsibility for keeping the Commons and Plaza clean and are expected, and may be asked by proctors, to help clean up in these areas. Each student is responsible for any trash on/under his table, whether or not he put it there. Throwing anything in the Commons is prohibited.

The Commons is available during class periods as a study hall and group work area. Appropriate conversation is permitted, but care should be taken not to disturb others. In our commitment to academic excellence and the spirit of the Magis, the playing of app-based and other recreational games is strongly discouraged during school hours. To facilitate clean up and supervision, students may be asked to move to certain sections of the Commons.

The dress code is in effect in the Commons (and all school buildings) at all times during the day. Suit jackets may be removed, however, while in the Commons.

D) Building Entry: Doors to the school are opened at 7 AM and locked at 4 PM. After 4 PM students should enter through the Prep main entrance in Moriarty Hall. The main entrance is located on the Warren Street Plaza. The wedging open of any door is strictly prohibited and punishable by *JUG*.

E) Campus and Off-Campus Privileges: The campus is defined as the school buildings, the sidewalks in front of the school buildings and the Warren Street Plaza. All students are expected to be on campus and available to the faculty at all times during the school day, except for seniors exercising their off-campus privilege and underclassmen patronizing the approved eateries during designated lunch periods. Students (except seniors) patronizing the approved eateries must return to the Commons or Warren Street Plaza to eat. There should be no loitering at the approved eateries. Students should exercise care, and look both ways, when crossing streets. Specific regulations concerning student responsibilities for being on campus can be consulted in the Student Regulations portion of the Handbook.

F) Visitors: Visitors to Saint Peter's Prep must check-in at the Reception Area in Moriarty Hall. Visitors should not be in the building beyond the first floor, unescorted, without the explicit permission of an administrator. Students from other schools visiting Prep for activities (play practice, for example) are not permitted to move beyond the Switchboard and/or main lobby unless accompanied by a moderator. Prep students in the company of visitors are expected to abide by this rule. Prep students subject themselves to disciplinary action if they are in the company of visitors outside the common areas of the Switchboard and/or main lobby without the explicit permission of the Principal, Vice Principal or Dean of Students.

6. STUDENT REGULATIONS

The purpose of these regulations is to ensure that each student will have the opportunity to learn and grow within the Jesuit framework that guides all aspects of student life at Saint Peter's Prep. These regulations have been formulated to foster the growth of the school community and the individuals who are a part of that community. The spirit of these regulations is one of student responsibility for student actions. The faithful observance of these norms for good order will create an atmosphere conducive to personal growth and academic excellence.

A) GENERAL BEHAVIOR: It is expected that Prep students will act as gentlemen at all times within and outside the school since they always represent Saint Peter's Prep. Although the officials of the school assume no responsibility for conduct away from the school premises, the students, in justice to the good name of Saint Peter's Prep, will be held accountable for any misbehavior which might compromise the reputation of Saint Peter's Prep. All moral standards and character expectations are in effect 24 hours a day, 365 days a year from registration until the end of graduation ceremony (or the day a student officially receives his diploma).

Conduct at school or elsewhere which compromises the health, safety and general well-being of any student or students, or which adversely affects the good name of Saint Peter's Prep, subjects a student to review and expulsion.

It is essential that all disciplinary matters be managed effectively and carefully; to this end, the Dean of Students may **suspend all school activities** for a student involved in an ongoing investigation until the matter is resolved. Appropriate communication with parents/guardians will be maintained, and their cooperation in such matters is expected and appreciated.

B) APPEARANCE AND DRESS CODE: One hallmark of a Prep student is his neat and proper appearance. The normal dress code requires that a student wear a suit jacket, sports coat, or official school sweater along with a dress shirt (i.e., one designed to be worn with a tie), dress slacks and dress shoes with dress socks. Clothes should be neat, clean and in good repair—i.e., no holes, tears, etc. Extremes in both dress and hairstyle are to be avoided. Technical fulfillment of the dress code while maintaining a sloppy appearance is in violation of the spirit of the dress code, and is punishable by *JUG*.

The Administration is the absolute and final arbiter of all issues surrounding the dress code. The statements below are intended to help guide and inform decisions about dress. In no way are they intended to cover all possibilities. If a student is uncertain about an article of clothing, he should ask the Dean of Students before wearing it or accept appropriate consequences.

Dress shirts are to be worn with properly knotted and positioned ties. Denim, flannel and corduroy shirts are not dress shirts; nor are Hawaiian shirts or those with large decals and lettering/numbering. Shirts must be properly buttoned and tucked into pants. Prep turtlenecks sold in the Campus Shop may be worn in place of a collared dress shirt; mock turtlenecks are not permitted.

Dress slacks only are to be worn. No denim look-a-likes; no pants with external pockets (sewn onto pants), decals, or lettering; no balloon pants, cargo pants, fatigues or sweat pants are permitted. Belts or suspenders must be worn with pants; belts with studs/metal points are not permitted. Pants should not be overly turned up at the cuff.

Dress shoes only are to be worn. Sneakers, sneaker look-a-likes, athletic shoes or athletic look-a-likes are prohibited as are shoes whose primary purpose is athletic. Clogs, sandals, moccasins are not acceptable. Footwear with thick white rubber-like soles are not permitted. **Boots** may be worn only during **seriously** inclement weather; the Dean of Students will decide and communicate such times to students. If boots are worn, pants may not be tucked into the boots. Appropriate dress socks should be worn with dress shoes; ankle socks and those normally worn for athletic purposes are not considered dress socks.

Suit jackets/sports coats or official school sweaters must be worn between classes in all common areas (halls, offices, etc.). With the permission of the teacher, jackets may be removed in the classroom. Denim, leather, or any jacket with decals, emblems, or lettering is not permitted during the school day. Athletic (i.e., varsity) jackets/coats are not permitted to be worn in place of suit jackets, sports coats or official school sweaters. Sweatshirts with or without hoods are not permitted. If a student is cold, he may wear a suitable sweater/cardigan (one that reveals a student's tie) under his jacket.

All clothing should fit properly.

Hair must be kept neat, clean and well-groomed; a student's hair may not be dyed, hanging below his eyebrows, cut into any degree of "Mohawk" fashion or have lines or designs shaved into it. Hair that hangs below the neck must be secured in an appropriate manner so that it appears neat. Facial hair, if neat, is permitted under the discretion of the Dean of Students. The Dean of Students is the final arbiter of what is and what is not an acceptable hair style.

Hats must not be worn inside school buildings. Hats worn in the building may be confiscated and may not be returned until the final day of school.

Earrings, if of a small, stud-type, are permitted (no more than one per ear). Oversized studs, "spacers," hoop earrings and those dangling below the ear are considered inappropriate and in violation of the dress code. Other "body jewelry," including nose rings and the like, is prohibited.

Tattoos are not to be visible during school hours.

ID cards must be in the student's possession at all times. Failure to have an ID card is a violation of the dress code as well as prevents a student from opening school doors.

Students in violation of the dress code will receive a minimum of one *JUG* and may be sent home to change. Students are expected to return to school properly dressed that day if they are sent home. Not returning to school will be considered truancy and will be treated appropriately. Repeated dress code infractions will result in escalated penalties.

Warm Weather Dress Code

The “Warm Weather” or “Spring” Dress Code eliminates only the suit coat and tie. Collared shirts may be worn as long as they appear neat and are tucked into the pants. All collared shirts should have minimum insignia or brand marking (i.e. no numbers on sleeves/back of shirt). Belts or suspenders are to be worn on pants.

Dress Down Guidelines

All students are to abide by the dress code while on campus on school days. Exceptions to this policy are permitted for physical education classes or co-curricular activities which require special attire, or by special permission of either the Dean of Students or Dean of Student Life. Common sense is the guide.

In general, students are expected to maintain a neat appearance during official school dress down days. Students should observe the following dress down guidelines:

- ◆ **Pants:** jeans, athletic/sweatpants, and dress shorts are permitted.
Flannel pajama pants are not permitted.
- ◆ **Shirts:** Appropriate tee shirts, sweatshirts and the like are permitted.
Undershirts and sleeveless shirts are not permitted.
- ◆ **Shoes:** Closed-toe shoes/sneakers and dress sandals are permitted.
Flip-flops and slippers (all back-less footwear) are not permitted.

Although dress down days permit a relaxed dress code, students should take care not to wear clothing that detracts from the general atmosphere of the school community. Any clothing which advertises messages inconsistent with the school's philosophy is strictly forbidden.

The Administration reserves to itself the right to determine neatness and to interpret the dress code.

C) COMMUNICATION DEVICES: Students may not use mobile phones—or to have such devices **in hand**—while inside the school's academic buildings between 8:10AM and 2:50PM. Because of the possibility of misuse, cell phones must be turned off and concealed while students are in class or in the hallways changing classes. If a student is observed in violation of this regulation, his device will be confiscated, given to the Dean of Students, and may be returned to the student after discussion. Repeated violations subjects the student to disciplinary measures, including but not limited to JUGs, parental notification, and prolonged confiscation of the device. Furthermore, a student who violates this regulation during an exam will receive a zero and subjects himself to further disciplinary action.

During school hours, students are not permitted to take photographs nor record video without the permission of the Dean of Students. Both on and off campus, students must be sharply mindful of the potential dangers inherent in choosing to digitally record certain scenarios and behaviors. The posting of such recordings to social media greatly increases the potential for damage.

A student's repeated failure to follow Prep's rules governing mobile and smart phones will likely warrant an appropriate investigation of the device by the Dean of Students or Principal. In certain cases, the Dean of Students and/or Principal may investigate the contents of a student's device if there is reasonable suspicion that it contains evidence of violation of school policy or behavior expected of a Prep student.

D) CHROMEBOOK USE: The usage of Chromebooks by students is intended for the enhancement of their learning at Prep. Students must follow all expectations and procedures outlined in Prep's Chromebook User Agreement, signed by each student and his parents/guardians at the beginning of the school year and which can be viewed on the school website. A student who uses his Prep-issued Chromebook in any way that violates Prep's philosophy and values subjects himself to disciplinary consequences. No student, by any means, is permitted to send an e-mail to designated large groups (i.e. "all students," "all employees," or class years).

E) SOCIAL MEDIA POLICY: When online, students are expected to conduct themselves in a manner that is consistent with Saint Peter's Prep's values. Especially because online activity leaves an indelible record, students should use great discretion and thoughtfulness when choosing to post commentary, upload imagery and generally express themselves in all online platforms. To that end, any specific instance of student online behavior that is inconsistent with Prep's values will be appropriately investigated and resolved by the Dean of Students. In such matters, full cooperation with the office of the Dean of Students is expected from students and their parents.

F) PASSWORD POLICY: Students are to keep their school network passwords strictly private and should take great care that they remain so. Beyond school-issued usernames and passwords, students would be wise to keep all passwords private, so as to regulate personal information and social postings on the Internet. With reference to Prep's social media policy, students are responsible for all posted information on their personal and registered accounts (i.e., Facebook, e-mail, and other Internet platforms). Furthermore, student knowledge of a teacher's password is absolutely forbidden; a student who by any means becomes aware of a teacher's password for any school network program (i.e. PowerSchool, network accounts, etc.) **MUST** report his knowledge of it immediately. Disciplinary consequences for any misbehavior in this regard will be swift and comprehensive, ranging from Disciplinary Probation to expulsion.

G) ALCOHOL AND OTHER DRUGS: Saint Peter's Prep, which works to develop the health and well-being of its students, is committed to creating an alcohol and drug-free environment at school and at school events. Prep believes that substance use by a high school student is unhealthy and therefore works to educate the school community about the inherent dangers of alcohol and drug consumption.

It is Prep's expectation that students' actions off-campus reflect the same stated beliefs. Parents/guardians should communicate with their sons in sharing their own expectations regarding substance use, and should refrain from providing students access to alcohol or drugs in their homes.

Any student found to have used or been in possession of drugs, alcohol, or other illegal substances, whether on or off campus, will be subject to disciplinary action as explained below.

Saint Peter's Prep recognizes that substance abuse or dependency is a treatable medical disease. Therefore, **any student who presents himself, of his own initiative, to the Dean of Student Life and/or guidance counselor with a drug or alcohol problem will be met with care and compassion.** Students not under the influence of a substance when seeking assistance will not be subject to disciplinary action.

There are four circumstances surrounding the use of drugs and alcohol that will result in the school intervening with the student and his family: 1) Suspected Substance Abuse, 2) Possession of an Illegal Substance in School or at School-Related Event, 3) Being Under the Influence of Substances While in School or at a School-Related Event, and 4) Distribution or Sale of Illegal Substances.

Suspected Substance Use

If any member of the school community, including fellow students, has reason to suspect substance use by any student, he or she should refer the individual to the Dean of Student Life. The Dean of Student Life, with the student's guidance counselor, will see that:

- ◆ The student is interviewed and appropriate data is gathered
- ◆ His parents/guardians are notified
- ◆ The Principal is notified

The Dean of Student Life and counselor will meet to determine a subsequent course of action that addresses the health and well-being of the student.

- ◆ If it is determined that the suspicions are unfounded the matter will be dropped.
- ◆ If it is determined that the student is in the experimental stages of substance use, he will be required to meet with the Dean of Student Life and/or counselor for information/awareness sessions about substance abuse.

- ◆ If it is determined that the problem is more serious, the student will be referred to a mandatory assessment by a medical professional to determine the extent of the issue and recommend further treatment. Students and parents must follow through with all of the recommendations of the assessment. Regular documentation regarding a student's progress must be made available to the Dean of Student Life to ensure the student's continued enrollment in the Prep community.

Possession of an Illegal Substance While in School or at School-Related Event

If a member of the Saint Peter's Prep community believes a student to be in the possession of an illegal substance on his person, his belongings, or in his locker, it is to be immediately reported to the Dean of Students.

If the student is found in possession of drugs or alcohol, the Dean of Students will:

- ◆ Place the student on Disciplinary Probation
- ◆ Notify the student's parents and guidance counselor
- ◆ Meet with the Principal

The Dean of Students and Principal will consider expulsion, punishment, and/or referral to treatment.

Being Under the Influence of Substances in School or at a School-Related Event

The initial actions following the identification of a student under the influence of drugs or alcohol will be to provide for his safety as soon as possible.

Medical treatment, if necessary, will be provided and the student's parents are notified to take him home.

The Dean of Students will make a recommendation to the Principal regarding disciplinary action, which could include expulsion, punishment, and/or referral to treatment.

Distribution or Sale of Illegal Substances

The distribution or sale of alcohol, drugs, or other illegal substances by any student, whether on or off-campus, seriously jeopardizes the individual's standing at Saint Peter's Prep and will likely result in expulsion.

Prep reserves the right to notify the police when a student has been involved in the distribution or sale of illegal substances.

H) GAMBLING: Illegal gambling is forbidden on campus. Any participation in illegal gambling, on or off campus, can subject a student to disciplinary action including *JUG* and/or probation and/or expulsion. Students involved in gambling are encouraged to speak with their counselor to address the issue. No card playing, dice, or other similar activities are permitted on campus without permission of the Dean of Students or Dean of Student Life.

I) SMOKING, TOBACCO & VAPING: Saint Peter's Prep is very mindful of the dangers and hazards of smoking. It is Prep's belief that responsible education includes education for health and creating a healthy environment for learning. In order that Prep might exercise responsible leadership which helps all learn of the dangers of smoking to smokers and non-smokers alike, smoking is not permitted in or around the school building at any time. This includes the use of smokeless tobacco (i.e., chewing tobacco). The buildings of Saint Peter's Prep have been designated as Smoke-Free; smoking by all members of the Prep community is thus prohibited in Prep buildings. Students are prohibited from using tobacco during the school day, including the student's commute to and from school. Smoking by students is also prohibited at and around all Prep events, including games, dances, activities and proms. Parents will be notified if their sons are found using tobacco. Students will face disciplinary consequences for tobacco use. Saint Peter's Prep applies all rules and regulations concerning tobacco use to the use of vapes and all e-cigarette devices.

J) LOCKER REGULATIONS: Lockers are provided to ensure the safe keeping of students' books and personal effects. Students are expected to keep their lockers neat and orderly—defacing a locker in any way will result in disciplinary consequences, including but not limited the loss of locker privileges.

The following regulations govern the use of lockers at Saint Peter's Prep:

1. General silence should be maintained in academic hallways during class time; therefore, use of lockers during class periods is discouraged.
2. Each student must ensure that his locker is closed, locked and secure.
3. Only school-issued locks may be used on lockers.
4. Lockers are to be kept clean and orderly, as are the hallways.
5. A student may use **only** the locker assigned to him.

K) OFF-CAMPUS PRIVILEGES: Students of Saint Peter's Preparatory School must be on campus and present to the faculty and administration during school hours. Saint Peter's Prep does grant the privilege, however, for its students to visit approved local eateries, which are in direct or close proximity to the school. The following regulations concern the time and manner in which students may enjoy off-campus privileges:

SENIORS

- ◆ Seniors are allowed to leave the campus, on foot, during free periods, except to return to cars.
- ◆ **Only seniors** have the privilege to remain and eat at off-campus eateries.
- ◆ All other school rules are in effect during these times, including rules about dress code, smoking, etc.

JUNIORS

- ◆ Juniors are allowed, during lunch and recess periods only, to walk from school a maximum of two blocks (no more than two streets crossed) to purchase food from local eateries found within this perimeter.
- ◆ Juniors must return to Prep with purchased food.

FRESHMEN & SOPHOMORES

- ◆ Underclassmen are allowed, during lunch and recess periods only, to walk from school a maximum of one block (no more than one street crossed) to purchase food from local eateries found within this perimeter.
- ◆ Underclassmen must return to Prep with purchased food.

In all cases, students should exercise great caution when crossing streets. Violations of these regulations—or any student misbehavior while off-campus—will result in significant disciplinary consequences, including JUG, the loss of off-campus privileges, or other penalties.

No student, including seniors, is permitted to be off-campus during Community Period.

L) ANTI-HARASSMENT POLICY: As a Jesuit institution, Saint Peter's Prep follows an educational tradition which is based on respect. As stated in *Go Forth and Teach: The Characteristics of Jesuit Education*, "School policy and school life encourage mutual respect; they promote the human dignity and human rights of each person, adult and young, in the educational community."

All members of the academic community of Saint Peter's Prep, whether faculty, student or staff, are entitled to an environment where the pursuit of common goals is free from the chilling effects of harassment in school and/or through "cyber-bullying," e.g., the misuse of e-mail, other Internet communication, text messages, cell phones or pages. The harassment of others because of religion, race, gender, national origin, age, color, physical or mental disabilities, or sexual orientation is a form of discrimination. It creates a hostile, offensive and intimidating environment that interferes with work or study. It contaminates the atmosphere of trust that must exist in a school environment to foster independent, creative learning.

This includes sexual harassment. Sexual harassment is against the law, and Saint Peter's Prep will not tolerate sexual harassment of any student, faculty member or other employee. Sexual harassment includes such behavior as unwelcome physical conduct, sexually explicit language or gestures, which can include uninvited or unwanted sexual advances. It also includes conduct that creates a hostile, intimidating or offensive overall environment, which can include the presence of sexually explicit photographs or other material and the telling of sexual stories. Students or employees who feel that they have been subjected to

any of the above types of harassment should report the matter to the Principal or to the Dean of Students. Any student or employee who is aware of someone else being harassed in any way in the school by another student, a faculty member or other employee should also report the matter to a member of the administration. If a complaint is made, the school will promptly investigate the allegations; and if the facts support the complaint, immediate action will be taken, including, but not limited to, discipline, warning, probation or dismissal of the offending student or employee. The President of the school will serve as a source of appeal. The complainant may be requested to submit a written statement describing the specific action or words. No retaliation will be made against an individual who makes a legitimate complaint or against any witness who reports an incident of harassment, regardless of outcome. Confidentiality will be maintained as much as possible. Dissemination of information will be strictly limited to those persons with a need to know in order to protect the identity and the rights of the parties involved.

M) JUG: The ordinary penalty for violations of good order, student responsibility and school regulations is *JUG*, derived from the Latin *sub jugum*, meaning “under a burden.” Students may be recommended for *JUG* by any member of the faculty, staff or administration; students must be clearly informed that *JUG* is being recommended to the Dean of Students. *JUG* is recorded and viewable to students and parents on PowerSchool. **Once *JUG* has been given, it is a student’s responsibility to be aware that he is carrying *JUG* penalties.**

N) JUG REVIEW: A student **must** attend *JUG Review* on the same day he was awarded *JUG* for any infraction; **failure to attend will result in the issuance of additional *JUGs* to the student.** While at *JUG Review*, the Dean of Students or Assistant Deans will determine and record on the student’s disciplinary record the number and nature of *JUGs* awarded. The student remains at *JUG Review* until he is dismissed.

O) JUG DETENTION: If a student accumulates seven (7) *JUGs*, he must serve the next scheduled *JUG Detention*. *JUG Detention* takes place on specified Saturday mornings and lasts from 9:00AM until 12:00PM. Failure to attend *JUG Detention* once it has been reached will be considered a most serious offense, one in which the student places himself in poor disciplinary standing. Likely penalties for not serving detention once assigned may include but are not limited to the issuance of additional *JUG detentions*, parental conference, and Disciplinary Probation. Each semester, a student may postpone a maximum of two *JUG Detentions*; postponement will only be granted if the Dean of Students receives the request from the student via e-mail prior to the *JUG Detention* period.

A student who receives three (3) *JUG Detentions* in a semester may be prohibited from attending classes and extracurricular activities until a parental conference with the Dean of Students occurs.

The end of each semester brings a close to active JUGs for all students. Each student, therefore, will begin each semester with zero (0) JUGs, unless he has seven (7) or more active JUGs outstanding from the previous semester.

How *JUG* Ends

A student who still owes *JUG Detention(s)* on the last day of school **MUST** arrange with the Dean of Students how he will meet his responsibilities regarding *JUG*. Final report cards, transcripts, and diplomas will not be issued to any student who has not completed his responsibilities to Saint Peter's Prep. Furthermore, no senior can owe *JUG Detention* and participate in the graduation ceremony. No underclassman can return to Prep in September if he did not satisfy all of his disciplinary responsibilities for the current school year.

The student and parent portals of PowerSchool display all JUGs received by the student under the "Discipline History" tab. Each student and his parents/guardians are responsible for regularly monitoring the student's disciplinary status.

P) DISCIPLINARY PROBATION: A student may be placed on disciplinary probation due to the nature or pattern of his behavior. The decision to place a student on probation is reserved to the Dean of Students. At Saint Peter's Prep there are three levels of probation that may be applied to a student:

Probation Level One

- ◆ Parental notification and/or conference
- ◆ Student enrolled in Conduct Mentoring for 6-8 week period
- ◆ Student may continue participation in any co-curricular activities

Probation Level Two

- ◆ Parental notification and/or conference
- ◆ Student enrolled in Conduct Mentoring for 6-8 week period
- ◆ Student will be restricted from participation in certain co-curricular activities, as determined by Dean of Students, Dean of Student Life, Athletic Director, moderators, etc.

Probation Level Three

- ◆ Parental conference
- ◆ Student enrolled in Conduct Mentoring for 6-8 week period
- ◆ Student is restricted from all co-curricular activities

It is essential that a student understand probation to be a time of serious reflection and commitment to change previous behaviors and unhelpful patterns. During probation, the student's behavior will be carefully reviewed by the Dean of Students; continued infractions during probation will likely lead to student expulsion from Saint Peter's Prep. Being placed on disciplinary probation more than once during a student's career at Prep subjects him to review for expulsion.

Q) CONDUCT MENTORING: This program is rooted in the Jesuit model of *Cura Personalis* or "care of the entire person." It is designed for students on Disciplinary Probation. Students will meet with a faculty mentor three times during their six to eight week duration of Conduct Mentoring. The meetings will take place approximately once every two to three weeks, during which the faculty mentor will engage the student in active reflection about his behavior choices.

A mandatory component of Conduct Mentoring is the student's writing of a reflection paper, which must be submitted and read to the faculty mentor during the second meeting. The third and final meeting is an opportunity for the student to discuss why he ought (or ought not) to be removed from probation.

Conduct Mentoring will conclude with a meeting between the student and the Dean of Students. **A student's failure to meet the requirements of any phase of Conduct Mentoring will likely result in his expulsion from Saint Peter's Prep.**

R) EXPULSION: If a student is expelled, he will hand in all articles which belong to Prep and will no longer be considered a Prep student, effective the date of expulsion. No records will be forwarded until all property is handed in and the student clears himself of any obligations with the Treasurer. Students who are expelled are no longer welcome on school grounds.

S) YEAR-END REVIEW: At the end of each academic year, the Administration, after consulting with the faculty and staff, will review the enrollment of each student. Those experiencing disciplinary or academic difficulties, and those not making progress toward achieving the goals and objectives of Saint Peter's Prep, may be asked to leave Saint Peter's if, in the judgment of the Administration, they would be better served elsewhere. No prior notice is required before students are asked to leave Saint Peter's. **In certain cases, the Administration may conduct a semester-end review for students whose conduct and status warrant it.**

7. STUDENT LIFE

All members of the Prep community are encouraged to actively engage in the co-curricular life of Saint Peter's. The co-curricular program exists to complement the academic program and to allow students to develop all their talents and gifts.

A) Activities: Saint Peter's Prep offers some 35 active clubs ranging from the *Petrean* to the award-winning forensics team. Students wishing to start a new club or activity should see the Dean of Student Life for a Registration Form to begin the process. All new activities are subject to the approval of the Academic Administration and the Student Council. All Saint Peter's Prep clubs and activities are responsible for upholding all expectations and responsibilities as set forth in this Student Handbook.

B) Athletics: Prep offers interscholastic competition in 17 sports. Many of these sports offer competition on freshman and JV levels as well as the varsity. In addition to competing on teams, Prep students are encouraged to actively support their fellow students by attending games, meets, matches and rallies throughout the year. Schedules are available in the Principal's Office at the start of each season.

Prep student-athletes are subject to the rules and regulations set by the New Jersey State Interscholastic Athletic Association (NJSIAA) regarding athletic eligibility. Students transferring from Saint Peter's Prep to another school may face the loss of some eligibility if they participated in a varsity sport at Prep. Questions should be addressed to the Athletic Director. Student-athletes at Prep are also bound by all local league rules (HCIAA, et al.).

Good communication between athletes and coaches is essential. Students leaving a team during a season or in the off season are expected to speak directly to the head coach.

**** No team may leave for practice before 2:50 PM, and no activity may begin a meeting before 2:50 PM, without the explicit permission of the Principal.**

C) Art Displays: At various times throughout the year, artwork by members of the Prep community and others will be displayed at Prep. It is expected that all faculty, students, staff and other members of the Prep community will treat this artwork with the utmost respect. Art is the work of human creativity and another sign of God's goodness and presence in our world. Vandalizing artwork in any way subjects a student to disciplinary probation, in addition to the other consequences for vandalism outlined in this handbook. Questions about the arts at Prep should be addressed to the Art Chairperson.

D) Dances: Saint Peter's Prep sponsors several dances throughout the year. Students attending school dances – including the freshman/sophomore formal and junior and senior proms – may not leave the event until 30 minutes prior to the end of the dance.

Students should be mindful of the following regulations when attending Prep dances:

- ◆ Guests to Prep school dances must, upon arrival, be accompanied by the Prep student(s) who invited him/her/them and must present school ID for inspection. Guests at all Prep dances are expected to observe the standards of modesty, moderation, and good taste with regard to dress and appearance.
- ◆ Dancing deemed inappropriate will not be tolerated.
- ◆ Students may not exit and re-enter the dance.
- ◆ Prep's policies regarding the use of drugs and alcohol remains in effect at school dances, as it does at all school events.

Any rules regarding particular dances will be posted to the Student Life website.

E) Events sponsored by other schools: While Saint Peter's encourages students to be active in their local communities, the school must emphasize the fact that academic and co-curricular activities at Saint Peter's Prep should take precedence over all other activities. In general, Saint Peter's will excuse students for the equivalent of one full day each semester, with an appropriate written request from a parent or guardian to the Dean of Students at least one week before the event, for participation in a community event during a school day. Except in extremely rare circumstances, students who are absent from Prep for more than the equivalent of one day each semester because of participation in the events of another school will be considered truant and will face appropriate penalties as described in this Handbook.

When Prep students are participating in an activity sponsored by another school, the Dean of Students will determine when Prep students will be excused from classes in consultation with the Principal or Assistant Principal of the sponsoring school. Those out for more time than excused by the Dean will be charged with an unexcused absence and face appropriate consequences.

F) Field Trips: Students must return a permission form signed by their parent or guardian for each field trip in which they participate. Permission slips may be secured from the moderator of the trip or the Dean of Student Life.

G) Financial Aid: All students receiving financial aid must file the appropriate forms each year. Deadlines will be announced by the Director of Financial Aid and applicants must strictly adhere to deadlines. The Director of Financial Aid should be contacted to answer any questions regarding financial aid.

H) Life in a City: Living, working or studying in a city brings many positive things. It also requires good judgment to ensure personal safety. Without explicit permission, there should be no visitors on campus from outside the Prep community. If students notice such visitors on campus, they should notify the Dean of Students' office or the Principal's office.

Off campus, students are encouraged to walk with others to buses and trains, use busy streets (e.g. Montgomery Street) as the main walking route, and use the escalator instead of the elevator at Exchange Place Path Station. If a student ever feels unsafe when walking to a train or bus, he should go into a public place, (post office, store, diner) and call Prep, home or the police for help.

The school expects to be properly informed of any incidents (crimes, altercations, etc.) that students observe traveling to and from school. When appropriate, we will inform the local police. When trouble occurs in a student's travels, it is important that the student, school and local law enforcement agencies work together. All reports should be made to the Dean of Students Office as soon as possible.

I) Physical Education: Physical Education is a regular part of the educational program at Saint Peter's. Prep student-athletes who are in season are not required to take physical education. Upon the selection of the final team, the head coach will submit a roster to the athletic director. The athletic director will then submit the roster to the Vice Principal. Upon receipt of the roster, the Vice Principal will place into the daily announcements a notice that athletes of a particular sport are excused from physical education until further notice. Upon the completion of each season, the Vice Principal will notify student-athletes via the announcements that they are required to attend physical education beginning with the next cycle.

Any questions regarding this policy should be addressed to the Vice Principal. All other students are expected to actively participate in physical education unless they are excused for medical reasons by the Nurse or Dean of Students. All documentation supporting excusal from physical education class should be submitted to the Nurse.

Students unprepared for physical education are required to make up missed classes before the end of each semester. Students are expected to be in proper uniform for all physical education classes. All students, even those unprepared, are expected to report to the gym on time for class.

Only sneakers, or other non-scuffing athletic shoes, are permitted on the gym floor for physical education and other athletic events.

J) Physicals: Saint Peter's Prep requires a physical of each student every year. All relevant and updated information pertaining to Prep's requirements in this area can be found in the "Forms and Handbook—Physical and Health Forms" section under the "Student Life" tab of the school website or, if you are viewing this online, by clicking here (www.stpetersprep.org/health_form). Failure to satisfy Prep's requirements concerning physical examination forms will result in the student being barred from attending classes until a valid form is submitted and approved by the school nurse. All fall athletes must submit physicals before the first practice session. Any questions should be directed to the School Nurse.

K) Pick up/Drop off Points: When dropping off or picking up students, all are reminded to keep safety concerns at the forefront of their thoughts. Drivers should be careful not to block driveways or double-park. In general, morning drop-offs and afternoon pick-ups should be done at the corner of York and Warren Streets by the Prep recreation area. Those waiting for rides after normal school hours should wait inside the Prep lobby.

L) Prep Day: Prep Day occurs during the Spring semester. It is a day for alternate education experiences including, but not limited to, Broadway plays, museum trips and outdoor experiences. All underclassmen must participate in a Prep Day activity unless excused for another activity. Seniors have the option of participating. Students who sign up for more than one activity are responsible for the cost of each activity. Students who would like to attend a particular activity but need financial assistance to do so should see the Principal or the Dean. High standards of behavior should be in evidence throughout Prep Day. Because of the value Saint Peter's places on Prep Day, only a doctor's note will excuse a student from Prep Day.

M) Public Transportation: It is expected that all Prep students will behave appropriately at all times on public transportation. Students are reminded that they represent Prep at all times and that the rules and regulations outlined in this handbook are always in effect. Respect should be a student's guiding principle. In addition to consequences (including disciplinary probation and expulsion) at Prep for inappropriate behavior, students are liable to legal penalties by transit companies and other aggrieved parties, if appropriate, for evidenced behavior. The Administration retains the right to determine inappropriate behavior.

N) Spirit Awards: Prep Spirit Awards are presented at assemblies in November, February and April. Instituted by Rev. John Browning, S.J., '46 during his tenure as Principal (1980-1984), the Spirit Award seeks to recognize those students who embody the ideals and spirit Saint Peter's Prep holds dear. Recipients should be selfless and committed to the growth of the community. They should evidence positive faith development. The quality of their participation in Prep life is of greater importance than the sheer volume of their activities. In a special way, the award seeks to recognize the unsung heroes of Saint Peter's Prep.

Nominations are due in the Principal's Office near the end of the 1st, 2nd and 3rd marking periods. All members of the Prep community may nominate students. Nominations should completely describe why a candidate is worthy of this award. Nomination forms are available in the Principal's Office. All nominations must be signed and placed in sealed envelopes. Specific examples of a nominee's dedication to Saint Peter's Prep are important. The Spirit Award Selection Committee is composed of faculty and students.

O) Summer Opportunities: Students are strongly encouraged to use their summers productively. It is expected that students will complete any summer assignments given by teachers. Failure to do so may result in an academic penalty.

Students should pay special attention to the daily announcements for summer opportunities. The Summer Scholars Program at Saint Peter's College offers qualified students an opportunity for advanced study. The Governor's School provides an opportunity for selected students to join with students from throughout the state to study selected topics in depth in a residential setting. Admission to this program is very competitive. Information is available from the Guidance Department. Other programs will be announced as information is received.

P) Working Papers: Working papers (for those students who live in Jersey City) are available in the Principal's Office. These documents can be requested from 10:00 AM until 3:30 PM each day. Except at special posted times, these documents will not be granted during the week of and the week following graduation. Students seeking working papers during the summer will not have access to their Prep health records. Students should plan appropriately.

Q) Computer/E-mail Acceptable Use Policy: The use of computers and email at Saint Peter's Prep is governed by the Computer/E-mail acceptable use policy and computer rules. This policy is posted on the Student Life page of the school website. Violation of the policy or rules is subject to disciplinary action including suspension of technology privileges and/or JUG and/or disciplinary probation and/or expulsion from Prep.

BELL SCHEDULE 2017-2018

REGULAR ORDER

Period	Time
1	8:10 – 9:00
2	9:05 – 9:55
Community	9:55 – 10:45
3	10:45 – 11:35
Freshmen/Sophs	
4	11:40 – 12:30
Lunch	12:30 – 1:05
Juniors/Seniors	
Lunch	11:35 – 12:10
4	12:10 – 1:00
5	1:05 – 1:55
6	2:00 – 2:50

DELAYED OPEN (1 HOUR)

Period	Time
1	9:10 – 9:50
2	9:55 – 10:35
Community	10:35 – 11:25
3	11:25 – 12:05
Freshmen/Sophs	
4	12:10 – 12:50
Lunch	12:50 – 1:25
Juniors/Seniors	
Lunch	12:05 – 12:40
4	12:40 – 1:20
5	1:25 – 2:05
6	2:10 – 2:50

X & Y ORDER

Period	Time
1	8:10 – 9:25
Academic Support	9:25 – 10:05
2	10:05 – 11:20
Lunch	11:20 – 12:05
3	12:05 – 1:20
Recess	1:20 – 1:35
4	1:35 – 2:50

BELL SCHEDULE 2017-2018

ASSEMBLY 1 ORDER

Period	Time
Assembly	8:10 – 9:50
1	9:55 – 10:35
2	10:40 – 11:20
3	11:25 – 12:05
Freshmen/Sophs	
4	12:10 – 12:50
Lunch	12:50 – 1:25
Juniors/Seniors	
Lunch	12:05 – 12:40
4	12:40 – 1:20
5	1:25 – 2:05
6	2:10 – 2:50

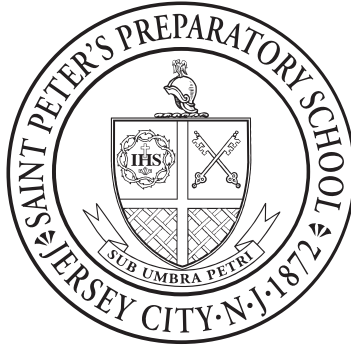
ASSEMBLY 2 ORDER

Period	Time
1	8:10 – 8:50
2	8:55 – 9:35
Assembly	9:40 – 11:20
3	11:25 – 12:05
Freshmen/Sophs	
4	12:10 – 12:50
Lunch	12:50 – 1:25
Juniors/Seniors	
Lunch	12:05 – 12:40
4	12:40 – 1:20
5	1:25 – 2:05
6	2:10 – 2:50

ASSEMBLY 3 ORDER

Period	Time
1	8:10 – 8:50
2	8:55 – 9:35
3	9:40 – 10:20
4	10:25 – 11:05
Freshmen/Sophs	
5	11:10 – 11:50
Lunch	11:50 – 12:25
Juniors/Seniors	
Lunch	11:05 – 11:40
5	11:40 – 12:20
6	12:25 – 1:05
Assembly	1:10 – 2:50

2017-2018 Student Planner



**DATES AND TIMES OF EVENTS
ARE SUBJECT TO CHANGE**

SEPTEMBER 4
Monday

Labor Day

SEPTEMBER 5
Tuesday

Faculty Meetings

SEPTEMBER 6
Wednesday

Faculty Meetings

Class Chair Meeting

SEPTEMBER 7

Thursday

Upperclassman Orientation

Mass of the Holy Spirit

IgNite begins

SEPTEMBER 8

Friday

IgNite Ends

SEPTEMBER 9

Saturday

ACT

SEPTEMBER 10

Sunday

SEPTEMBER 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	16	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER 11
Monday

A (MP1 Cycle 1)
Classes Begin

SEPTEMBER 12
Tuesday

B

SEPTEMBER 13
Wednesday

C - Assembly 1 Order

SEPTEMBER 14
Thursday

D

SEPTEMBER 15
Friday

E

SEPTEMBER 16
Saturday

Prep On the Road

SEPTEMBER 17
Sunday

SEPTEMBER 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	16	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER 18

Monday

F

SEPTEMBER 19

Tuesday

G

SEPTEMBER 20

Wednesday

H - Assembly 1 Order

SEPTEMBER 21
Thursday

A (Cycle 2)

President's Reception

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SEPTEMBER 22
Friday

B

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SEPTEMBER 23
Saturday

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SEPTEMBER 24
Sunday

SEPTEMBER 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	16	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER 25
Monday

C

SEPTEMBER 26
Tuesday

D

Back-to-School Night for Freshman Parents

SEPTEMBER 27
Wednesday

E - Assembly 1 Order

SEPTEMBER 28
Thursday

F

SEPTEMBER 29
Friday

G

SEPTEMBER 30
Saturday

Sophomore Retreat

OCTOBER 1
Sunday

Fall Open House

OCTOBER 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2
Monday

H

OCTOBER 3
Tuesday

A (Cycle 3)

Back-to-School Night for Sophomore, Junior, Senior Parents

OCTOBER 4
Wednesday

B - Assembly 1 Order

Board of Trustees Meeting

OCTOBER 5

Thursday



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OCTOBER 6

Friday



50th Reunion

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OCTOBER 7

Saturday

50th Reunion

Prep on the Road

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OCTOBER 8

Sunday

OCTOBER 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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OCTOBER 9
Monday

Columbus Day
No classes

OCTOBER 10
Tuesday

E

OCTOBER 11
Wednesday

PSAT/PSAT-9 testing

Full Faculty Meeting

OCTOBER 12
Thursday

F

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OCTOBER 13
Friday

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OCTOBER 14
Saturday

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OCTOBER 15
Sunday

OCTOBER 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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OCTOBER 16
Monday

H

OCTOBER 17
Tuesday

A (Cycle 4)

OCTOBER 18
Wednesday

B - Assembly 1 Order

OCTOBER 19
Thursday



Hall of Fame

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OCTOBER 20
Friday



60th Reunion

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OCTOBER 21
Saturday

Sophomore Retreat

60th Reunion

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OCTOBER 22
Sunday

OCTOBER 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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60th Reunion

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OCTOBER 23
Monday

E

OCTOBER 24
Tuesday

F

Kairos 50 begins

OCTOBER 25
Wednesday

G - Assembly 1 Order

OCTOBER 26
Thursday

H (End of MP1)

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OCTOBER 27
Friday

A (MP2 Cycle 1)

Kairos 50 ends

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OCTOBER 28
Saturday

ACT

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OCTOBER 29
Sunday

OCTOBER 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

All Saints/All Souls Mass

OCTOBER 30
Monday

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OCTOBER 31
Tuesday

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NOVEMBER 1
Wednesday

D - Assembly 2 Order

Feast of All Saints Liturgy

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NOVEMBER 2
Thursday

E

NOVEMBER 3
Friday

F

NOVEMBER 4
Saturday

SAT

Sophomore Retreat

Prep on the Road

NOVEMBER 5
Sunday

NOVEMBER 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 6
Monday

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NOVEMBER 7
Tuesday

H

Phonathon

Theology on Tap

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NOVEMBER 8
Wednesday

A - Assembly 1 Order
Cycle 2

Phonathon

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NOVEMBER 9
Thursday

B

Phonathon

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NOVEMBER 10
Friday

**COOP (HS admission exam)
No Classes**

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NOVEMBER 11
Saturday

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NOVEMBER 12
Sunday

NOVEMBER 2017

	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4
<i>The Fashion Show</i>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

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NOVEMBER 13
Monday

C

NOVEMBER 14
Tuesday

D

Parent-Teacher Conferences

NOVEMBER 15
Wednesday

E - Assembly 1 Order

NOVEMBER 16
Thursday

F

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NOVEMBER 17
Friday

G

Emmaus 298 begins

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NOVEMBER 18
Saturday

Prep on the Road

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NOVEMBER 19
Sunday

NOVEMBER 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Emmaus 298 ends

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NOVEMBER 20
Monday

H

NOVEMBER 21
Tuesday

A (Cycle 3)

NOVEMBER 22
Wednesday

B - Assembly 3 Order

Classes and Thanksgiving Prayer Service

JUG Night

NOVEMBER 23
Thursday

Thanksgiving Day
No classes

NOVEMBER 24
Friday

Thanksgiving Holiday
No classes

NOVEMBER 25
Saturday

NOVEMBER 26
Sunday

NOVEMBER 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 27
Monday

Thanksgiving Holiday
No classes

NOVEMBER 28
Tuesday

C

#MaroonTuesday

NOVEMBER 29
Wednesday

D - Assembly 1 Order

NOVEMBER 30
Thursday

E

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DECEMBER 1
Friday

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DECEMBER 2
Saturday

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DECEMBER 3
Sunday

DECEMBER 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	16	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 4
Monday

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DECEMBER 5
Tuesday

H

Kairos 51 begins

Junior Parent College Planning Night

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DECEMBER 6
Wednesday

**A - Assembly 1 Order
Cycle 4**

Board of Trustees Meeting

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DECEMBER 7
Thursday

B

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DECEMBER 8
Friday

C - Assembly 2 Order
Feast of Immaculate Conception

Kairos 51 ends

Emmaus 290 begins

PPA Christmas Party

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DECEMBER 9
Saturday

ACT

Prep on the Road

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DECEMBER 10
Sunday

DECEMBER 2017

	Su	Mo	Tu	We	Th	Fr	Sa
						1	2
<i>Band/Chorus Christmas Concert</i>	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
<i>Emmaus 290 ends</i>	17	16	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

DECEMBER 11
Monday

D

DECEMBER 12
Tuesday

E

DECEMBER 13
Wednesday

F - Assembly 1 Order

DECEMBER 14
Thursday

G

DECEMBER 15
Friday

H - Assembly 3 Order
Classes and Advent Liturgy

DECEMBER 16
Saturday

DECEMBER 17
Sunday

DECEMBER 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	16	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 18
Monday

Christmas Break until
January 2, 2018

DECEMBER 19
Tuesday

Christmas break

DECEMBER 20
Wednesday

Christmas break

DECEMBER 21
Thursday

Christmas break

DECEMBER 22
Friday

Christmas break

DECEMBER 23
Saturday

Christmas break

DECEMBER 24
Sunday

Christmas Eve

DECEMBER 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	16	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 25
Monday

Christmas Day

DECEMBER 26
Tuesday

Christmas break

DECEMBER 27
Wednesday

Christmas break

DECEMBER 28
Thursday

Christmas break

DECEMBER 29
Friday

Christmas break

DECEMBER 30
Saturday

Christmas break

DECEMBER 31
Sunday

New Year's Eve

JANUARY 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 1
Monday

New Year's Day

JANUARY 2
Tuesday

A (Cycle 5
Classes Resume

JANUARY 3
Wednesday

B - Assembly 1 Order

JANUARY 8
Monday

E

JANUARY 9
Tuesday

F

JANUARY 10
Wednesday

G - Assembly 1 Order

JANUARY 15
Monday

Martin Luther King Day
No classes

JANUARY 16
Tuesday

PD Day Faculty/Staff
No Classes

JANUARY 17
Wednesday

B - Assembly 1 Order

Sheehan Interviews

JANUARY 18
Thursday

C

Sheehan Interviews

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JANUARY 19
Friday

D

Emmaus 291 begins

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JANUARY 20
Saturday

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JANUARY 21
Sunday

JANUARY 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Emmaus 291 ends

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JANUARY 25
Thursday

H

Prep on the Road

JANUARY 26
Friday

A (Cycle 2)

JANUARY 27
Saturday

SAT

JANUARY 28
Sunday

JANUARY 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Accepted Students' Reception

JANUARY 29
Monday

B

JANUARY 30
Tuesday

C

Kairos 52 begins

Ignatian Scholars Reception

JANUARY 31
Wednesday

D - Assembly 1 Order

FEBRUARY 1
Thursday

E

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FEBRUARY 2
Friday

F

Emmaus 292 begins

Kairos 52 ends

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FEBRUARY 3
Saturday

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FEBRUARY 4
Sunday

FEBRUARY 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Emmaus 292 ends

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FEBRUARY 8
Thursday

B

FEBRUARY 9
Friday

C

FEBRUARY 10
Saturday

Basketball Homecoming

Registration Day Class of 2022

FEBRUARY 11
Sunday

FEBRUARY 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

FEBRUARY 12
Monday

D

FEBRUARY 13
Tuesday

E

FEBRUARY 14
Wednesday

F - Assembly 1 Order

Ash Wednesday

FEBRUARY 15
Thursday

G

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FEBRUARY 16
Friday

No Classes

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FEBRUARY 17
Saturday

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FEBRUARY 18
Sunday

FEBRUARY 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

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FEBRUARY 19
Monday

Presidents' Day
No Classes

FEBRUARY 20
Tuesday

H

FEBRUARY 21
Wednesday

A - Assembly 1 Order
Cycle 4

Ebony Club Alumni

FEBRUARY 22

Thursday

B

PPA Handbag Bingo

FEBRUARY 23

Friday

C

FEBRUARY 24

Saturday

Prep Mass on the Road

FEBRUARY 25

Sunday

FEBRUARY 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

FEBRUARY 26
Monday

D

FEBRUARY 27
Tuesday

E

Kairos 53 begins

FEBRUARY 28
Wednesday

F - Assembly 1 Order

Ebony Club Alumni

MARCH 1
Thursday

G

MARCH 2
Friday

H

Kairos 53 ends

MARCH 3
Saturday

Prep Mass on the Road

MARCH 4
Sunday

MARCH 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Phonathon

Asian Alumni Homecoming

MARCH 8
Thursday

D

Phonathon

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MARCH 9
Friday

E

Emmaus 293 begins

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MARCH 10
Saturday

SAT

Class of 2022 Placement Tests

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Prep Mass on the Road

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MARCH 11
Sunday

MARCH 2018

	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	3
<i>Mother-Son Dance</i>	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
<i>Emmaus 293 ends</i>	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

MARCH 15
Thursday

A (MP4 Cycle 1)

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MARCH 16
Friday

Arrupe Week Liturgy and Breakouts
No Classes

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MARCH 17
Saturday

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MARCH 18
Sunday

MARCH 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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MARCH 22
Thursday

E

Dramatics Homecoming

Spring Musical

MARCH 23
Friday

Faculty/Staff Retreat
No Classes

Spring Musical

MARCH 24
Saturday

Spring Musical

MARCH 25
Sunday

MARCH 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Spring Musical

MARCH 26
Monday

F

MARCH 27
Tuesday

G

MARCH 28
Wednesday

H - Assembly 3 Order

Holy Week Prayer Service

MARCH 29
Thursday

Holy Thursday

MARCH 30
Friday

Good Friday

MARCH 31
Saturday

APRIL 1
Sunday

Easter

APRIL 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL 2
Monday

Easter Break

APRIL 3
Tuesday

Easter Break

APRIL 4
Wednesday

Easter Break

APRIL 5
Thursday

Easter Break

APRIL 6
Friday

Easter Break

APRIL 7
Saturday

APRIL 8
Sunday

APRIL 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL 12
Thursday

D

APRIL 13
Friday

E

APRIL 14
Saturday

ACT

Grand Gala

APRIL 15
Sunday

APRIL 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Junior Prom

APRIL 16
Monday

F

APRIL 17
Tuesday

G

Kairos 54 begins

APRIL 18
Wednesday

Prep Day

Middle School Leadership Workshop

APRIL 30
Monday

G

MAY 1
Tuesday

H

MAY 2
Wednesday

A - Assembly Order 1
Cycle 4

College Counseling Case Studies Evening

MAY 10
Thursday

G - Assembly 2 Order
Ascension Thursday Mass

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AP US Gov & Politics Exam
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AP Environment Science Exam
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MAY 11
Friday

H

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AP German Language & Culture Exam
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AP US History Exam
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MAY 12
Saturday

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MAY 13
Sunday

Mother's Day

May 2018

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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MAY 17
Thursday

D

AP World History Exam

AP Statistics Exam

MAY 18
Friday

E

AP Latin Exam

Parents on the Plaza

MAY 19
Saturday

HAP Exam

Sophomore Retreat

MAY 20
Sunday

May 2018

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 28
Monday

Memorial Day
No classes

MAY 29
Tuesday

Semester Exams

MAY 30
Wednesday

Semester Exams

Board of Trustees Meeting

JUNE 4
Monday

Make-up Exams

JUNE 5
Tuesday

Grades Reviewed in Depts

JUNE 6
Wednesday

Last Day of Classes
Frosh/Soph/Jr Closing Assemblies

JUNE 21
Thursday

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JUNE 22
Friday

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JUNE 23
Saturday

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JUNE 24
Sunday

JUNE 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	16	19	20	21	22	23
24	25	26	27	28	29	30

JUNE 25
Monday

Summer Classes Begin

JUNE 26
Tuesday

HAP begins

JUNE 27
Wednesday

JULY 5
Thursday

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JULY 6
Friday

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JULY 7
Saturday

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JULY 8
Sunday

JULY 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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