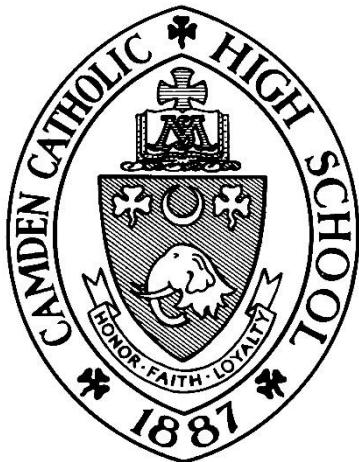


# CAMDEN CATHOLIC HIGH SCHOOL



## Student Handbook 2017-2018

# **Camden Catholic High School**

300 Cuthbert Road  
Cherry Hill, NJ 08002  
(856) 663-2247  
Main Office FAX - (856) 661-0632  
Student Affairs Office FAX - (856) 663-4291

## **WEBSITE**

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

## **PURPOSE OF THIS HANDBOOK**

The purpose of this handbook is to assist Camden Catholic students and their families in understanding the school's mission and the manner in which the Administration, Faculty, Staff, and entire community seek to make that mission a concrete, daily, lived experience. Describing our philosophy, administrative procedures, and discipline policies, this book should serve as a guide to a successful Camden Catholic experience.

## **A NOTE ON THE USE OF THIS HANDBOOK**

The Principal has the sole and absolute discretion to interpret and apply any and all of the rules and provisions stated in this handbook in the manner believed to be correct. Nothing in this handbook shall limit the principal's authority to interpret and apply these rules.

Be aware that the Principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, when the Principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension or expulsion.

This handbook has been composed for your guidance and convenience, to acquaint you with the rules and regulations, activities, curriculum and traditions of Camden Catholic High School and to help make your years at Camden Catholic more enjoyable and academically more rewarding. The administration reserves the right to change and update the information provided in these pages at any time. Parents will be notified of such changes.

## **PARENT COMMUNICATION AND SUPPORT**

It is critical that parents and guardians support the mission of the school and demonstrate a spirit of cooperation with the faculty and administration. Parents and guardians are expected to cooperate with and uphold the policies set forth in this handbook.

As a condition of enrollment, parents and guardians agree to encourage their children to respect and obey school policies and school officials. If a child should become involved

in any difficulty in school, his or her parents or guardians are to register necessary complaints with the appropriate teacher and/or administrator and to cooperate in the school's procedures for addressing and resolving such complaints.

The school reserves the right to dismiss any student whose parent or guardian refuses to cooperate with the policies established in this handbook or engages in conduct which is detrimental to the school.

### **OUR MISSION STATEMENT**

Camden Catholic High School is a suburban, college preparatory, day and boarding school. It educates young men and women spiritually, academically, socially, and physically in a faith community to develop as life-long learners and leaders in a global society in the Catholic tradition.

### **OUR VISION STATEMENT**

Our vision is to be an innovator in Catholic education empowering students to define their purpose, to serve others and God and to develop creative solutions leading to a just society.

### **HISTORY OF OUR SCHOOL**

Camden Catholic High School evolved from a class of twenty children taught in the home of a Catholic laywoman in 1859. When the Cathedral of the Immaculate Conception was built in 1862, a room was provided for what would become the first parochial school in the city of Camden. As numbers increased, a separate building was erected to serve as both school and convent for the Sisters of St. Joseph from Chestnut Hill. During the following decade these Sisters and several Brothers of the Holy Cross from Notre Dame, Indiana staffed what was called St. Mary's School with about 250 students.

In September 1887, the Sisters were replaced by eight Sisters of Mercy from Bordentown. The Sisters taught the girls, and the Brothers taught the boys. In 1892, the Brothers returned to Notre Dame, and St. Mary's was reorganized with coed double grades from one to eight. A three year business training program was then added in 1895. Initially, this was called an Academic course later to be known as the Commercial course.

In 1920, the program was expanded to a four year, state approved, high school program graduating fifteen girls and six boys in June 1921. The pastor at that time envisioned a new school to serve the growing academic needs of the city and the surrounding communities. In 1924, with an enrollment of 400 and a curriculum of four tracks - academic, general, commercial, and technical - Camden Catholic High School officially opened. The new building contained fourteen classrooms, two labs, two lunch rooms, a gym and an office. Students came from ten parishes in Camden and tuition was \$30.00 a year. The curriculum and extra-curricular program were expanded steadily and in 1934 Camden Catholic was accredited by the Middle States Association of Secondary Schools for the first time.

By 1946, enrollment had risen to 1,112. Several auxiliary buildings were needed to accommodate the requirements of the program and the students. An annex was added to the main building at that time. The facilities were then made available to an Industrial Relations School and an extension of Georgian Court College.

On April 17, 1960, the worst school fire in the history of the Camden Diocese destroyed two buildings of the Camden Catholic complex. The fire destroyed the library, music department, and the entire grammar school. School resumed one week later on split sessions. The annual play and Music Festival were held on schedule using borrowed instruments and facilities. It was determined at the time that a new school would be built on a 33 acre site in Cherry Hill.

In October 1961, ground was broken for a school which would be double in physical size. The new facility would include not only thirty-five Sisters and ten lay teachers, but also thirty-five diocesan priests and a priest principal appointed by the Bishop. Within the next ten years, three principals were named, enrollment exceeded 2,000, and sweeping changes in curriculum design were implemented. The Trump Plan, which encouraged independent study and accommodated more students with a limited faculty, was instituted in 1969. It lasted briefly in its initial form, but modifications and adaptations of its concepts were characteristic of the program for a decade.

Since the 1970's Camden Catholic has innovated in thoughtful, measured ways to maintain its traditional Roman Catholic educational mission in an ever-changing world. Dedicated lay men and women have filled the roles once held by priests and sisters. Educational technology, college-level study, special education, a large array of successful athletic teams, renowned performing arts programs, multiple student activities and community service projects have helped to educate scores of students for a faith-filled future. Camden Catholic takes great pride in building a vibrant student learning community from its social, economic, cultural, and academic diversity.

Today, Camden Catholic is a classic example of a school which maintains ties to the past, celebrates the present, and prepares for the future. This is our "tradition." We are proud of our "tradition of excellence" and our strong commitment to guarantee its continuation.

### **PHILOSOPHY AND OBJECTIVES**

Camden Catholic High School provides for its students an environment in which body, mind, and spirit are focal points of the school's purpose. Students are offered a college preparatory education that fulfills the needs of adolescents in the cognitive, affective, creative, and physical domains. A Camden Catholic education is designed to promote self-awareness and a concern for others from the Roman Catholic perspective while emphasizing skills as well as values, and encouraging the realization of individual potential in a community. This educational model exists within Camden Catholic High School because it is a Christian community that promotes a loving interaction of students, faculty and parents.

As a community of faith, Camden Catholic seeks to:

- Internalize the teachings of Christ by instilling an awareness in each student of his/her value as a member of the Body of Christ.
- Engage in a balanced college-preparatory curriculum that develops the body, mind, and spirit.
- Develop in each student the skills necessary to think critically, choose intelligently, and act responsibly as mature Christians in today's world.
- Promote a respect and appreciation for the diversity in our school and community.
- Promote an effective use of leisure time through participation in cultural, social, and athletic activities offered by the school.
- Encourage the faculty to continue to pursue professional development.
- Make the Faculty and Staff aware that they are called in a special way to model Christ in their relationships with one another and with our students.

### **CATHOLIC IDENTITY**

In keeping with our Catholic School Environment, it is important to note that we are committed to our educational mission with the truths, ideals, and moral dimensions of the Gospel of Our Lord, Jesus Christ as its base. We value this commitment and will build up the Body of Christ by teaching His message and leading our students to faith and service to one another and our world.

The revelation of Jesus is embodied in His message. His message is the basis for the religion courses offered at Camden Catholic High School. The building of community is central to this educational duty. It is our hope that a sense of community and faith are experienced through the structured and non-structured spiritual opportunities that are provided for our students.

The Catholic formation at Camden Catholic is a matter of the intellect and the will and is the basis for our way of life. Complementing the structured academic religion program, we offer daily Mass, monthly school Masses, First Friday Eucharist Adoration, Stations of the Cross, retreat experiences, opportunities for the Sacrament of Reconciliation, prayer services, and service and spiritual guidance through Campus Ministry.

### **Introduction**

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Camden Catholic High School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community.

Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the faith which the Church has received from her divine founder.

## **Catholic School Environment**

As a community whose primary mission is the teaching of the Faith, Camden Catholic High School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school.

If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

## **Human Sexuality**

The Catholic Church teaches, "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity." (*Catechism of the Catholic Church*, 2393).

Camden Catholic High School strives to be welcoming, respectful, and sensitive to each student's unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society's currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church, or introduce confusion about its teachings.

## **GRADUATE PROFILE**

The Camden Catholic High School graduate is a student who has completed a rigorous college preparatory curriculum that will help him or her to succeed in higher education, and in life. The graduate will be goal-oriented, and because of choices made at Camden Catholic High School, the graduate will desire to be a life-long learner who is able to integrate instructional experiences into a realistic decision-making process motivated by authentic Christian values. These internalized personal values should direct the graduate to continually see individual concerns balanced against community concerns; and he/she should always recognize the demands that building a just world places upon individual self-expression.

The graduate will take full advantage of life's opportunities. By developing personal interests in high school, the graduate will become a productive member of the greater community. By encountering people who are both similar, and profoundly different from oneself, the graduate will willingly engage in the social dimension of life in the United States.

The graduate is a moral person with a sense of integrity and has learned to relate with God through prayer, sacrament, service, and personal relationships. The graduate will embrace cultural, economic, and spiritual diversity in life as he or she enters the world as a future leader in society. As a leader, the Camden Catholic graduate will embody convictions tempered by a loving interaction between all individuals with whom he or she comes into contact.

The graduate displays a basic curiosity about the world in all its complexity, and is willing to investigate new challenges presented by an active life.

### **CAMDEN CATHOLIC PRAYER**

*Composed by the Class of 2002*

Father, we ask for Your blessings as we gather as the  
Camden Catholic Family.  
Help us to use the gifts and talents you have so  
generously bestowed upon us  
as we carry out Your will. May the virtues of Honor,  
Faith and Loyalty shine brightly  
in everything we say and do for the glory of  
Your name. Amen.

### **ALMA MATER**

*Elizabeth Dreher and Sister Mary Christine Tobin*

Hail, Alma Mater! To thee we raise  
Our grateful hearts in this our song of praise;  
Hither we came, thy truth and wisdom to attain  
May thy blest guiding pow'r forever with us reign.

Hail, Alma Mater! Mem'ry recalls  
Our golden happy years within thy walls;  
Friendships of youthful days shall never grow cold;  
Long shall we cherish true glad days of old.

Hail, Alma Mater! Deep in our hearts  
We treasure all our memories of thee  
Throughout the years to come may this our stanchion be:  
Honor and Loyalty with Faith inspired by thee.

## ADMINISTRATION

President	Mrs. Mary Whipkey, MA
Principal	Mrs. Heather Crisci, MA
President Emeritus	Msgr. Andrew Martin, MA
Vice-Principal for Academic Affairs	Ms. Eileen Wilkerson, MA
Vice-Principal for Student Services	Ms. Ann Clinton, MA
Dean of Students	Mr. Douglas Wallace, BA

## ADMINISTRATIVE STAFF

Director of Admissions	Mr. Howie Sexton, BS
Advancement Coordinator	Mrs. Jennifer Van Es, BS
Director of Marketing and Communication	Mrs. Kate Bieg, BA
Dean of International Students and Residential Life	Mrs. Diane Crowell, BA
Business Manager	Ms. Barbara Agurkis, BS
Assistant Business Manager	
Athletic Director	Mr. Derrick Levine, MA
Assistant Athletic Director	Ms. Rebecca Crowell, BA
Administrative Services Staff	Mr. Joseph Gianfortune, BA
	Ms. Christine Matera, AB

## CAMPUS MINISTRY

Director of Catholic Identity	Rev. Joseph Capella, M.Div
Service Learning	Mrs. Paula Mueller, BA
Retreats and Spiritual Development	Mr. Gabriel Paoletti, Ph.D

## FACULTY AND STAFF

### RELIGION

Mr. Michael DeMeo, MA *
Ms. Julie Bittinger, BA
Rev. Joseph Capella, M.Div
Ms. Ann Clinton, MA
Mr. Christopher Ehrmann, BA
Ms. Arlene Magnaye, MA
Mr. Gabriel Paoletti, MA
Mrs. Theresa Ryan-Szott, MA
Sister Eileen Rush, MA
Ms. Eileen Wilkinson, MA

### MATHEMATICS

Ms. Mary Sabato, MA
Mr. James Crawford, BS
Mr. Richard Henderson, BA
Mr. Arthur Martin, MBA
Mr. Michael McNulty, MA
Mr. Lance Privetera, BS *
Ms. Michelle Vallone, BA

### ENGLISH

Mrs. Nancy Werner-Kaiser, BA*
Mrs. Heather Crisci, MA
Mr. Anthony D'Antonio, BA
Mrs. Elizabeth Gallagher, JD
Mr. James Keough, BA
Mrs. Donna Maccherone, MA
Mr. Robert Pacana, BA

### WORLD LANGUAGE

Ms. Julie Bittinger, BA*
Mr. Christopher Ehrmann, BA
Ms. Joanne McTamney, BA
Mrs. Noemi Merenyi, BA
Ms. Joya Oasin, MA

### SOCIAL STUDIES

Mr. Robert Cranston, BA\*  
Mrs. Elizabeth Gallagher, JD  
Mr. Matthew Hoover, BA  
Mr. John Kearney, BA  
Mrs. Christine Palladino, M.Ed  
Mr. Nick Strom, BA  
Mr. Caleb Terry, BA

### GENERAL ARTS

Mr. Jeffrey Bruckner, MA\*  
Ms. Kathryn DiCamillo, BS, BFA  
Mr. Gregory Gardner, BA  
Mr. Charles Hallahan, MA  
Mr. John Kearney, BA  
Ms. Mary Feehan, BA  
Mr. Robert Moffett, BA  
Mrs. JoAnn Rell, MA  
Mr. Frank Solometo, BA  
Mrs. Jymme Szurek, BA

### MCAULEY PROGRAM

Mrs. Bridget Sipera, MA\*  
Mr. Richard Henderson, BS  
Mrs. Janet Sirolli, BS

### COMPENSATORY EDUCATION

Mrs. Mary Urbanovich  
Mrs. Fiona Henry

### SCHOOL NURSE

Mrs. Angie Veneziani, RN

### SCIENCE

Ms. Pamela Palazzo, BA\*  
Mr. Matthew Crawford, BS  
Mrs. Ilana Fireman, BA  
Mrs. Kimberly Hadadd, MA  
Ms. Dianne Heck, BA  
Ms. Christine Matera, AB

### SUPPORT STAFF

Mrs. Anne Buroojy, BS  
Mrs. Kelly Gillin, BA  
Mrs. Janet Indelicato  
Mrs. Meg Madden  
Mrs. Kelley Powell, BA

### GUIDANCE

Mrs. Nicole Barry, MA  
Mrs. Barbara Cortese, MSW\*  
Mr. Varsay Lewis, M.Ed  
Ms. Maureen Sullivan, MA

### LIBRARIAN

Mrs. Lindsey Murphy, MLIS

### MAINTENANCE

Mr. Butch Camp

\* Department Chairperson

### NOTIFICATION SYSTEM AND COMMUNICATION

Renweb allows Camden Catholic High School to deliver messages to parents and groups in a matter of minutes. This system will be used for important messages and emergency notifications. Parents register and choose the manner in which they wish to be contacted. The options include e-mail, home phone, cell phone, work phone, text, or any combination of the above. Questions regarding Renweb may be addressed to Mrs. Anne Buroojy at 856-663-2247, ext. 114.

Teachers may also use Renweb to communicate directly with their classes through email. Please be sure email accounts are up-to-date.

Camden Catholic High School also uses a “Constant Contact” email system to communicate newsletters and other important information.

## **TELEPHONE EXTENSIONS**

CCHS Phone Number	(856) 663-2247 (CCHS)
Fax	(856) 661-0632
Student Affairs Office Fax	(856) 663-4291
Guidance Office Fax	(856) 486-0274
Admission/Advancement Office Fax	(856) 663-0337
Attendance Line	Ext. 301
Main Office Receptionist	Ext. 100
Finance Office	Ext. 103
President	Ext. 136
Principal	Ext. 114
Admissions	Ext. 136
Advancement	Ext. 133
Guidance Director	Ext. 105
Guidance Secretary/Transcripts	Ext. 106
Student Affairs Secretary	Ext. 124
Nurse	Ext. 115
Athletics	Ext. 129
Alumni Association	Ext. 302
Transportation	Ext. 129
Diocesan School's Office	(856) 583-6103
Flynn & O'Hara Uniform Co. (Cherry Hill)	(856) 931-8838
Flynn & O'Hara Uniform Co. (Philadelphia)	1-800-441-4122 or (215) 637-4600
Follett Virtual Bookstore (consumable books)	<a href="http://www.camdencatholic.bkstr.com">www.camdencatholic.bkstr.com</a> or 1-877-827-2665

## **EMAIL ADDRESSES OF SCHOOL PERSONNEL**

To Contact School Personnel by email, please do the following:

Use teacher's first name.last name@camdencatholic.org

## **SCHOOL CLOSING INFORMATION**

Message will be sent over the Renweb Notification System. Information will also be available on:

CCHS Website—[camdencatholic.org](http://camdencatholic.org)

Local TV—CBS, ABC, NBC and FOX Websites

KYW News Radio 1060 - School Closing Number 586

## **RENWEB**

Camden Catholic utilizes an online communication system called Renweb. Renweb allows faculty, students, and parents to form an online community that shares learning information, calendars, assignments, and grades. Faculty will post student progress throughout each marking period, but students ought to access Renweb daily in order to keep themselves and their school work organized and up-to-date. Parents should check Renweb following grade postings to track students' progress. Additionally, Renweb serves as a community "bulletin board" to announce events and meetings, to post important documents, and to keep families advised of the many happenings throughout the school. Renweb access information is distributed at the beginning of the school year to new families. Should any difficulties arise in dealing with an individual account please contact Mrs. Anne Burooijy at 856-663-2247, ext. 114 for assistance during the school day.

## **BELL SCHEDULE** **2017-2018**

<b><u>Regular Schedule</u></b>	40 minutes	<b><u>CCHS Day - AM Schedule</u></b>	32 minutes
Homeroom Warning Bell	8:11	Homeroom Warning Bell	8:11
Homeroom & Activity Period	8:15-8:45	Homeroom & Assembly	8:15-9:49
Period 1	8:49-9:29	Period 1	9:53-10:25
Period 2	9:33-10:13	Period 2	10:29-11:01
Period 3	10:17-10:57	Period 3	11:05-11:37
Period 4	11:01-11:41	Period 4	11:41-12:13
Period 5	11:45-12:25	Period 5	12:17-12:49
Period 6	12:29- 1:09	Period 6	12:53- 1:25
Period 7	1:13- 1:53	Period 7	1:29- 2:01
Period 8	1:57- 2:37	Period 8	2:05 - 2:37
Announcements/Prayer/Dismissal	2:37	Announcements/Prayer/Dismissal	2:37

<b><u>Half-Day Schedule</u></b>	20 minutes	<b><u>CCHS Day - PM Schedule</u></b>	32 minutes
Homeroom Warning Bell	8:11	Homeroom Warning Bell	8:11
Homeroom & Activity Period	8:15-8:45	Homeroom	8:15-8:25
Period 1	8:49-9:09	Period 1	8:29-9:01
Period 2	9:13-9:33	Period 2	9:05-9:37
Period 3	9:37-9:57	Period 3	9:41-10:13
Period 4	10:01-10:21	Period 4	10:17-10:49
Period 5	10:25-10:45	Period 5	10:53-11:25
Period 6	10:49-11:09	Period 6	11:29-12:01
Period 7	11:13-11:33	Period 7	12:05-12:37
Period 8	11:37-11:57	Period 8	12:41- 1:13
Announcements/Prayer/Dismissal	11:57	Homeroom & PM Assembly	1:17-2:37

<b><u>PM Activity Period Schedule</u></b> 40 minutes		<b><u>Early Release Day Schedule</u></b> 36 minutes	
Homeroom Warning Bell	8:11	Homeroom Warning Bell	8:11
Homeroom	8:11-8:25	Homeroom	8:15-8:25
Period 1	8:29-9:09	Period 1	8:29-9:05
Period 2	9:13-9:53	Period 2	9:09-9:45
Period 3	9:57-10:37	Period 3	9:49-10:25
Period 4	10:41-11:21	Period 4	10:29-11:05
Period 5	11:25-12:05	Period 5	11:09-11:45
Period 6	12:09-12:49	Period 6	11:49-12:25
Period 7	12:53-1:33	Period 7	12:29-1:05
Period 8	1:37-2:17	Period 8	1:09-1:45
Homeroom & Activity Period	2:21-2:37	Announcements/Prayer/Dismissal	1:48
Announcements/Prayer/Dismissal	2:37		

### **Two Hour Delay Schedule** 30 minutes

HR	10:00-10:12	Period 5	12:27-12:57
Period 1	10:15-10:45	Period 6	1:00 - 1:30
Period 2	10:48-11:18	Period 7	1:33 - 2:03
Period 3	11:21-11:51	Period 8	2:06 - 2:36
Period 4	11:54-12:24	Prayer/Dismissal	2:37

## **NON-DISCRIMINATION POLICY - STUDENT COMPLAINT PROCEDURE**

### **Non-Discrimination Policy**

Camden Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The School encourages reporting of all perceived incidents of discrimination against students or individuals seeking admission. If you believe that you have been subject to discrimination, you should report the alleged incident or activity immediately, in writing, to the Principal or Dean of Students, one or both of whom shall investigate the complaint. Any report should include: (1) the date of the occurrence; (2) the name(s) of anyone involved; (3) the location of the incident; (4) a description of the act of discrimination; and (5) the names of any witnesses.

The person investigating the complaint shall interview the complainant, shall conduct an investigation of the allegation, and may interview the accused and any person(s) who may have relevant information concerning the matter. The person investigating the complaint may enlist the assistance of other members of the administration, faculty, and staff.

The investigation shall be completed, if possible, within five (5) school days or, if it cannot be completed, it shall commence and be diligently pursued within five (5) school days and completed as soon as possible thereafter. The person investigating the complaint shall determine whether or not the complaint is substantial and shall report this finding to the complainant. If the complaint is substantiated, corrective measures will be implemented immediately.

## **ACADEMIC POLICIES, GOALS, AND REGULATIONS**

### **Introduction**

Our philosophy of educating young people is based on a fundamental belief in God, and in the unique dignity of each person. Our programs are designed to provide a Christian worldview, atmosphere, and environment within which our educational philosophy can be expressed.

We believe we have a responsibility to our students and their families to provide a quality academic program utilizing sound educational theory and acknowledging that the maturity level of the students requires structure and discipline. The curriculum provides opportunities to master basic skills as well as presenting rigorous challenges for students at all levels of academic ability.

The focus of the academic program is directed towards developing the skills of each student through the required and elective course offerings at each level. In order to allow students to reach their full potential, a complex partnership between teachers, families, and students must exist. Students are expected to prepare for all their classes completely, and be mindful of deadlines and class requirements. To achieve academic success Camden Catholic students are expected to do two (2) hours of homework each night. This time should be distributed between specific homework assignments of a short term nature, reading assignments, review of lessons and studying for class, and long term research projects. Student progress towards academic success can be monitored by families via Renweb, quarterly report cards, and Parent-Teacher Interviews held in December and February. More detailed academic policies can be viewed in the Course Selection Guide, or on-line at [www.camdencatholic.org](http://www.camdencatholic.org).

### **Academic Honesty**

Honesty in academic work is necessary for the effective intellectual development of the student and for proper evaluation of performance. In addition, there is a moral responsibility which must be acknowledged. Camden Catholic cannot and will not tolerate academic dishonesty.

The following are considered but are not limited to situations of academic dishonesty:

- Plagiarism - the use of language, ideas or thoughts of another as if they were one's own work
- Copying phrases, sentences, and/or paragraphs from websites or published works
- Copying or providing answer(s) in examinations, tests, quizzes, homework assignments, research papers, or lab work

- Discussing answers during in-class tests or take-home tests, using “cheat sheets,” prepared tests, or other unauthorized material as substitutes for study and expected test preparation
- Attempting to secure copies of a test or examination, being in possession of a copy of a teacher-made test or testing materials before the test or exam date
- Resubmission of previously graded work, even a student's own work, for a new course without agreement of the new instructor
- Submission of the same paper for two courses without the agreement of both instructors
- Impeding the academic progress of other students by the removal or misplacement of library materials, theft or damage to equipment, or stealing or defacing another's work
- Using electronic devices to give or receive questions and/or answers
- Fabrication: handing in falsified results or sources or slightly altering a real source

**The penalty for academic dishonesty is a failure for the assignment and 5 demerits. A report is made to the National Honor Society Moderator and to the Student's Guidance Counselor for further review.** Subsequent offenses may result in dismissal. (See discipline section for additional information.)

### **Marking System**

Camden Catholic High School operates under a numerical marking scale ranging from 0-100. Marks below 70 are considered failing. Grades are given for each quarter, both exams, both semester averages and a final average. A few courses do not have exams associated with them.

Quarter grades reflect a student's performance during that quarter only. Exam grades represent 20% of the current semester grade.

Semester grade consists of 40% the first or third quarter grade, 40% of the second or fourth quarter grade, and 20% of the exam grade. Final grades are determined by averaging the first and second semester grades.

In computing the Grade Point Average, each grade earned is assigned a numerical equivalent based upon its category (College Prep, Honors, AP). This number is multiplied by the number of credits associated with each course. This total, the quality point index, is divided by the number of credits associated with each course. The result is the grade point average (GPA).

### Grade Chart

<u>Grade</u>	<u>College Prep</u>	<u>Honors</u>	<u>AP</u>
97-100	4.5	5.0	5.5
93-96	4.0	4.5	5.0
89-92	3.5	4.0	4.5
85-88	3.0	3.5	4.0
81-84	2.5	3.0	3.5
77-80	2.0	2.5	3.0
74-76	1.5	2.0	2.5
70-73	1.0	1.5	2.0

Below 70 = failing

Camden Catholic does not rank its students.

### Failures

Summer school is required to make up all final failures. Failing final grades are made up by attending and successfully completing an approved summer school program. All failures must be made up through the student's home public school district or through approved alternative programs. Contact counselors for information and details. All alternative programs or exceptions to the policy must be approved by the administration. Students may not repeat courses at Camden Catholic. One or two failures may be made up in summer school. Students with more than two failures, or who do not successfully make up final failures **WILL NOT** be permitted to return to Camden Catholic High School. Any exceptions to this policy are at the principal's discretion. When a student makes up a failure in an approved summer school, the grade will be noted on his/her permanent record.

The diploma will not be awarded to a senior with any failure(s) until the summer school program is successfully completed. Seniors who do not make up final failures will forfeit their right to their diplomas.

### Semester/Final Examinations

Exams should be taken seriously by each student as they are worth 20% of the student's semester grade.

Students are required to take all exams according to the examination schedule. This includes exams given before and during the examination weeks in January and June, as well as exams taken in May by seniors. Exams are not returned to students. Students may make arrangements with their teachers to discuss specific questions regarding the exam.

Seniors may be considered eligible for exemption from final exams in May at the discretion of the individual instructors. To be considered for exemptions, seniors must meet the following criteria: They must have an 85 or better in the 1<sup>st</sup> semester, an 89 or better in the 3rd quarter, and be expected to earn an 89 or better for the 4<sup>th</sup> quarter.

A student's financial obligations must be up-to-date before the student is allowed to take exams. No credit will be given for the exams, and no report card will be issued until all financial obligations have been met.

### **Policy Concerning Absence During Exams**

Students legitimately absent on a scheduled exam day are expected to take missed exams on the scheduled make-up day.

Students whose absences are unexcused will not be permitted to make up the exams, and will receive a failure for each exam missed.

If a student is unable to take or to make up exams in June, the parent must call the appropriate counselor to explain the reasons and arrange for make-up with the Vice-Principal for Academic Affairs.

All absences during exams must be verified with a doctor's note, court papers or a funeral notice.

### **Report Cards**

Report Cards are issued online four times a year: November, January, April, and June to keep families informed of the academic progress of their student. Paper copies of June Report cards are mailed home.

### **Parent-Teacher Interviews**

Parent-Teacher interviews are scheduled twice during the school year, in the second and third quarters. Parents may request a personal interview with faculty or administration by calling for an appointment or contacting the teacher via e-mail.

### **Class Standing**

Student class standing is reported in deciles (10%, 20%, etc...) on report cards and transcripts at the end of the year.

### **Honor Roll**

Honor Rolls will be published at the end of the first quarter, end of the first semester, end of the third quarter, and the end of the year.

- Distinguished Honors – 93 or above in all subjects
- Honors – 85 or above in all subjects

### **Service Learning Program**

An extremely promising area of contemporary learning requires students to engage in meaningful experiences beyond the world of the classroom, and in doing so provide a balance to the limitations of scholastic life some students may feel within the curriculum. The creative, active, religious, and social education of students can be shaped by the experiences in which they engage. Participation in diverse service experiences enables students to share their energies and God given talents with others while developing an awareness and concern for people very different from themselves, and fostering the ability to work cooperatively with others. Camden Catholic's goal of educating the whole person, and exposing all students to the many dimensions of the Body of Christ is

an intricate part of the experience of service. Students should emerge from their service work as more caring and socially responsible young adults who see the endless possibilities the world presents to them. The educational benefits of service reverberate throughout the school community as students are viewed in a new light as active transformers of environments needing their attention and care.

Service at CCHS follows these general guidelines:

- Ninth Grade - 8 hours minimum, 2 written reflections for .5 credits
- Tenth Grade - 16 hours minimum, 2 written reflections for 1.0 credit
- Eleventh Grade - 24 hours minimum, 2 written reflections for 1.5 credits
- Twelfth Grade - 32 hours minimum, 2 written reflections for 2.0 credits

Four year students will have completed a minimum of 80 hours of service and 8 written reflections to earn a total of 5 credits. Service hours may not be banked or carried over to subsequent years. Additional hours may be reflected in the grade for service.

All projects follow a planned path of discernment, activity, and reflection; and will address areas of need ranging from Camden Catholic, to individuals' home communities and parishes, to work with the poor, the elderly, and youth, to work with large social service agencies. **Successful completion of this program is cumulative, and mandatory for receiving a diploma at graduation.**

Students will receive a grade on their final report cards. The details of the service experience will be distributed in all Religion classes in September.

#### **Student Retreat Experience**

The Camden Catholic retreat program seeks to provide students with an encounter with Christ through the experience of communal activity, reflection, and prayer. Specifically, the program strives to create an experience that will help students recognize the essential connections of the Roman Catholic faith and an active faith life through personal and spiritual development. Every student at Camden Catholic High School will participate in a minimum of one retreat each year. Students may choose to take part in various extra-curricular retreats offered throughout the school year or attend the all school retreat day during regularly scheduled school hours. Students are expected to make up any missed work incurred during retreats.

#### **Student Leadership Academy Training**

Every student at Camden Catholic High School will receive leadership training. Starting with the Class of 2018, all students at Camden Catholic are required to complete two Leadership Academy modules during their four years at Camden Catholic. Students who began before the Class of 2018 as well as students who transfer to Camden Catholic after freshman year are only required to complete one module. Students are welcomed to complete as many modules as they wish beyond this requirement.

#### **Leadership Academy Graduate**

Every student at Camden Catholic High School has the opportunity to become a Leadership Academy graduate. Students who graduate from the Leadership Academy receive a certificate. Students must complete a minimum of five modules, one for each

of the Leadership Academy values of Faith, Excellence, Creativity, Unity and Passion. They also must demonstrate how they have applied what they have learned in their modules in a leadership role. Finally, students create a leadership portfolio that reflects on each of the skills they developed and how they will apply these skills in their life beyond Camden Catholic.

## **STUDENT ACTIVITIES**

### **Introduction**

Research has demonstrated that student activities enhance the learning of all students. Activities are an integral part of the program of every good school. They provide an opportunity for exploration in areas of interest outside the classroom. Through activities, students learn to express themselves, collaborate, develop their talents, discipline themselves, learn respect for the rights and needs of others, and work toward a common goal.

At Camden Catholic, there is a wide and varied program to meet these objectives. It is hoped that students will participate in at least one activity and will give their support to all of them. Camden Catholic provides a daily activity period to encourage all students to explore their interests.

## **ELIGIBILITY**

### **Eligibility for Participation in Athletics**

There are two sets of regulations: State regulations are based on semester credits, and Camden Catholic regulations are based on quarter grades.

NJSIAA Eligibility regulations regarding athletics supersede Camden Catholic's where necessary.

### **NJSIAA Eligibility Regulations for Athletics**

To be eligible for athletic competition during the first semester (Sept. 1 - Jan 31) all athletes must have passed 30 credits during the immediate preceding academic year (based on the current State of New Jersey 120 graduation credit requirements).

To be eligible for the second semester (Feb. 1 - June 30) all athletes must pass 15 credits at the conclusion of the first semester (based on the current State of New Jersey 120 graduation credit requirements). Full year courses shall be equated as one half of the total credits to be gained for the full year to determine credits passed during the preceding semester.

### **Transfers**

A student in grades 10, 11 or 12 transferring from one secondary school to another, without a bona fide change of residence by that student's parent or guardian, shall be ineligible to participate for a period of 30 calendar days in any sport in which the student has previously participated on any high school level. The 30 day ineligible period will begin when the student enrolls and attends classes at the new school. A student in grade 9 transferring from one secondary school to another without a bona fide change of residence by that student's parents or guardians, shall be ineligible to participate for a

period of 30 calendar days which will commence with the first interscholastic game played by the involved school, if that student had participated in that particular sport at the varsity level. A grade 9 student who has not participated in a sport at his/her previous school shall be eligible to participate immediately in any sport at the new school. To prevent possible recruitment or transfer for athletic advantage, a Transfer Form must be executed by the two involved schools and filed with the NJSIAA before any interscholastic participation.

A student who transfers from one secondary school to another because of a bona fide change of residence by his/her parents or guardians, or through assignment by the Board of Education, becomes eligible to represent his/her new school immediately upon entrance unless the transfer was because of athletic recruitment or was a transfer for athletic advantage and provided all other eligibility regulations are satisfied.

#### **Camden Catholic Regulations for Athletics and Other Activities**

The Principal reserves the right to make final eligibility judgments.

Any student who is academically eligible may participate in all major activities and athletics.

Students who are failing any subject at the time of deficiencies may be suspended from participating in activities by coaches, moderators and/or administrators.

Any student who has two or more failures in a given quarter is not eligible for any extracurricular activities for the first four weeks of the following quarter. At the end of those four weeks, the student's progress will be reviewed by the appropriate guidance counselor. Students continuing with failing grades in two courses will remain ineligible for the remainder of the quarter. All approvals to resume activities must be approved by the Principal.

Any time a student becomes ineligible, the Guidance Department will notify the student.

#### **NJSIAA Steroid Testing Policy**

In accordance with Executive Order 72, issued by the Governor of the State of New Jersey, Richard J. Codey, on December 20, 2005, the NJSIAA will test a random selection of student athletes, who have qualified, as individuals or as members of a team, for state championship competition.

##### **A. General prohibition against performance enhancing drugs**

1. It shall be considered a violation of the NJSIAA's sportsmanship rule for any student-athlete to possess, ingest, or otherwise use any substance on the list of banned substances, without written prescription by a fully licensed physician as recognized by the American Medical Association, to treat a medical condition.
2. Violation found as a result of the NJSIAA's testing shall be penalized in accordance with this policy.
3. Violations found as a result of member school testing shall be penalized in accordance with the school's policy.

- B. **List of banned substances:** A list of banned substances shall be prepared annually by the Medical Advisory Committee, and approved by the Executive Committee. (see list on website [www.njsiaa.org](http://www.njsiaa.org))
- C. **Consent form:** Before participating in interscholastic sports, the student-athlete and the student-athlete's parent or guardian shall consent in writing, to random testing in accordance with this policy. Failure to sign the consent form renders the student-athlete ineligible.
- D. **Selection of athletes to be tested**
  - 1. Tested athletes will be selected randomly from all of those athletes participating in championship competition.
  - 2. Sixty percent of all tests shall be from football, wrestling, track & field, swimming, lacrosse, and baseball. The remaining forty percent of all tests shall be from all other NJSIAA sports.
- E. **Administration of tests:** Tests shall be administered by a certified laboratory, selected by the Executive Director and approved by the Executive Committee.
- F. **Testing methodology:** The methodology for taking and handling samples shall be in accordance with current legal standards.
- G. **Sufficiency of results:** No test shall be considered a positive result unless the approved laboratory reports a positive result, and the NJSIAA's medical review officer confirms that there was no medical reason for the positive result. A "B" sample shall be available in the event of an appeal.
- H. **Appeal process:** If the certified laboratory reports that a student-athlete's sample has tested positive, and the medical review officer confirms that there is no medical reason for a positive result, a penalty shall be imposed unless the student-athlete proves, by a preponderance of the evidence, that he or she bears no fault or negligence for the violation. Appeals shall be heard by a NJSIAA committee consisting of two members of the Executive Committee, the Executive Director/designee, a trainer and a physician. Appeal of a decision of the Committee shall be to the Commissioner of Education, for public school athletes, and to the superior court, for non-public athletes. Hearings shall be held in accordance with NJSIAA By-Laws, Article XIII, "Hearing Procedure."
- I. **Penalties:** Any person who tests positively in an NJSIAA administered test, or any person who refuses to provide a testing sample, or any person who reports his or her own violation, shall immediately forfeit his or her eligibility to participate in NJSIAA competition for a period of one year from the date of the test. Any such person shall also forfeit any individual honor earned while in violation. No person who tests positive, refuses to provide a test sample, or who reports his or her own violation shall resume eligibility until he or she has undergone counseling and produced a negative test result.

- J. **Confidentiality:** Results of all tests shall be considered confidential and shall only be disclosed to the individual, his or her parents, and his or her school.
- K. **Compilation or results:** The Executive Committee shall annually compile and report the results of the testing program.
- L. **Yearly renewal of the steroid policy:** The Executive Committee shall annually determine whether this policy shall be renewed or discontinued.

## **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

### **Student Government**

Student Government provides a channel of communication between students, faculty and the administration. It establishes a forum for student expression that promotes the general welfare of the school and develops school morale and spirit with a focus on school activities.

There are two levels of student government: Executive and Class. The Executive level consists of the President, Vice-President, and Executive Cabinet positions. The Class Level consists of Governor, Lt. Governor, four Senators, and cabinet within each level.

Elections for both levels of government are held each year. All student elections are preceded by nominations and determined by secret ballot.

### **Academic Activities**

#### **Honor Societies**

The Honor Societies focus on the creation of enthusiasm for scholarship, stimulation of a desire to render service, promotion of leadership and development of character.

National Honor Society - Mother McAuley Chapter  
Art Honor Society  
English Honor Society - Emerald Society  
French National Honor Society - Le Cercle Français  
Latin Honor Society  
Mathematics Honor Society  
Tri-M National Music Honor Society  
Science Honor Society  
Social Studies Honor Society  
Spanish National Honor Society-San Pedro Alcantara Chapter  
Theater Honor Society – Thespian Society

#### **Publications**

The Emerald - Literary Magazine  
The Irish Almanac - Yearbook

### **Public Relations**

The Green and White Society

Selected students represent Camden Catholic at various functions and events.

### **Extra-Curricular Organizations**

These organizations have for their purpose the encouragement of interest and enthusiasm for academic, cultural, and practical pursuits; stimulation of a desire to use one's creativity and skill purposefully, and development of leadership and performance abilities. The existing organizations are adjusted pursuant to student interest. Some of our signature activities are the School Play, Props, Scenery and Make-up Crews, Stage Crew, Jazz Band, Field Band, Musical Groups, Dance Team, REBEL, Pro-Life Club, Campus Ministry, Liturgical Choir, Liturgical Planning, SADD, Media & Technology Crew, CCTV, Baking Club, Link Crew, Magic Club, Anime, Video Gaming Club, Science Club, Creative Writing Club, Engineering Club and other clubs that are associated with academic endeavors.

### **Athletic Activities**

Football, Field Hockey, Soccer, Cross Country, Basketball, Swimming, Wrestling, Softball, Baseball, Track, Golf, Lacrosse, Cheerleading, Volleyball, and Various Intramural Sports

### **Social Activities and Student Government Sponsored Events**

Pep Rallies, Spirit Week Activities, Homecoming, Dances

### **Class Sponsored Events**

Senior Prom, Junior Prom, Junior Ring Mass, Sophomore Cotillion, Freshman Semi-Formal, Freshman BBQ

### **Contests and Special Opportunities**

Model United Nations, Ethics Bowl, Debate League, Shakespeare Troupe, Mr. CCHS Contest, Leadership Academy, Cathedral Scholars, Math Club, Academic Seminars & Workshops, Student Safety Seminars and various other assemblies

### **Freshman Transition Program**

As part of the Freshman Transition Program, grades for freshmen will be monitored by the Vice Principal of Academic Affairs every two weeks. If a freshman student is failing two classes at the two week check, the freshman student will be put on academic watch, will not be able to participate in the daily activity period and will report to the Vice Principal of Student Services for academic coaching and assistance in a monitored study hall. Parents will be notified of their child's academic watch status.

### **STUDENT ATTENDANCE**

#### **Introduction**

Daily attendance is expected of every student at Camden Catholic High School. All legal, medical, etc. appointments should be made for after school hours, if at all possible.

### **Absences**

When a student is absent for any reason, the following procedures must be followed:

A parent/guardian must call the school prior to 9:00 am on the day of the absence to report the absence (856 663-2247 ext. 301). No student is ever permitted to call to report an absence.

On the day a student returns to school, he/she must bring an official CCHS absentee form to the Office of Student Affairs prior to the start of the school day. The form must have the parent's signature and current home, work and cell phone numbers. The student is responsible for this form. **Only the official absentee form is acceptable** and can be found in the Student Planner and on Renweb or extra copies may be obtained in room 114. Doctor's notes and medically specific diagnosis paperwork must be given directly to the Office of Student Affairs and will be forwarded to the nurse's office.

**A student returning to school without the official absentee form will face the following disciplinary consequences:**

- No note by 3<sup>rd</sup> day of return – 1 demerit for no absence note
- No note by 4<sup>th</sup> day of return – 3 demerits for defiance of school rules/policies
- No note by 5<sup>th</sup> day of return – private detention with the Dean of Students – parent/guardian must sign the absence note when collecting the student from detention – no extracurricular or athletic activities will be permitted on the day of the detention

Students must be fever free, without the use of fever reducing medication, and vomit free for 24 hours before returning to school.

**If a student is absent due to illness for 3 consecutive days or more, a doctor's note is required in addition to the absentee form.** The student is to bring the doctor's note and the absentee form to the Office of Student Affairs on the day of return. If a doctor's note is faxed it should be faxed directly to the Office of Student Affairs at 856-663-4291.

If a student and/or parent knows in advance that an absence will be unavoidable on a given day, the student should bring a note explaining the absence to the Office of Student Affairs at least one day prior to the anticipated absence and upon return provide a school absentee form. Families are reminded that vacations are not excused school absences. Vacation time should be scheduled when school is not in session.

In cases of prolonged illness (10 consecutive school days or more), the parent or guardian is to call their child's Guidance Counselor to make arrangements for home instruction through the Camden County Educational Services Commission. (Refer to the "Student Services" section for details.)

**If a student is absent from school or arrives after 8:45 am due to an unexcused lateness, he or she may not participate in any organized school activities that day or**

**night. If the absence occurs on a Friday, the student may be excluded from participation in school functions on the following Saturday as well.**

**Note:** Students sent home sick by the nurse are not allowed to return to school that day for any performance, athletic event or extracurricular activity.

Because regular attendance is so important, students whose absences are excessive will receive failing grades in each of his/her courses for the current semester. A student who is absent ten (10) days in one semester without providing acceptable verification of those days will receive a grade of 65 for each course. Each additional absence will result in a further deduction of 5 points for the semester. Examples of acceptable verification of absence are doctor's note for illness, court documents for legal appointments, funeral card or obituary for bereavement days, and official college notes for college visits.

Students are responsible for making up missed assignments and tests according to the individual instructors' policies. Renweb should be accessed on a regular basis regarding assignments.

#### **Senior Fourth Quarter Attendance Policy**

Due to the limited number of days in the fourth quarter, any absence in the fourth quarter must be verified by a doctor's note, legal documents, or official college/service documentation. All unverified absences, including suspension days, must be made up prior to Commencement. In addition, seniors who arrive to school after 8:15 am during the fourth quarter are required to make up the time missed and will receive the proper number of demerits.

#### **Late Arrivals**

##### **To School**

All students should be in homeroom by the 8:11 am bell. A student who enters homeroom or the school building after 8:15 am is late. The student entrance will be locked immediately at 8:15 am and all late students must enter through backdoor (Door 4) and report to the Office of Student Affairs for a late pass. An administrator will determine whether the lateness is excused or un-excused. (Car problems, traffic, oversleeping, power failures, or other personal reasons are generally not excused.) Students who are late due to a medical or legal appointment must present an official note from the appointment when they arrive at school.

All lateness for school will appear on the student's report card and permanent record. Students will be issued 1 or 2 demerits for each unexcused lateness. A student who accumulates 10 demerits for lateness will be required to serve the 10 demerit detention and take part in an on-time training program.

Students who arrive to school between 8:15 and 8:30 am will be issued 1 demerit. Students who arrive after 8:30 am will be issued 2 demerits. Students arriving after 8:45 am need a parent and/or verifiable doctor, funeral, or court, etc. note. Unexcused lateness after 8:45 am prohibits the student from participation in all athletic and extracurricular activities.

### **To Class Periods**

A student who enters a class period after the bell has rung without an admit slip will be recorded as tardy and will be issued one (1) demerit from the classroom instructor.

### **Early Dismissals**

Early dismissals are discouraged since academic success is paralleled with regular school attendance. However, when a situation necessitates an early dismissal, the following procedure must be followed:

- A note, stating the reason for the dismissal and signed by a parent, must be submitted to the Student Affairs Office prior to 8:15 am. The time of the dismissal should be included in the note as well.
- An administrator will determine whether the request will be granted and may phone the parent/guardian to verify the request. If granted, an early dismissal pass will be issued at that time.
- Phone call requests for early dismissals will not be accepted once the school day begins.
- A student will be recorded as absent for a full day if he/she misses more than 4 class periods. A student will be recorded as absent for 1/2 day if he/she misses 4 or less class periods.
- Students returning to school following an early dismissal should present an official note to the Office of Student Affairs upon his/her return to school.
- Students may not leave the building or school grounds during school hours without an early dismissal pass, nurse's dismissal pass, or administrative permission.
- **Students are not permitted to contact their parents directly to ask them to come to school to pick them up because they are not feeling well.** Students must see the nurse if they are not feeling well and she will determine if it is necessary for the student to go home. Students who contact their parents via cell phone, without permission, will be subject to demerits. If a parent comes to school to pick up a student, it will be considered a regular, not nurse, early dismissal.
- Parents and students may not request more than five (5) early dismissals per year.

### **Senior Early Dismissal Privilege**

Seniors who are not scheduled for a seventh or eighth period class and by certain circumstances by the administration are permitted to leave the school building/campus at the conclusion of seventh period provided that a parental consent form is completed and on file in the Student Affairs Office. They may return to school for after school activities.

### **After Dismissal**

Students may not remain on school property after school hours unless attending an official school function. Only students who have a supervised activity or permission from a school official may remain in the school building after dismissal. **Students who are waiting for transportation home after dismissal must wait in the dining hall.** The

hallways are locked at 3:30 pm each day. Students will be supervised in the dining hall until 6 pm.

## **STUDENT LIFE**

### **Introduction**

Individuals develop and fulfill themselves best within a community. To guide the individual in this process the community formulates certain guidelines which act as parameters for the individual's exercise of freedom. By accepting membership in a community, the individual expresses his or her willingness to abide by the established rules of the community and to act in accordance with established behavioral policies. Mere acceptance of these policies is not the goal of the Camden Catholic community. It is hoped that the values and goals established by the school will be internalized by each student so that appropriate behavior will be fostered more by conviction than by persuasion. In such an environment, a student is free to accept personal and communal responsibility and is held accountable for the exercise of that freedom. The rules established by Camden Catholic High School for student behavior are intended to assist the student in developing self-respect, respect for fellow students and for the entire school community. This is achieved through self-discipline when the student makes mature responsible choices that are beneficial to themselves and to others.

**Behavior in the wider community reflects the values and goals of Camden Catholic High School. A student of CCHS represents the school 24/7. When a student's actions, even outside of the school day, reflect negatively upon Camden Catholic, disciplinary action may be warranted by school officials. Please refer to the "Demerit and Disciplinary Actions" section.**

Parents/Guardians and students who are enrolled in Camden Catholic High School agree to the following rules and regulations:

### **Student Identification Cards**

Every student is issued a Student ID card and lanyard at the beginning of the school year. The school lanyard and ID card must be worn at all times while in school and must be carried when attending school events. **ID cards must not be altered in any way** and will be shown and relinquished on demand to any member of the Administration, Faculty, or Staff when requested. Students must have ID cards in order to purchase lunch. Students who are not wearing their ID cards will be issued a demerit. If the card is lost a temporary ID must be obtained from the Office of Student Affairs, before the 8:15 am bell, for \$1.00; a permanent replacement must be purchased from the Office of Student Affairs at the cost of \$10.00.

### **Dress Regulations**

The way one dresses says much about him/her as a person. The manner in which one wears his/her uniform indicates respect for oneself, his/her family, and the community at Camden Catholic High School. **No innovations** to conform to current fashion are permitted! Students are expected to follow all dress regulations **prior** to entering the building, throughout the school day, and until they exit the school building.

Camden Catholic school uniforms are available at:

**Flynn and O'Hara Uniform Company**  
**Garden State Pavilions**  
**2240 W. Marlton Pike**  
**Cherry Hill, NJ 08022**  
**(856) 931-8838 or 800- 441-4122**

### **2017-2018 OFFICIAL SCHOOL DRESS CODE**

#### **General Appearance**

- All uniforms must be neat and clean and free of any holes.
- Writing on uniforms and persons is prohibited.
- Scarves, wide headbands, and hats are not permitted.
- Jewelry should be small in size and kept to a minimum. Girls' earrings no larger than a quarter. Earrings are prohibited for boys.
- Facial piercings are not acceptable. Nose rings and ear gauges are prohibited for boys and girls. Band-Aids may **NOT** be worn to cover piercings.
- Students may not have visible tattoos.
- The final decision regarding the students' general appearance will be at the discretion of the Dean of Students.

### **SCHOOL UNIFORM**

**Summer Uniform-** is worn in September and October and from April through June.

**Winter Uniform-** is worn November through March.

#### **SHIRTS & TIES/BLOUSES**

**Summer Uniform** Green Camden Catholic polo (boys & girls)

**Winter Uniform** Boys: White button-down long or short sleeved dress shirt with Flynn & O'Hara tie or a CCHS tie purchased in the school store

Girls: White button-down long or short sleeved blouse with CC on the collar

**Senior Privilege:** The Camden Catholic white or yellow polo is worn all year by seniors only.

Students are permitted to wear a plain white t-shirt only under their polo or dress shirt/blouse.

#### **BOY'S PANTS & BELTS**

Sophomores, Juniors and Seniors may wear Flynn & O'Hara gray or khaki pants with brown or black belt (no ornaments). **Freshman must wear Flynn & O'Hara gray pants only** with a brown or black belt (no ornaments).

## **GIRL'S KILTS or PANTS**

Girls wear the uniform plaid kilt or gray Flynn & O'Hara pants. Kilts may not be shorter than 2 inches above the knee in the front and back.

## **SWEATERS (required with Winter Uniform)**

**Grades 9 & 10:** Flynn & O'Hara green non-varsity cardigan sweater or green V-neck pull-over sweater

**Grades 11 & 12:** Flynn & O'Hara green varsity cardigan sweater

## **SHOES**

Black or brown Eastland Plainview or Newport Oxford OR Black or burgundy penny loafer.

## **SOCKS/TIGHTS**

**Boys:** Boys are required to wear socks; black or brown is the preferred color.

**Girls:** Plain black tights are to be worn at all times with kilts. If wearing pants, girls are required to wear socks; black or brown is the preferred color.

## **GYM UNIFORM**

Students taking gym classes are required to wear the Camden Catholic reversible t-shirt & green gym shorts. Gym uniforms can be purchased at Flynn & O'Hara or in the school store.

### **Boys**

- **Hair Expectations:** Boys hair must be neat and clean. No distracting styles (mohawks, tails, braids, etc.) or colors. **Hair must be one natural-looking color.** Boys' hair must be no longer than their shirt collar in the back and no more than 3 inches high on the top. Buns, ponytails, pigtales, and other hair accessories for boys are prohibited. Curly hair must be short and neat. Students must be well-groomed. Facial hair should be neatly trimmed.
- Pants must be worn at the waist and hemmed appropriately. Sweaters must be properly fitted and in good condition. All shirts must be tucked in so that the belt is visible. Collars on shirts must be properly buttoned. Ties must be pulled to the collar. T-Shirts worn under uniform shirts/polos must be **plain white** (no logos or designs).
- Earrings are prohibited.

### **Girls**

- **Hair Expectations:** Hair must be one natural-looking color including extensions, highlights and braids. Any other artificial addition is prohibited. Hair must be neat and clean; no distracting styles or colors.
- Kilts must be worn at the waist and never rolled. Sweaters must be properly fitted and in good condition. Blouses must be properly tucked into the kilts and only the top button may be unbuttoned. Collars on the blouses must be properly buttoned. T-shirts worn under uniform blouses/polos must be **plain white** (no logos or designs). Plain black tights, not stockings, in good condition (no holes) must be worn at all times with the kilt. The girls will have the option of wearing Flynn & O'Hara gray pants or the plaid kilt. The uniform plaid kilt may not be hemmed more than **two inches** above the knee. If a student persistently violates

this requirement, they may be required to wear the grey pants for the duration of the year.

- Make-up must be light and natural-looking.

### **Relaxed Dress Code**

**Please note:** Students who are not dressed properly may receive demerits, be asked to change into a uniform or be sent home. They may lose the relaxed dress privilege for the remainder of the school year.

- Shirts: t-shirts may be worn - no improper messages and no rips or tears
  - no sleeveless shirts or tank tops
  - no low-cut shirts
  - no short shirts - no stomach or waist showing
- Pants: jeans/sweat pants may be worn - no ripped, frayed, tight or low-cut pants. No writing, logos or messages should be on the seat of the pants.
- **NO SHORTS or HATS**
- Skirts: girls may wear dresses or skirts within two inches of the knee
  - no slits in skirts or dresses
- Shoes: sneakers are preferred - **No open toed shoes**
- Jewelry: see regular dress code
- General Appearance: Students should be dressed neatly and well-groomed. Head covering such as hats and full bandanas may not be worn. Sunglasses are prohibited. **Boys may not wear earrings.**

### **Student Safety and Building Security**

Camden Catholic provides a safe learning environment for all members of the school community. Students and staff are encouraged to report any behavior or incident that may be a danger to any member of our community. A variety of safety drills are conducted monthly during the school year. Upon arrival at school, students will enter through the back gym entrance from 7:15 am to 8:15 am. All doors are locked at 8:15 am; all students and staff should enter through the back door. Visitors must enter through the main office door. Guests must sign-in and receive a visitor's pass prior to leaving the main office area.

### **Transportation and Parking**

Bus transportation is provided for students in accordance with the provisions made by the public school district in which each student lives.

Students are expected to act in a mature and respectful manner on busses to and from school and extra-curricular activities. All regulations enforced in the school will be enforced on busses. Transportation officials will receive the full support of the school in dealing with any student who does not adhere to these regulations.

Parents who drive their children to school must drop passengers **at the rear of the building in the marked lane.** Cars are to pull forward to the end of the lane and drop passengers off quickly. **No stopping or standing is permitted in the driveway or in unoccupied parking spaces or on Cuthbert Road.** The speed limit in the parking lot is

15 mph. During the morning drop off, cars may not use the school entrance lane to exit the school any time before 8:30 am. During PM dismissal, parents must pick up their student at the rear of the building. For the safety of all, parking or driving out of the school entrance lane is prohibited during the PM dismissal.

Students who request permission to drive to school must:

- Return the completed Student Parking Agreement and Vehicle Registration Form and pay the \$50.00 parking fee to the Office of Student Affairs.
- Park in their assigned parking spot. Display their hangtag on their rear view mirror.
- Observe the 15 mph speed limit in the parking lot and maintain safe driving habits at all times. Failure to abide by these requirements may result in the loss of parking privileges

Students who park on school grounds without purchasing a parking space may be issued 5 demerits and must follow the above parking procedures. Additionally, students who do not comply with the Parking Lot regulations may receive demerits, be towed at owner's expense, or lose their parking lot privileges.

### **LOCKERS AND PERSONAL PROPERTY**

Students are responsible for the security of their personal property and property issued to them by the school. At no time should students leave their property unattended. To ensure the security of personal property and maintain school safety students are assigned a locker and a CCHS lock with a personal combination. **Locks must be secured on the locker at all times. Students may receive demerits for not securing their lock on their locker.** Students are to memorize the combination and should not give it out to anyone. Students may go to their lockers before homeroom, between class periods, and after the school day ends.

**At certain times of the year, students may decorate the outside of classmates' lockers. NO PICTURES MAY BE USED TO DECORATE THE OUTSIDE OF LOCKERS. No permanent stickers.** Students should not break or vandalize the locking mechanism. Students will be held responsible for damage to lockers.

Replacement CCHS locks must be purchased in the Office of Student Affairs for \$10.

Students are not permitted to carry large binders, bags, and/or backpacks to class. These items must be secured in student lockers. Wristlets and small pencil cases may be carried. (May not be larger than 6" x 9".)

### **DEMERIT SYSTEM AND DISCIPLINARY ACTIONS**

#### **Introduction**

Camden Catholic imposes various disciplinary actions, including suspension and expulsion, for behavior that is not consistent with the proper atmosphere for a Catholic school. This section of the handbook lists some of the actions that are considered serious

violations and explains the types of disciplinary action typically imposed for each. Please be aware that similar disciplinary action may be taken for violations that are not listed here if the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. **The Principal and the Dean of Students have the authority to alter these procedures as they determine.** The demerit system of discipline recognizes that students are responsible for their own actions and have a responsibility to each other and to the entire school community. Infractions of a school rule may result in a demerit or multiple demerits as listed on the demerit slip. Faculty, staff and administration may issue demerits. When the demerit slip is completed, a copy is issued directly to the student. Lateness to school, as well as more serious violations of school rules, will result in demerits issued by the administration.

Official School Detentions work in conjunction with the demerit system. Private detentions may be issued by individual teachers to address classroom issues. A minimum of 24 hours notice will be given for all detentions.

### **DEMERIT LEVELS & DISCIPLINARY PENALTIES**

**Ten Demerits:** A student who acquires 10 demerits will be issued an official school detention.

**Twenty Demerits:** A student who acquires 20 demerits will serve a second detention. When a student accumulates 20 demerits that count towards a suspension\* that student may be required to participate in a mandatory conference with parents/guardian, Dean of Students, at least one of the student's current teachers, assigned guidance counselor and a proposed mentor. The purpose of the conference is to help the student change his/her behavior, decrease the number of demerits and to improve academically as well. The mentor and Dean of Students will work together to monitor the student's behavior and compliance with the provisions of the behavioral plan.

**Twenty-Five Demerits:** Students who accumulate 25 demerits that count towards suspension\* will serve a minimum three day out-of-school suspension. Upon reinstatement, a meeting with the student, at least one parent/guardian and the Dean of Students will take place; changes to the existing behavioral plan may be made at the meeting.

Students who warrant a suspension after May 15 for the accumulation of 25 demerits will serve in-school suspension after school is dismissed in June. A parent meeting will take place and a discipline contract for the following school year will be put into effect.

**Thirty Demerits:** A student who acquires 30 demerits will serve a third detention. A meeting with the Principal will take place if the 30 demerits are for infractions other than late to school/class, no absence note, and forms not returned.

**Thirty-Five Demerits:** A student who fails to make a change in his/her behavior and accumulates 35 demerits for infractions that count towards suspension must attend a dismissal hearing. The dismissal hearing panel consists of one administrator, a student advocate (teacher of the student's choice), a faculty volunteer and two student leaders.

The panel will make a recommendation to the Principal. The Principal will make the final decision regarding the student. A student who is dismissed may request a meeting with the Principal.

Demerits continue to accumulate through final exams. Students who warrant detention after the last regularly scheduled Thursday detention will serve the detention on exam make up day.

\* Demerits issued for late to class/school and no absentee note count toward detention totals but not suspension totals.

### **DEMERIT FORM**

NAME\_\_\_\_\_

HOMEROOM\_\_\_\_\_

#### **1 DEMERIT**

- cafeteria/hallway/study hall violation
- chewing gum
- dress code violation
- failure to return school forms
- late to class
- late to school (before 8:30)
- no absentee note
- no ID

#### **2 DEMERITS**

- assembly/liturgy disruption
- classroom/homeroom/library disruption
- eating/drinking outside cafeteria
- late to school (after 8:30)
- public display of affection
- not clean shaven
- locker violation

#### **3 DEMERITS**

- bus violation
- cell phone/AV equipment
- misuse of state textbooks/school property
- pass violation
- peer disrespect

#### **TEACHER COMMENTS:**

#### **FOR ADMINISTRATIVE USE ONLY: 3-5 DEMERITS**

- academic dishonesty
- offensive language/behavior
- cut class period
- cut teacher detention
- dishonesty
- parking lot violation
- suspicion of smoking
- teacher/staff disrespect/defiance
- disrespect for school rules/policies
- out of assigned area

#### **10 DEMERITS**

- leaving school building w/o permission
- truancy

#### **10 DEMERITS/IMMEDIATE SUSPENSION**

- behavior inconsistent with Camden Catholic's Mission
- cut school detention
- smoking
- fighting
- stealing
- forgery
- vandalism
- peer harassment
- verbal confrontation

TEACHER'S SIGNATURE\_\_\_\_\_  
White – Office Copy

DATE\_\_\_\_\_  
Yellow – Student/Parent Copy

## **OFFICIAL SCHOOL DETENTIONS**

Official school detentions are served as scheduled on **Thursday** afternoons from 2:45 - 5:00 pm. A minimum of 24 hours notice is given for all detentions in order for the student to arrange for transportation home. As a general rule, rescheduling is not permitted. **A detention notice and a list of offenses are given to the student with the date of the detention to be served. He/She must return the notice with a parent's signature and student's signature on the date requested.** The student is expected to leave the school building and grounds immediately after serving the detention and is not permitted to participate or attend any school activity on or off school premises. A student who misses an official school detention will be suspended and serve one additional detention. Failure to return the detention notification form in a timely manner can result in suspension, and the student will be assigned another detention. Detentions may consist of three activities: service to the school, written work, or character education.

### **Detention Expectations:**

1. Students are expected to be in complete uniform during detention.
2. Students will relinquish all electronic devices.
3. Students are to report to the detention room by 2:45 pm with a pen or pencil.
4. Students will sit in the seat they are assigned and work only on the assignments they are issued (no homework). Students will be selected when needed to perform community service during the detention session. Uncooperative or disruptive students will be assigned additional detentions.
5. Students must use their lockers, the restroom and water fountain before detention begins. **NO ONE IS PERMITTED TO LEAVE THE ROOM ONCE DETENTION BEGINS UNLESS AUTHORIZED BY THE ADMINISTRATOR.** Time out of the room will be made up at the end of the detention session.
6. Students are expected to follow all teacher and administrator directives.

## **SUSPENSIONS**

All suspensions will be served out-of-school. The student is suspended from participating in all classes and extracurricular activities for the duration of his/her suspension. A parent meeting is required before the student is permitted to return to classes and activities. It is the student's responsibility to make up missed work in the time frame the teachers require.

Any student who is suspended for any reason during the school year may be prohibited from participating in school activities such as dances, school trips, sporting events, etc.

## **DISMISSAL**

Dismissal occurs for grave infractions of school regulations and discipline policies. Usually, dismissal takes place after a meeting of the disciplinary panel. However, in extreme cases, a student may be asked to withdraw prior to a panel hearing. Parents and students may request a meeting with the Principal. A former student who has been asked

to withdraw or was dismissed may not attend any Camden Catholic school dance or prom.

## **GENERAL BEHAVIOR**

### **Before Homeroom**

Students are permitted to go to the library, the dining hall (breakfast is served), or their class hallway. **NO FOOD OR DRINK SHOULD BE CONSUMED IN THE HALLWAYS OR CLASSROOMS BEFORE HOMEROOM.** Students are not permitted to loiter in the locker rooms or the gym.

### **Homeroom**

Students are to report to homeroom at the 8:11 bell. At 8:15, attendance is taken by the homeroom teacher, prayers are said and announcements are made. Students are to remain silent and stand during prayers, announcements and stand the Pledge of Allegiance. Students must remain in homeroom. Dress regulations are checked, level activities are conducted, and materials are distributed and/or collected at this time. Students who are not in proper uniform will be issued a demerit.

School spirit and loyalty are expressed in many ways. In contributing to homeroom activities a student helps to create a positive environment in which all can take pride. The homeroom teacher will appoint students who will share responsibility for maintaining the clean and orderly appearance of the room.

### **Activity Period**

The activity period begins at 8:25 am. This period allows for groups and activities to meet during the school day. Students must be on the activity list to leave homeroom.

### **Classroom**

Students are required to follow the subject teacher's guidelines regarding discipline during class periods.

### **The Dining Hall**

Students are expected to be in the dining hall at the beginning of their assigned lunch on time and may leave only with the permission of the proctor or a written pass. Each student is responsible for discarding his/her trash and cleaning the general area of his/her table. The high top tables in the back of the dining hall are reserved for seniors.

### **Information Commons**

Students may use the library before and after school according to the posted hours, and during their lunch and study halls. Students wishing to use the library during their lunch period can report directly to the library and then obtain a pass from the librarian to report to the dining hall late; or they must obtain a pass from the librarian, before reporting to the dining hall, that will permit the student to eat and then report to the library. Students from a study hall must present a pass from the proctor. Once admitted to the Library, the student must remain for the entire study period.

### **Study Halls**

Attendance in study hall is required just as attendance in any class. The purpose of a Study Hall is to ensure students a quiet structured environment to complete their work. Students are responsible for bringing adequate and appropriate work for the time and place. Students are required to follow the proctor's guidelines regarding discipline during the Study Hall period.

### **Lavatories**

Students are expected to use the lavatories during their lunch periods. Students may use the lavatories during class time with a pass from a faculty, or staff member in cases of emergency and during the change of classes.

### **After School Study Hall (Dining Hall)**

Camden Catholic High School offers a supervised after school study hall from 3:00 pm until 6:00 pm in the Dining Hall. After dismissal, all students who are not involved in a school sponsored activity must report to the Dining Hall. This program has been designed to provide students with a place to study and interact after school hours. Students are required to follow the proctor's guidelines with respect to the proper behavior. Failure to comply with the proctor's requirements may result in disciplinary action, which may include the revocation of this After School Study Hall privilege.

### **Corridors and Stairways**

Students are allowed four minutes passing time between classes. Walking on the right hand side of the corridor provides ease of movement. Students are not permitted in the hallway without a pass during class time. Food and drink are NOT permitted in the corridors or stairways at any time without a pass.

## **STUDENT BEHAVIOR IN SPECIAL SITUATIONS**

Students are to adhere to the rules and regulations of Camden Catholic High School when participating in any school-sponsored activity including trips, dances, sporting events and in places where they are readily identified as students of Camden Catholic. **Should a student be absent, or leave early due to illness (nurse's dismissal) on the day of a scheduled activity, that student is not permitted to participate in or attend activities. Students arriving late after 8:45 am need a parent and/or verifiable doctor, funeral or court, etc. note to be eligible to participate in athletics or activities that day.**

### **School Trips**

School trips are intended to be educational and cultural experiences for students. It is the responsibility of each student to have the required parental permission form completed and returned to the moderator on the date specified.

**Parents and students may NOT arrange private trips and then have their student join Camden Catholic High School sponsored trips, especially on the senior class trip to Florida.**

Students may be denied permission to participate in trips if tuition and fees are not current or if the students have academic failures.

### **Dances and Proms**

Camden Catholic hosts a number of dances throughout the school year. Some dances are opened to non-CCHS guests. At these dances, a student is permitted to bring one guest provided that he/she has obtained permission in advance.

All students and guests must complete the Dance Form and Code of Conduct that will be provided by the class moderator prior to the dance.

**Guests must be of the opposite gender and may not be in grammar/middle school or more than two years older than the CCHS student host but not older than twenty (20) at the time of the dance.**

All school policies concerning behavior at school-sponsored events are in effect. These policies apply to students and their guests and are for the safety of all those who will participate in the event. Therefore:

1. Students and their guests must arrive at school-sponsored dances/proms within one hour of the scheduled starting time or they will not be admitted. Once admitted, students and guests must remain until the end of the dance. Upon entering the dance, CCHS students and their guests must present their school ID or driver's license.
2. Students and guests will behave in an appropriate manner. Inappropriate language, gestures, and behavior (including dancing) will not be tolerated.
3. Students and guests will not smoke anywhere on the premises.
4. Students and guests will not be under the influence or in possession of alcohol or drugs. Students found to be under the influence of or in possession of drugs/alcohol or those students who partake of the consumption of or the sale or distribution of drugs/alcohol in school or at any school sponsored event on or off school property, are liable for expulsion. Other sanctions may be warranted under the agreement between the Diocese of Camden and the Camden County Prosecutor's Office.

Students are expected to adhere to all regulations stipulated in the Camden Catholic Student Handbook and the Dance Code of Conduct (stated above) while at the dance or prom. Camden Catholic students will be held responsible for the conduct and behavior of their invited guests.

Any violation of school policy or the Dance Code of Conduct by any student or guest will result in a parent phone call, dismissal from the dance without a refund, and disciplinary action at school. Please note that if the guest violates any school policy and is dismissed from the dance, the CCHS student who brought that guest will also be dismissed from the

dance. Law enforcement may be contacted if the reason for dismissal from the dance warrants contacting them under the agreement with the Camden County Prosecutor's Office.

**Disclosure: Camden Catholic High School does not condone any pre or post dance/prom party.**

### **Sporting Events**

Students are required to present their Student I.D. cards with the price of admission to all sporting events. All rules and regulations regarding student behavior are in effect during and following sporting events whether home or away. Student behavior on the fields and courts is subject to the same code of conduct as in school.

### **Safety and Evacuation Drills**

Safety and Evacuation Drills are held monthly in accordance with N.J. State Law and local guidelines. All students must be familiar with the safety drill instructions in every area of the building. During safety drills, silence must be observed. At the first sound of the fire alarm students move quickly and in orderly lines from the room according to the posted directions. Students are not to carry books. Once students are in the assigned homeroom space, students are to face the building and listen for further directions.

### **Public Display of Affection**

Public displays of affection are not acceptable on school property.

### **Digital Devices**

Technology plays an important role in enhancing the learning experiences of Camden Catholic students; however, possession of a cell phone or other electronic communication devices on school grounds or at a school activity is a privilege and is subject to the rules of the school concerning such devices. CCHS is not responsible for lost or stolen property. If a student brings such a device to school or to a school activity, and if there is reason to suspect the device is being used or has been used in violation of a school rule or policy, to aid in the violation of a school rule or policy, or to conceal a violation of school rule or policy, the device may be confiscated by a teacher or administrator and is subject to search. The Principal or principal designee will determine, in his or her discretion, whether the device will be searched and may seek the assistance of others to conduct the search. If a student brings such a device to school or to a school activity, the student and his or her parents or guardians consent to the search of the device. If such a search is prevented, it will be assumed that the device contains evidence of the suspected infraction and disciplinary action will proceed on that basis.

**STUDENTS MAY NOT MAKE PHONE CALLS, TAKE PHOTOS OR VIDEOS DURING THE SCHOOL DAY WITHOUT THE PERMISSION OF AN ADMINISTRATOR. STUDENTS MUST COME TO THE OFFICE OF STUDENT AFFAIRS, ROOM 114 TO OBTAIN PERMISSION.**

All mobile learning devices, including cell phones are not to be visible during the school day. All cell phones should be stored in the student's locker unless they are to be used for **teacher directed instruction only**. At no time will the student utilize their cell phone

during the course of the school day for non-teacher directed instructional reasons which means they are not to be used in the Dining Hall, hallways, Information Commons, Study Hall or any other location. If an emergent situation arises, students will be referred to the appropriate staff person to allow communication with a parent or guardian. **Students who violate this policy will experience the following disciplinary consequences:**

- **First Offense:** The phone/device is confiscated and submitted to the Student Affairs Office. Students receive 3 demerits and can collect the phone/device at the end of the school day. Additionally, the student must relinquish his/her cell phone to the Student Affairs office every morning for a period of five (5) school days. The phone will be maintained in the Office of Student Affairs and returned to the student at the end of the school day.
- **Second Offense:** The phone/device is confiscated and submitted to the Student Affairs Office. Students receive 5 demerits for disrespect for school rules/policies. The phone/device is returned at the end of the school day. . Additionally, the student must relinquish his/her cell phone to the Student Affairs office every morning for a period of ten (10) school days. The phone will be maintained in the Office of Student Affairs and returned to the student at the end of the school day.
- **Third and Subsequent Offenses:** The phone/device is confiscated and submitted to the Student Affairs Office. The device will be returned to the parent/guardian. The student is assigned a private detention with the Dean of Students. Additionally, the student must relinquish his/her cell phone to the Student Affairs office every morning for a period of ten (15) school days. The phone will be maintained in the Office of Student Affairs and returned to the student at the end of the school day.
- **If a student fails to relinquish his/her cell phone upon request from the school staff, 10 demerits will be issued and the student will be suspended from school for one day.**

**The administration reserves the right to make modifications to this policy as necessary during the school year.**

Students who use cell phones/devices to engage in academic dishonesty or offensive behaviors can be subject to additional consequences including demerits, suspension and/or expulsion from Camden Catholic High School.

### **Social Networking/Media Policy**

Camden Catholic High School recognizes that access to technology in school provides students, parents, and teachers with greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship in the 21<sup>st</sup> century.

This Social Networking/Media Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on or off school campus. Social media is defined as any web-based or mobile technology that serves as a communication tool. Social media includes blogs and microblogs (Twitter); social networks (LinkedIn, Facebook, Snapchat); media sharing

websites (YouTube, Flickr, Google Video); forums; wall postings; wikis; podcasts; picture and image postings and sharing; email, text and instant messaging, etc. Students are expected to follow the same rules for good behavior and respectful conduct both online and offline. Misuse of social media, including beyond the school campus and school hours, can result in disciplinary consequences. Camden Catholic makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

Students, teachers, staff and other community members are encouraged to use social networking/media as a way to connect with others, share educational resources, create and curate educational content, and enhance classroom experiences. Social networking can be fun and valuable, **but** one must realize that the lines are blurred between what is considered public or private, personal or professional. **You should assume that all information you share on your social network is public information regardless of your privacy settings.**

Students are expected to follow these social networking/media guidelines:

- **Use good judgement** – Do not post anything that disparages the reputation of Camden Catholic High School or the Diocese of Camden, its students, faculty, staff or any employee. Students who choose to post editorial comments on websites or online media must ensure that their submissions do not reflect poorly upon members of the school community. Students must not promote illegal drugs and activities, violence or drinking.
- **Treat others in a respectful, positive and considerate manner.** Avoid using profane, obscene, offensive, racist, sexually explicit, inappropriate, inflammatory, threatening or other objectionable comments. Students may not use social media sites to publish information or remarks that are disparaging or harassing towards the Camden Catholic community, or post images or remarks that convey illegal or inappropriate activity. Videos or pictures of faculty members should not be posted online without their knowledge. Avoid cyberbullying.
- **Do not publish, post or release information that is considered confidential or not public.** Do not use your birth date, social security number, address, or cell phone number on any public site. Do not create, post, or distribute online digital images, audio or video recordings or pictures of Camden Catholic community members either on campus or off campus that convey inappropriate or illegal behavior. It is not acceptable to post pictures of students without the expressed written permission of their parents.
- **Respect brand, trademark, copyright information and school images.** Do not use the Camden Catholic name, logo, school seals, etc. in any way online for any reason. Using the school's name, logo, or seal makes people think that the school officially endorses that posting or website.
- **Remember social media/networking sites are used to pass on interesting content or to link helpful resources.** Do not post anything online that you would not want your parents, teachers, law enforcement, future colleges and employers to see. Information is shared in ways you never intended it to be spread.

- **Report alarming online behaviors.** If you see a message, comment, image, or anything else online that makes you concerned about your personal safety or the safety of others, please report it to a parent, teacher or administrator.

**Consequences:** Students who fail to abide by Camden Catholic's Social Networking/Media Policy can face disciplinary consequences. Each incident will be addressed on an individual basis. Consequences can include demerits, suspension and dismissal from Camden Catholic, as well as potential legal ramifications.

#### **Gum Chewing**

At no time is gum chewing permitted in the school building.

#### **Food and Drink**

Food and drink are to be consumed inside the dining hall only. Students may not eat or drink (with the exception of water) in the hallways or at their lockers.

#### **Water Bottles**

The Class of 2017 generously donated several water filling stations located around the school. In light of this generous gift, students may carry approved water bottles sold in the CCHS store. This clear plastic water bottle is the only approved bottle and is for water only. Juice, soda, fruit infused water, etc. are not permitted. Students should write their name on the bottle with a marker for identification. Non-authorized bottles and beverages will be confiscated and students will be subject to disciplinary action.

#### **Student Deliveries**

Deliveries of items/projects left at home, gifts, or deliveries from outside agencies disrupt the learning process. The administration discourages the delivery of these items during the school day. Deliveries from outside agencies, include food items, will be refused. Deliveries, of any kind, to students will be made for emergencies only; these **items will be stored in the Office of Student Affairs and can be retrieved by the student at the end of the school day.**

#### **SERIOUS VIOLATIONS**

Behaviors that are considered to be more serious violations may be assigned demerits within the Demerit System or may be assigned more serious penalties such as an immediate detention, suspension or expulsion. Behavior in the wider community reflects the values and goals of Camden Catholic High School. When a person is recognized as a student of Camden Catholic, his/her conduct reflects either positively or negatively upon the school. When required, student behavior off-campus may need to be, and will be subject to the school's disciplinary process.

#### **Damage to School and Student Property**

Students are expected to assist in the care and protection of all school property. Compensation for damages resulting from willful or accidental destruction or defacement of school property is the responsibility of the student or students who caused or participated in the damage. Any student guilty of malicious damage will be issued 10 demerits and depending on the severity of the offense, suspension or expulsion.

### **Insubordination**

Disrespect to any member of the Administration, Faculty, or Staff is unacceptable. Any student involved in such behavior will be issued a minimum of 5 demerits and, depending on the severity of the offense, suspension or expulsion.

### **Offensive Language and Behavior**

The use of inappropriate or obscene language or gestures is never considered acceptable. Such behavior on school property or at any school-sponsored event will result in a meeting with the Dean of Students at which time demerits will be issued.

### **On-Line Behavior**

Offensive language and behavior on-line will be treated the same as if committed in person. Students who use Camden Catholic in their profile or group are representing the entire school. A negative implication will result in severe disciplinary action.

### **Smoking**

Tobacco use or use of tobacco related products, including smokeless E-cigarettes/cigars, are not permitted on school property.

Students suspected of smoking will receive 5 demerits and will meet with the Dean of Students.

Students in possession of tobacco products or E-cigarettes/cigars will have them confiscated and will be subjected to the following penalties.

- **First offense:** 10 demerits, parent notification, and a written assignment.
- **Second offense:** 10 demerits, 1 day suspension, a parental conference, and a tobacco education course.
- **Third offense:** 10 demerits, 5 day suspension, a parental conference, and student must appear before the disciplinary panel.

### **Stealing**

Stealing is a serious offense and constitutes a significant breach of trust. Any student who steals from the school or from any member of the school community will be issued 10 demerits, serve an immediate suspension, and be required to make restitution.

### **Truancy**

Students may not leave the school building without the permission of the school nurse or a school administrator. A student who absents himself from school without permission for any school day or any part of a school day is designated truant and is issued 10 demerits. Students who are truant are not permitted to make up missed work.

### **Alcohol/Drugs**

Any student who is under the influence of alcohol or drugs and/or has alcohol or drugs in his or her possession, or who partakes of alcohol or drugs in school or at any school sponsored event on or off school property is liable to expulsion. If a staff member believes that there is reasonable suspicion that a student may be under the influence of a controlled dangerous substance or alcohol, that suspicion will be immediately reported to

the Principal or her designee and the appropriate parent or guardian. The Principal or her designee will determine the method of resolution on a case by case basis; which may include medical clearance prior to the student's return to school.

Any student caught in the act of selling or distributing drugs or alcohol in school or at any school sponsored event on or off school property will be expelled from Camden Catholic High School. Other sanctions may be warranted under the agreement between the Diocese of Camden and the Camden County Prosecutor's office.

### **Forgery**

Forgery is falsely making or altering for the purpose of deceiving the authenticity of a writing. It includes altering dates or signing the name of another person. The penalty for forgery is ten demerits and an immediate suspension.

### **Violence**

Physical, verbal and confrontational actions entered into by students will not be tolerated at Camden Catholic High School and will result in a minimum of 10 demerits and a minimum 3 day out-of-school suspension. A student involved in any type of violence at Camden Catholic High is liable to expulsion.

### **Harassment and Bullying**

Camden Catholic High School attempts to provide a learning environment that is free from harassment and bullying of any kind. As a Catholic School, Camden Catholic High School recognizes that every person has the right to dignity and respect. Students and parents are expected to report harassment and bullying incidents to any faculty member or administrator who will officially report the incident to the Office of Student Affairs for investigation. All members of the Camden Catholic community are expected to cooperate in all investigations.

Camden Catholic High School defines **bullying** as the **repeated** use, by one or more students, of written, oral, or electronic expressions or physical acts or gestures of any combination thereof, with the intent to ridicule, harass, annoy, tease, humiliate, request unwanted demands or contact, make implied or explicit threats or intimidate the victim, directed at a target (student against whom the bullying or retaliation\* has been perpetrated), which a reasonable person should know would have the effect of:

- Causing physical or emotional harm to the target or damage to the target's property;
- Placing the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- Causing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the target's education; or
- Materially and substantially disrupting the educational process or the orderly operation of a school.

\* Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports bullying or provides information during an investigation of bullying.

Bullying includes cyber-bullying. **Cyber-bullying** is bullying through the use of technology or any electronic communication, which includes but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetics, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of the posted content or message; or the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions of bullying.

### **Sexual Harassment**

Sexual harassment is a type of discrimination based on one's gender. Camden Catholic High School will not permit sexual harassment from anyone under any circumstances. The penalty for sexual harassment is 10 demerits and an immediate suspension. A second offense is cause for expulsion

**Prohibition:** Bullying is prohibited on school grounds; on property adjacent to school grounds; at any school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by the school; or through the use of technology or an electronic device owned, leased or used by a school. Bullying by students is also prohibited at other locations and through other means if it causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the target's education or the orderly operation of Camden Catholic High School.

**Disciplinary Consequences:** Students who engage in acts of bullying or retaliation will face disciplinary consequences that can include demerits, suspension, possible dismissal from Camden Catholic and notification to local law enforcement as defined in the Memorandum of Agreement with Law Enforcement depending on the nature and severity of the incident. Disciplinary actions will be determined on a case-by-case basis. The specific disciplinary consequences imposed on the aggressor will not be disclosed to the parents or guardians of the target.

**Counseling:** Victims and aggressors may be referred to their CCHS counselor, an outside counseling agency, and be encouraged to participate in various anti-bullying awareness events.

Retaliation against a person who reports bullying, provides information during an investigation, or witnesses or has reliable information is prohibited; however, **a student who knowingly makes false accusations of bullying or retaliation may be subject to disciplinary actions.**

**All behavior that is inconsistent with Camden Catholic's school mission or educational purpose will result in serious disciplinary action. Please note that**

**conduct need not meet the legal definition of harassment or bullying to violate the school's expectations for appropriate behavior.**

## **GUIDANCE SERVICES**

Each student is assigned to a guidance counselor; who will follow them through their four years at Camden Catholic. Students are scheduled to meet with their counselor during the school year. Students may arrange for an interview at any time and are encouraged to seek the assistance of their counselor. Students wishing to use the information and resources in the guidance area during the school day must arrange to do so through their counselor. Students are encouraged and expected to see their guidance counselor if they are failing or receive a deficiency. Matters that may be considered during such counseling sessions involve personal difficulties, academic motivation, course selection, career-college decision and selection. College, career, and financial aid for higher education information programs are held annually for students and parents. Counseling emphasis at various grade levels:

- **Freshmen**: Orientation and Adjustment;
- **Sophomores**: Career investigation and planning;
- **Juniors**: Career and higher education, decision making
- **Seniors**: College/Post-Secondary School-Career Placement.

The Guidance Department uses Renweb and the Family Connections/Naviance websites to encourage students to monitor grades and research academic and career options.

### **Procedure for Guidance Interviews**

Students receive interview slips during the morning homeroom period. Students are to report to the guidance office to meet with their counselors during the requested time.

### **Guidelines for Assignments for Absentees**

It is encouraged that each student have the name and telephone number and/or email of another student for each subject, to contact in the event of brief illness, to acquire notes and homework. Students must also check Renweb for notes and assignments.

To be eligible to receive assignments through the Guidance Department, a student should be absent at least three days or know that he/she will be absent at least three days. Call (856) 663-2247 at the beginning of the school day and request to speak with your student's Guidance Counselor, so that the request for assignments will reach the teachers that day. Assignments will be ready for pick up the following day after dismissal.

### **Student Assistance Counseling**

The Student Assistance Counselor is available to all students who are struggling with personal issues. Such difficulties may include, but are not limited to, substance abuse, divorce and other family stresses and conflicts, grief, depression, anxiety, and relational concerns. Confidential counseling services are available through referral to the counselor by administrators, faculty, staff, parents or students themselves.

### **Guidelines for Homebound Instruction**

When an extended absence from school, of ten or more consecutive school days is necessary because of illness or injury, the parent should call the Guidance Counselor to arrange for Homebound Instruction. The parent is to bring a medical note with a doctor's diagnosis and the approximate time that the student will be absent to the student's counselor. At this time, the parent will be asked to sign a Nonpublic School Student Application for Chapter 192 Services. This form will be returned to the Camden County Educational Services Commission in order for them to arrange tutors.

At a time arranged between the counselor and the parent, the parent is to pick up a set of books for the tutors to use. It is the parent's responsibility to return all loaned state books to the Guidance Counselor at the end of home tutoring. The Commission will give each tutor the subject and name of the teacher at CCHS as the contact person. Arrangements for assignments to be delivered or picked up in the Guidance Department are made directly with the teacher. The Guidance Counselor must be called prior to picking up assignments. The completed work that is dropped off will be placed in teacher mailboxes. Students should continue to access Renweb in order to keep their studies current.

A Camden Catholic education includes being a part of the school community and participating daily in the academic and spiritual life at school. Homebound Instruction is not meant to be long term instruction and does not replace daily attendance at school.

### **NHS Tutoring**

The National Honor Society provides peer-to-peer tutoring services. Students may request this service by completing a form in the library behind the service desk. Once submitted, students will be matched with a tutor and will meet in the library for their sessions. If more than one session is needed, it will be up to the student to make those arrangements with the tutor and the student tutoring coordinator. It is important to note that the tutors are themselves students and will provide the best assistance that they are able to give. Students with severe academic needs should employ a professional tutor. A list of tutors is available in the Guidance Office.

### **Transcripts**

Transcripts of credit for transfer to another school will not be sent until all book and financial obligations have been settled. A student transferring from our school to another will follow the procedure outlined under "Withdrawal" (see below).

Present students and alumni must request transcripts through the Guidance Office. Senior students may request three transcripts free of charge. Two dollars (\$2.00) is charged for any additional transcript. Alumni are charged ten dollars (\$10) for each transcript. Requests for transcripts must be made on Naviance. CCHS CEEB #310185.

**NCAA INITIAL ELIGIBILITY** - Any junior or senior student-athlete who wishes to participate in college athletics **MUST** be certified as eligible by the NCAA Initial Eligibility Clearinghouse. See the Guidance secretary to obtain information about the Clearinghouse procedures and to obtain forms. It is recommended that these forms be

completed at the end of the student's junior year. Always report your SAT scores to the NCAA using their CEEB Code #9999.

All outside agencies, potential employers or individuals shall be required to obtain parent or student's (18 years of age) written consent before being granted access to any part of the pupil record file.

### **Custody Documentation**

It is the responsibility of the parent/legal guardian to present to the school a notarized copy of the court order determining custody agreements. Camden Catholic requires that this legal documentation of custodial parents/guardians be on file in the Guidance Office and the Office of Student Affairs.

### **Work Permits**

Working papers are required of students under eighteen years of age who have obtained a full or part-time position. Application for working papers may be obtained before and after school from the guidance secretary. During the summer, the guidance office is open Monday through Thursday between 8:00 am and 2:30 pm. Pennsylvania employment certificates are not issued in New Jersey. These may be obtained at 2600 North Broad Street, Philadelphia.

## **INFORMATION COMMONS**

A library is included in a school with a deliberate purpose. While the atmosphere need not be as rigid as a classroom, students are expected to come to the library with a productive goal in mind. Appropriate use of this facility includes: homework, reading, research, and using the computers.

## **NURSING SERVICE**

Camden Catholic High School provides a full-time nurse, who is available from 8:15 am to 2:30pm to take care of all medical needs that may occur during the school day.

### **Illness/Injury**

Students who wish to go to the nurse's office during the school day must obtain a pass from a faculty member.

If a minor accident occurs, first aid will be administered immediately by the school nurse. Parents or guardians will be notified if a doctor's attention is required.

In case of serious illness or injury the student will be sent to the hospital after emergency treatment is given even if a parent cannot be contacted.

Students may not use their personal cell phone to call/text/email a parent or guardian prior to seeing the nurse for an illness or injury dismissal. **Students who violate this policy will receive demerits for using their cell phone. The dismissal will not be**

**considered a nurse dismissal.** The parent/guardian must submit a written early dismissal request form.

If a student becomes ill while in school and the nurse deems it advisable for the student to go home, the nurse will contact the parent or guardian and they or a designated adult in turn will come to the school to pick up the student in the nurse's office. **Any student sent home by the nurse may not return to school that day for extracurricular activities, and may be required to remain home the following school day.** Students must be fever free, without the use of fever reducing medications, for 24 hours and/or 24 hours without vomiting before returning to school. No student is permitted to leave the building when ill until the nurse has approved the dismissal. No student is allowed to leave school alone at any time unless permission is given by the parent or guardian and he/she assumes responsibility. If a student drives, the parent or guardian must give the nurse verbal permission for his/her dismissal.

### **Medication**

The administration of medication in school is to be avoided whenever possible. When prescription or non-prescription medications, this includes Tylenol, Advil, Midol, etc., must be administered at school, their distribution will be authorized in writing by a physician and accompanied by a note from a parent or guardian granting permission to the school nurse to carry out the Doctor's written instructions. Prescription medications must be in the original container with the pharmacy label. Over-the-counter medications must be in a properly labeled original container which includes the name of the student, the medication, dosage and time it is to be given. This will be kept in the nurse's office. No student is to carry any medication on his/her person. The only exceptions are inhalers and epi-pens that are authorized in writing by a Doctor and parent. All medication orders must be renewed each school year.

### **Physicals/Immunization**

All Freshmen and Juniors are required to have a physical by their family physician and return the completed form by August 1. A record of each student's personal health history and immunization is kept by the school nurse. The same physical form is used whether or not the student participates in a sport.

According to the NJSIAA rules, all athletes are REQUIRED to have a physical prior to the first day of practice or they may not participate. All physical forms must be reviewed by the school nurse before a student is cleared to play. The sports physical must be completed by August 1st each year. The physicals must be within 365 days of the first day of the sport in which they participate. It must be on the state form. No other form is acceptable. All blanks must be filled in or it is unacceptable. If a student participates in more than one sport, a new health questionnaire must be filled out for each sport. Any athlete injured during a sport season must obtain medical clearance in writing from the treating physician before he/she may resume play. **All completed physical forms must be returned to the school nurse, not the coach, athletic director, or trainer.** It is the responsibility of the student/parent to ensure that a valid sports physical form is on file. Physical forms may be found on Renweb.

The nurse is able to sign working papers only if a current physical is on file.

## **COMPENSATORY EDUCATION**

In accordance with the State of New Jersey Chapter 192-193, Compensatory Services are available to those students whose standardized test scores qualify in the areas of math, reading, writing and English as a second language. Parents are notified of their child's eligibility in May and are sent application forms. In order to be enrolled in the Compensatory Education Program, these application forms must be completed and returned with a parent/guardian signature by June 15th. Students who register outside the usual registration period are informed of this service and given applications if they are eligible for services.

## **TEXTBOOKS**

**State Books:** These books are received from the various public school districts and are lent to non-public schools on a year by year basis. An accounting must be kept of these books every year and forwarded to the districts. These books distributed to the students in September are inspected and every student is responsible at the end of each school year to return the same books in good condition or he/she will be charged for the cost of a new book.

**Other Books:** Some textbooks and all workbooks must be purchased online through Follett Virtual Book Store by the student before the start of classes each year.

## **WITHDRAWLS**

Students withdrawing from Camden Catholic High School must:

- Schedule an appointment with the Registrar's Office
- Return all school property, books (Library and State), sports uniforms, etc.
- Pay all outstanding debts and secure withdrawal forms.
- Pick up Health Record and transfer card.
- Fulfill all Student Affairs obligations.
- Request that the student's official records be forwarded provided that all financial and/or other obligations to the school have been satisfied. There is no refund of any school related fees.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The technology available at Camden Catholic High School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following Acceptable Use and Internet Safety Policy.

Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or

stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy. Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will earn disciplinary action. Depending on the offense, the consequences may include loss of technology usage privilege, disciplinary action up to and including suspension or dismissal, and/or criminal complaint.

Unacceptable use of the technology includes but is not limited to:

- Doing anything with respect to hardware, software, or programming which results in damage to the technology or inconvenience to others.
- Violating the privacy of any student, employee or any other individual.
- Revealing home phone numbers, addresses, or other personal information.
- Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Copying proprietary information, including software, in violation of applicable law.
- Plagiarizing, which is taking someone else's words, ideas, or findings and using the network for personal reasons unrelated to school work, assignments, or legitimate educational purposes.
- Using the network for financial gain, a business activity or any illegal activity.
- Creating, transmitting or introducing computer viruses.
- Deliberately trying to degrade or disrupt system performance. (Such acts may also be viewed as criminal activity under applicable local, state, or federal law.)
- Transmitting product advertisement or political lobbying.
- Violating any local, state or federal rule or regulation.
- Exploring or transmitting information that conflicts with Catholic moral values.
- **Privilege Suspension:** Anyone who is found in violation of the acceptable use standards will have network privileges canceled.

## **CIPA - COMPLIANT INTERNET SAFETY POLICY**

### **Introduction**

It is the policy of Camden Catholic High School to: (a). prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b). prevent unauthorized access and other unlawful online activity; (c). prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d). comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

## **Definitions**

Key terms are as defined in the Children's Internet Protection Act. They include:

- **Minor:** The term “minor” means any individual who has not attained the age of 17 years.
- **Technology Protection Measure:** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
  - **Obscene:** as that term is defined in section 1460 of title 18, United States Code
  - **Child Pornography:** as that term is defined in section 2256 of title 18, United States Code
  - Harmful to minors
- **Harmful to Minors:** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- **Sexual Act; Sexual Contact:** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Camden Catholic High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a). unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b). unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision, and Monitoring**

It shall be the responsibility of all members of the Camden Catholic High School staff to educate, supervise and monitor appropriate usage of the online network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology coordinator or designated representative. The technology coordinator or designated representatives will provide age-appropriate training for students who use the Camden Catholic High School Internet facilities. The training provided will be designed to promote Camden Catholic High School's commitment to:

- A. The standards and acceptable use of Internet services as set forth in Camden Catholic High School's Internet Safety Policy.
- B. Student safety with regard to:
  1. safety on the Internet;
  2. appropriate behavior while online, on social networking Websites, and in chat rooms; and
  3. cyberbullying awareness and response.
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

### **FINANCIAL INFORMATION**

Camden Catholic High School utilizes **FACTS Mgt.** as the tuition payment service. All students at Camden Catholic must complete the enrollment form at the time of registration regardless of the payment plan chosen. **FACTS Mgt.** provides a parent phone line – 866-441-4637. Additional access is available through a user account ID and password to the secure website ([www.login.factsmgt.com](http://www.login.factsmgt.com)). Through both of these, you are able to make payments, change your bank account information, view balances due and paid, and find answers to commonly asked questions. All payments must be made through **FACTS Mgt.** : Online through online.FACTSmgt.com; phone payment (above number) or check/money order (customer number must be on check) and sent to FACTS MGT – PO Box 2597 – Omaha, NE 68103-2597.

The **FACTS Mgt.** monthly payment plan for seniors is eleven months. Parents may choose a one, two, eleven or twelve month payment plan for underclassmen. All payments should be made directly to **FACTS Mgt.**

**Students whose tuition is not paid according to the contract plan selected may forfeit the following:**

1. Enrollment or Re-registration at Camden Catholic High School
2. Attending school
3. Receipt of report card
4. Eligibility for January or May/June examinations
5. Participation in school-sponsored activities including dances and trips
6. Participation in all sports activities
6. Graduation and receipt of diploma

**Unresolved tuition issues may impose risk to your credit status and result in a referral to a collection agency.**

**Fees**  
**(ALL FEES ARE NON-REFUNDABLE.)**

**Registration Fee:** \$300.00 due second semester of each school year at the time of course selection. This fee covers course selection and scheduling for the next school year. Credits acquired through sales of the raffle fundraiser will be applied to your registration fee or for seniors, the senior trip.

**Graduation Fee:** This fee is included in the senior tuition amount and covers expenses for Baccalaureate Mass, Commencement, caps and gowns, programs, diplomas, invitations, tickets, and yearbook. This fee also covers the closed circuit transmission of the graduation ceremony to the guests in the dining hall. Seniors will not graduate, participate in Baccalaureate or Commencement, receive graduation materials, nor have final transcripts forwarded unless **all financial obligations have been met.**

**INSURANCE**

Insurance is required for each student attending Camden Catholic High School no matter what insurance the individual family may have. This is included in the school tuition.

**TESTING FEES**

All Advanced Placement (AP) fees are paid separately by the student. ACT and SAT fees are paid directly to the testing service by the student.

**YEARBOOK (OPTIONAL)**

Students may order a hardbound yearbook prior to end of the first semester. Total cost must be paid before receiving the yearbook. (Price subject to change yearly). Yearbook for seniors is included in graduation fee.

## **CLASS RINGS (OPTIONAL)**

A deposit is required at time of measurement. The total price is determined by the market price of gold at the time the ring is ordered. The entire cost must be paid at the time of delivery. Students are measured for school rings in their Sophomore Year and receive them in their Junior Year. Students are not obligated to purchase a ring. Any questions, please contact Herff Jones, P.O. Box 340, Medford, NJ 08055 (856) 596-7070.

## **SCHOOL PHOTOS**

Senior portraits are taken in August prior to the student's senior year. Post cards are sent home in order to schedule students individually. Seniors must have portraits taken in order to designate one for the yearbook. Underclass school photos are taken in the fall. Students must have their photos taken for the yearbook. Purchasing photographs is optional. All payment for school pictures is made directly to the photographer.

## **FUNDRAISING**

### **Policy Statement**

All Camden Catholic High School individuals and groups wishing to conduct fundraising activities must receive prior approval for their project/event from the Advancement Coordinator. Clubs and non-athletic proposals must first receive approval from the Vice Principal of Student Services. Athletic coaching staff and teams should submit directly to the President.

### **Procedures**

- Any group or individual wishing to propose a fundraiser must complete a **Fundraising Approval Form**, available in the Main Office, Office of Student Affairs, and the Advancement Office. Forms must be submitted for approval from the Advancement Coordinator at least 4 weeks in advance of the proposed project/event.
- Once approved, the Advancement Office will add the fundraising activity to the master fundraising calendar. Fundraising may not proceed until written approval has been received.
- No more than two fundraisers can be held simultaneously. A master calendar of fundraisers will be available in the Advancement Office (Room 224). School wide fundraisers (i.e. 10 week club, annual appeal) take precedence over all other fundraisers.
- All fundraisers must have a start and end date and two advisors.
- At the completion of the fundraiser, you must submit copies of the **approval form, deposit slip(s)** and an indication of **total amount raised** to both the Advancement Coordinator and the Accounts Payable/Receivable Office.
- All cash and checks should be turned into the Accounts Payable/Receivable Office with their copy of the above documentation.

### **Recognized Purposes for School-Related Fundraising**

- Supporting activities of school teams, groups, and clubs.
- Supporting activities that benefit the student body.
- Providing supplemental materials or equipment that enhance the student life, arts, and athletic programs at CCHS.
- Educating students on the importance of philanthropy.

### **Consideration for Approval**

- The fundraiser provides students with a positive philanthropic experience.
- The fundraiser benefits the school.
- The fundraiser does not detract from or conflict with the greater fundraising efforts of the school (i.e. 10 Week Club, annual appeal).
- The fundraiser promotes class or school community.
- Fundraisers to support trips or activities must equally support all members of the club or team.
- Fundraisers that benefit individual students will not be considered.

**CAMDEN CATHOLIC HIGH SCHOOL  
ABSENTEE FORM**  
(please print)

**NAME** \_\_\_\_\_ **HR** \_\_\_\_\_

**DATE(S) ABSENT** \_\_\_\_\_

**REASON FOR ABSENCE** \_\_\_\_\_

**PARENT'S SIGNATURE** \_\_\_\_\_

(home phone) \_\_\_\_\_

(work phone) \_\_\_\_\_

(cell phone) \_\_\_\_\_

**CAMDEN CATHOLIC HIGH SCHOOL  
ABSENTEE FORM**  
(please print)

**NAME** \_\_\_\_\_ **HR** \_\_\_\_\_

**DATE(S) ABSENT** \_\_\_\_\_

**REASON FOR ABSENCE** \_\_\_\_\_

**PARENT'S SIGNATURE** \_\_\_\_\_

(home phone) \_\_\_\_\_

(work phone) \_\_\_\_\_

(cell phone) \_\_\_\_\_