

Take, Lord, and Receive

*Take, Lord, and receive all my liberty,
my memory, my understanding, and my entire will.*

All I have and call my own.

Whatever I have or hold, you have given me.

*I restore it all to you and surrender it wholly
to be governed by your will.*

*Give me only your love and grace
and I am rich enough and ask for nothing more.*



Saint Ignatius' Prayer for Generosity

Lord, teach me to be generous.

Teach me to serve you as you deserve;

to give and not to count the cost,

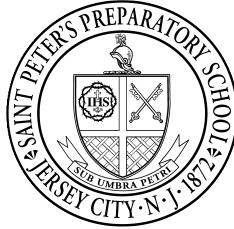
to fight and not to heed the wounds,

to toil and not to seek for rest,

to labor and not to ask for reward,

save that of knowing that I do your will.

Student Handbook, 2009-2010 Edition



SAINT PETER'S PREPARATORY SCHOOL

144 GRAND STREET
JERSEY CITY, NEW JERSEY 07302
(201) 547-6400
(201) 547-2341 (Fax)
www.spprep.org

Rev. Robert E. Reiser, S.J.

President

Mr. James C. DeAngelo, '85

Principal

Mr. John M. Morris

Dean of Students

**Accredited by the Middle States Association of Colleges and Schools
Member of the Jesuit Secondary Education Association
Member of the National Catholic Education Association
Voting member of the College Board**

Saint Peter's Prep does not discriminate on the basis of race, color, ethnic origin or sexual orientation in any of its academic or admission policies, nor its scholarship or cocurricular programs. The school welcomes Catholics and non-Catholics who share in the educational objectives of our total program.

NAME: _____

HOMEROOM: _____

BELL SCHEDULE 2009-2010

Period	Regular Order	Assembly Order	Short Order
HR	8:10 - 8:20	8:10 - 9:45*	8:10 - 8:20
1	8:25 - 9:05	9:50 - 10:20	8:25 - 8:55
2	9:10 - 9:50	10:25 - 10:55	9:00 - 9:30
3	10:05 - 10:45	11:10 - 11:40	9:45 - 10:15
4	10:50 - 11:30	11:45 - 12:15	10:20 - 10:50
5	11:35 - 12:15	12:20 - 12:50	10:55 - 11:25
6	12:20 - 1:00	12:55 - 1:25	11:30 - 12:00
7	1:05 - 1:45	1:30 - 2:00	12:05 - 12:35
8	1:50 - 2:30	2:05 - 2:35	12:40 - 1:10
Academic Support	2:30 - 3:00	2:35 - 3:00	1:15 - 1:45

**Assembly order schedule is followed on days when an all-school Mass, a faculty meeting or student assembly begins the day. On Mass and Assembly days, students and faculty report directly to the meeting place and attendance will be taken there. On faculty meeting days, attendance will be taken in first period.*

SAINT PETER'S PREPARATORY SCHOOL

144 Grand Street
Jersey City, N.J. 07002
www.spprep.org

POLICY AGREEMENT

School Year 2009-2010

PLEASE PRINT:

Last Name

First Name

Homeroom

Please read your copy of the 2009-2010 edition of the Student Handbook. After you have reviewed the material inside the handbook, sign the statement below and return this form to Dean of Students' Office on or before September 11, 2009. If this form is not received by the deadline, your son may not be allowed to attend classes.

We have read the entire contents of the 2009-2010 Student Handbook and agree to abide by the rules, regulations, and policies of the Saint Peter's Preparatory School.

Father/Guardian Signature

Date

Mother/Guardian Signature

Date

Student Signature

Date

SAINT PETER'S PREP STUDENT HANDBOOK 2009-2010

INTRODUCTION

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

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

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

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

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

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1. INTRODUCTION TO SAINT PETER'S PREPARATORY SCHOOL

MISSION STATEMENT

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

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

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

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

Open to Growth

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

Intellectually Competent

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

Religious

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

Loving

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

Committed to Doing Justice

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

THE SCHOOL SONGS

The Alma Mater — Pride and Glory *(to the tune of “It’s An Old-fashioned Garden”)*

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

The Fight Song — A Peter’s Team *(to the tune of “It’s A Grand Old Flag”)*

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

2. RELIGIOUS LIFE

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

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

The entire school community comes together several times a year for liturgies and prayer services - including the Mass of the Holy Spirit, an ecumenical Thanksgiving prayer service, a Christmas liturgy, and seasonal reconciliation services. Special liturgies and prayer services are also arranged for homerooms, teams, clubs, and alumni groups throughout the year.

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

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

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

All students must take part in the school's required retreat program during freshman and sophomore year; retreats in the junior and senior year are optional.

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Similarly, all students-regardless of faith-must take part in the school's mandatory Christian Service program, which occurs in the freshman, sophomore, and junior years. Christian Service must be completed on the prescribed dates in each respective year. Failure to adequately complete Christian Service may prevent a student from progressing into the following year or from returning to school at Saint Peter's Prep.

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

3. ACADEMICS

A) Program of Studies: The curriculum at Saint Peter's Prep is strictly college preparatory; it includes a full and rigorous schedule of academic courses, both required and elective. A detailed description of graduation requirements, the course selection process, and departmental course offerings is found in the "Course of Studies" booklet, which is available online on the "Academics" page of the school website.

Ordinarily, a student is expected to enroll in six major courses each semester. Major courses carry .5 credit each semester, or 1.0 credit for the full year. In addition, Prep offers a number of minor subjects, such as those in Art, English, and Music, as well as Physical Education and Health, to round out each student's educational experience. Students may not enroll in more than six major courses each semester without the approval of the Vice Principal.

Saint Peter's Prep offers Honors and Advanced Placement (AP) courses in English, Latin, Modern Languages, History, Mathematics, and Science. Admission to Honors and AP classes is competitive and is based on a variety of criteria developed by the individual academic departments in conjunction with the Administration. A student may be admitted to Honors and AP classes with input from his guidance counselor and the approval of the appropriate Department Chair and the Vice Principal. Given the rigorous demands of the Prep curriculum, students generally are limited to three honors/AP courses each year (seniors may enroll in a fourth if one is a language). Exemption from this limitation may be sought by written request to the Vice Principal.

If a student does not demonstrate successful performance in Honors or AP coursework, his teacher may request that he transfer to a non-Honors or non-AP section of the class. Students who feel overwhelmed by an Honors or AP class may request a transfer into a non-Honors or non-AP section. Such requests must be made in writing to the Vice Principal no later than the end of the second academic cycle of the year.

All students in AP classes are required to take the AP test at the end of the year. Students who fail to take the AP test will have the AP designation and grade enhancement removed from their transcript.

All final course placement and scheduling decisions rests with the Vice Principal.

B) Homework: Homework is a regular component of the learning process at Prep. Students should expect to have homework every day. Generally, a minimum of two to three hours of homework each day are required for a student to profit from the prescribed curriculum and achieve success in his studies. Each student must reflect carefully and decide upon the time he needs to commit to his studies to achieve success. Homework includes written work, reading, reviewing, research, and other work that is assigned by the teacher.

C) Scheduling: Scheduling is handled by the Vice Principal's office. Every effort is made to accommodate the individual needs and course preferences of each student. Course selection, which begins in late winter, is a collaborative process that involves students, parents, guidance counselors, teachers, department chairs and the administration. Once the student has submitted his course requests, any change either to his requests or his schedule of approved courses requires both parental approval and a written request to the Vice Principal by the student. Due to scheduling constraints there is no guarantee that changes can be accommodated. Changes based on teacher preference will not be considered. Changes made before April 21 will not incur a fee; after April 21, a \$20 course change fee will be incurred. After August 31, a \$40 fee will be charged for any course change, with the exception of changes that are initiated by Saint Peter's Prep.

In the case of a scheduling error or conflict, the student should notify the Vice Principal immediately upon receipt of his schedule. No changes will be made for error or conflict after the first cycle of classes is completed.

Each student should seriously consider all options and implications when selecting courses and course loads. Once classes are underway, changes are made only for the most serious reasons. Finding a class to be more challenging than expected is not considered an acceptable reason for a change. A student who has enrolled in a seventh major will not be permitted to drop the course on the basis of workload. The final determination of course placements and changes rests with the Administration.

D) Books: Each student must have the required texts for all of his courses. Some texts are to be purchased by the individual student; other texts are on loan from the State of New Jersey. The student's name should be inscribed on the front cover of each book and on the page designated by the textbook coordinator. State textbooks must be properly cared for and covered at all times. Papers and other materials should not be stored in state texts. Book covers should properly fit

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books and should be adequately secured. Book covers are available in the Campus Shop. Students may be fined \$1 for each uncovered book in their possession, even if the book is borrowed.

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

Non-state textbooks, including all required paperbacks, are available for purchase from the Prep Campus Shop prior to the start of the school year through the Prep website. Lists of required non-state books are posted on the website in the days prior to the new school year. The school does not maintain a supply of non-state books throughout the school year. Therefore, students should purchase their books for the entire year before the school year begins.

E) Grade Reporting & Conferences: The school year is divided into semesters, each consisting of two marking periods. Report cards are issued four times a year at the end of each marking period. Progress reports are issued at or near the midpoint of each marking period. Progress reports and report cards are available for viewing and printing by students and parents through the student and parent access sites of Powerschool, Prep's student information system. Parents must obtain an access code and password in order to view their son's report cards and progress reports. Information about parent access is available from the Registrar's office.

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Grades are reported on a numerical scale in all major courses.

Saint Peter's Prep uses the following grading scale:

96 - 100	Outstanding	=	A+	=	4.2
90 - 95	Excellent	=	A	=	4.0
85 - 89	Very Good	=	B+	=	3.5
80 - 84	Good	=	B	=	3.0
76 - 79	Satisfactory	=	C+	=	2.5
71 - 75	Fair	=	C	=	2.0
70	Passed	=	D	=	1.5
0 - 69	Failing	=	F	=	0.0

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

In addition to report cards issued at the end of each marking period, individual teachers may send home progress reports midway through the marking period. Progress reports provide information about a student's performance before the end of the marking period. Some teachers report on the progress of all students, but every student who is at risk of failing (i.e., maintaining an average below 75) at the midpoint of the marking period must be given a progress report.

Students must keep in mind that report card grades are based on an entire marking period, and it is possible for a student to fail a marking period even if he did not receive a progress report. To maintain good grades or improve weak performance, all students should make wise use of Prep's Academic Support period. Academic Support is the twenty-five-minute-long final period of the school day. It is intended for student-teacher conferences, tutorials, and make-up work. **No extracurricular, athletic, or other after-school events may be scheduled during Academic Support.**

Parent-teacher conferences are scheduled after the first and second report cards to allow for convenient consultation about student progress. Parents may schedule appointments with teachers through Prep's on-line booking calendar. Information about the scheduling process will be provided in advance of parent-teacher conferences.

F) Semester Exams: Several days are designated at the end of each semester for semester exams. All mid-term and final exams are two hours in length.

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All mid-term and final exams must be taken at assigned times except for serious reasons; deferred or early exams must be arranged with the Vice Principal. Proms and related activities do not justify moving a scheduled exam. **Absence from an examination because of illness requires a doctor's note.**

Exemptions from exams will be granted to seniors according to departmental policies. Only seniors are eligible for exemptions. Eligibility for exemption is determined by one's year at Prep, not by the course in which one enrolled. For full-year courses, exemptions are available only in the second semester. For one-semester courses, they are available at the end of the semester.

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

- ◆ Students should not bring overcoats, books, notebooks, book-bags, backpacks or any other materials not required for the exam to the exam room. These items should be left in the locker. A student who is sent back to the locker by a proctor will not be given extra time to complete the exam.
- ◆ Students are expected to be in the exam room on time. If a student is late he must go to the attendance office and sign the late book.
- ◆ Students are expected to be in dress code during exams.
- ◆ Students will remain in the exam room until there are 30 minutes of the allotted time remaining. When leaving an exam room, students are to immediately vacate the areas where exams are being given.
- ◆ During final exams, students should take all textbooks and notebooks home not later than the last class day before exams. On each exam day students should bring the books associated with that exam to Prep and return them to the state textbook coordinator.

Specific procedures, including room assignments and exam times, will be published in advance of the exam. Failure to comply with general or specific rules and procedures may result in JUG.

Any student discovered cheating on an exam or its equivalent will receive a zero and fail for the semester. Second semester seniors discovered cheating will not march in the graduation procession and will not take part in the ceremonies in any way.

G) Grades & Averages: At the end of each semester, a grade is calculated for each course. To calculate the semester grade, each of the two marking period grades (1st and 2nd, or 3rd and 4th) is valued at 40% and the midterm or final exam grade at 20%. For students who

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are exempt from the exam, the grade is simply the average of the two marking period grades. There is no final year average; each semester is distinct on the student's permanent record (transcript).

To reflect the greater requirements and challenge involved in Honors and Advanced Placement courses, marking period and exam grades are increased by three points.

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

Students are not ranked.

H) Honors: Outstanding academic achievement for individual marking periods is recognized as follows:

First Honors: *Average of 92 or higher.*

Second Honors: *Average of 88 or higher.*

Honorable Mention: *Average of 85 or higher.*

At the fall convocation, the Prep Honor Pin is awarded to rising sophomores, juniors and seniors for academic achievement based on the previous school year. Graduating seniors are awarded earned honor pins at the end of the year. The freshman honor pin is bronze; the sophomore silver; the junior gold; the senior gold with a ruby.

At graduation, students with designated four-year cumulative GPAs are recognized with the following distinctions:

High Honors: *GPA of 95 or higher*

Honors: *GPA of 90 or higher.*

I) Failures & Remediation: Any grade below 70 (or an F where letter grades are used) is a failing grade. All failures must be remedied as follows:

First semester failures can be remediated with at least a 75 in that course for the second semester, or they must be remediated in summer school. Second semester failures must be remediated in summer school.

Once a failure has been remedied, a grade of 71 is entered into the transcript in place of the failing grade (or a P in place of F).

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

K) Academic Ineligibility: Students who fail two or more courses for the first or third marking period, or the first or second semester, are suspended from participation in interscholastic sports or major co-curricular activities immediately upon the publication of the ineligibility list or the issuance of report cards, whichever comes first. Ineligible students are not allowed to be present at practices or meetings. They may be present at games but may not be in uniform (no uniforms, warm-ups, sweats, etc.). Students may be present on the bench and may ride the team bus to games.

Freshmen, sophomores and juniors must report to the library or study hall as designated during free periods while academically ineligible. Attendance will be taken. With the permission of parents and teachers, and with the approval of the Vice Principal, a process resulting in "probationary eligibility" may be initiated. All those requesting probationary eligibility must see the Vice Principal upon receipt of report cards to initiate the process. Deadlines for securing probationary eligibility are strictly enforced.

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

M) Supervised Study: Students who fail-or who are in danger of failing-more than two courses during the first, second, or third marking periods or at the end of the first semester will be required to attend the After Prep Program of supervised study. Students on academic

probation may be requested to attend supervised study at any time during the school year. Students will be notified of their required attendance as soon as progress reports or report cards are available and will have the option of being released from the program by the Principal or Vice Principal when there is evidence of significant academic progress.

N) Summer School: All failures must be remediated in the Prep Summer School unless special arrangements are made with the Vice Principal. Special arrangements are approved only in extreme circumstances and generally will not be made to accommodate vacation, work schedules, Boy Scout Camp, etc. Summer School runs for five weeks during the summer.

O) Academic Honesty: Academic honesty is one of the highest values of Saint Peter's Prep. Students are expected to do their own work and to take responsibility for their work at all times. Cheating of any kind offends the values upon which Prep was founded and which Prep holds dear.

While in no way intended to be a comprehensive list, the following are examples of cheating and violate the spirit and word of the Prep Code of Conduct (Student Regulations):

- ◆ Copying from other students or allowing others to copy.
- ◆ Copying from someone else's paper during a test or quiz or allowing others to copy.
- ◆ Looking in a book or at notes during a closed-book quiz or test.
- ◆ Taking another's idea - even a fellow student's - and writing about it without giving that person credit for having originated the idea is plagiarism and is a cheating offense.
- ◆ Using sentences or parts of sentences without proper documentation is plagiarism and is a cheating offense.
- ◆ Purchasing the ideas and/or writings of another and using them as one's own.
- ◆ Computer piracy, including the accessing, editing or copying of data from another's file or program, the downloading of another's work from the Internet, the interception, alteration or destruction of another's data, or the interfering with the intended use of hardware, software or files, is in violation of Prep's rules and regulations on theft, vandalism and plagiarism.
- ◆ Absenting oneself from school, or intentionally missing a class to avoid a test, quiz or the submission of a paper also violates the spirit of academic honesty expected of all Prep students.

All of the above, and other forms of cheating, should be anathema to students at Saint Peter's Prep. Good planning and honest communication will help avoid situations in which students are tempted to cheat.

The above actions will result in parental notification, failing grades on graded assignments and possible course failure, suspension or expulsion.

The examples of cheating listed above are drawn from the Student Handbooks of the Isidore Newman School in New Orleans and Saint Peter's College, and are used with gratitude.

Successful research demands that students refer to the scholarly works of others, and, in turn, incorporate these findings into their own prose. Students must, however, distinguish between legitimate and illegitimate usage of this scholarly material. Deliberately taking reference information and presenting it as one's own is a serious offense called plagiarism. Students are especially cautioned to be aware of plagiarism. When researching papers or other work, appropriate credit must be given to all sources. Merely changing words without documenting the source of the words/idea is plagiarism. Questions about appropriate documentation procedures should be directed to the course instructor. Ignorance of the standards of documentation is an unacceptable excuse for plagiarism. Plagiarism or other academic dishonesty will result in failure for the assignment. In the case of cheating on an exam or final project, failure of the course will result, as may suspension or expulsion from Prep.

P) Standardized Testing for College: All sophomores and juniors take the Preliminary Scholastic Assessment Test (PSAT/NMSQT) each fall. The PSAT is a preparation for the SAT as well as the qualifying test for National Merit Scholarships. It is administered in October at Prep during the regular school day. Students need not register separately for the PSAT.

Juniors generally take the SAT at least once in the second semester. Seniors generally take the SAT during the fall semester. Some students choose to take the ACT instead of or in addition to the SAT. Students bear the responsibility for registering on time for all College Board and other standardized testing. Testing dates are available at www.collegeboard.com and www.actstudent.org. Prep's CEEB Code number is 310645. Students will need this number when registering for the SAT or ACT. Questions about the SAT or ACT should be directed to the College Placement counselors.

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

Q) Student-Teacher Difficulties: Most academic difficulties at Saint Peter's Prep are related to subject matter understanding. To resolve these difficulties, the student must work hard and regularly see his teachers during Academic Support. At times, other conflicts (for example, over grades or personalities) may develop. The following steps must be followed to resolve these difficulties:

The student should discuss the issue with the involved teacher first. Nearly all difficulties can be resolved at this level. If the difficulty is not resolved, the student should consult with his guidance counselor. If there is still no resolution, the student's parents should speak with the teacher. As a matter of standing policy, the Vice Principal and Principal will not speak to students or parents until both have spoken with the teacher.

4. SCHOOL PROCEDURES

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

In some instances, failure to follow the established procedure may warrant disciplinary measures for the student. Disciplinary action is administered with every effort at fairness, and assigned in accordance with the seriousness of the infraction. The most common disciplinary action is the issuance of "JUG" to the student by the Office of the Dean of Students; a student who reaches the required number of JUGs must serve JUG Detention on Saturday morning.

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

If a teacher is not in class at the beginning of a period, all students in that class are to wait quietly for five (5) minutes. If the teacher has not arrived after five (5) minutes, one (1) student will report to the Principal's Office. The remainder of the class will remain quietly in the hall. Any student leaving before instructions are received from the Principal's Office can receive a Class Cut. If you are late for school and miss class you must see all teachers concerned. If you are late and there is no valid reason you may receive a class cut.

B) School Hours: Normal hours are from 8:10 AM (Homeroom) through 3:00 PM (end of regularly scheduled school day). Students may leave school after 8th period without signing out, if their schedules permit and if they are not required to see a teacher during the Academic Support period (2:30-3:00). Academic Support sessions take precedence over activities and outside appointments. If a student's last scheduled class ends prior to 2:30 PM (the end of 8th period) and he wishes to leave the campus, he must sign out at the Attendance Office. If a student's last scheduled class is canceled by the Administration and he wishes to leave the campus, he must sign out at the Attendance Office. Once a student has signed out and left the campus, he cannot return for normal after-school activities (not including dances, night games, late practices, etc.). If parents do not want their son to have the

option of signing out (i.e., they want him on campus until 2:30 PM each and every day) they should inform the Dean of Students' Office in writing in September.

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

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

Excessive absences may result in a "course failure due to excessive absence."

Parents/guardians must phone the Attendance Office (547-6399/6398) no later than 8:10 AM each day a student will be absent and explain the reason for the absence. **On the day a student returns, an official school absentee form must be brought in and given directly to the Attendance Office or the Dean of Students' Office, prior to homeroom.** The student will pick up a blank school absentee form at that time. The official school absentee form may also be downloaded from the school webpage, printed at home, completed by a parent and brought into school the day a student returns from an absence. Forms should not be left on desks or under doors without the permission of the Dean of Students. The form acknowledges the absence but does not necessarily excuse the absence. Only the Dean of Students may classify an absence excused. Unexcused absences may have academic consequences, e.g., zeros on missed quizzes, tests, etc. It is crucial that families and the Prep cooperate on attendance matters. It is absolutely unacceptable for a student to stay home or be late to avoid testing or to prepare for tests or other required work. Doing so may result in truancy or a class cut.

Saint Peter's Prep strongly discourages students and their parents from using school days for anything other than medical or emergency absences. The primary obligation for student attendance rests with the parents. To assist them, Saint Peter's Prep assumes a moral responsibility to advise parents of the possible academic and/or disciplinary consequences of excessive absences. To that extent Prep will review

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attendance records each month and employ written notification and parent conferences (in that order) to ensure proper attendance and to administer possible disciplinary or academic consequences, if, in the judgment of the Administration, absences are patterned or excessive. More than ten absences during the year is a cause for concern. Specific cases are subject to the discretion and judgment of the Administration.

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

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

Senior Privilege: Seniors who have first period free may come to school in time for their first scheduled class and miss homeroom. If a senior exercises Senior Privilege, he must sign in at the Attendance Office upon arriving at school. Seniors taking advantage of this privilege are still responsible for complying with all applicable messages in the Daily Announcements posted on bulletin boards. Seniors using this privilege must sign in the late book and check the column marked "S" (for senior privilege). No JUG will be awarded for being late. Failure to comply with the above will result in JUG(s).

Absenteeism is a permanent part of the official school records.

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

All non-emergency doctor, dentist and other appointments should be made after school hours (3:00 PM).

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

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

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

If a student must be sent home, his parent/guardian will be contacted and asked to pick him up. If he is absent for more than the remainder of that day, he will return with a note on the next day he is present for school.

Students leaving school without the permission of the Nurse or Dean of Students' Office, even if sick, will be considered truant.

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

No student should carry prescription drugs on his person while at school. (Exceptions to this policy may be granted after a specific written request by a parent/guardian and physician.)

F) Lateness: If a student is late for school (i.e., not in homeroom by 8:10 AM), he must sign in at the Attendance Office. He will be given a time-stamped pink (JUG) admittance slip, which must be presented to the homeroom or first-period teacher. A teacher should not allow any student to class late without a time-stamped pink late slip. A student will receive JUG when he is late for school. Each semester, however, a student will be pardoned from receiving JUG for the first offenses of both being "late to school" and "late to class," unless, for appropriate reasons, the Dean of Students deems otherwise. If a student is so late that he misses considerable class time, he must see the appropriate teachers on the same day he was late, so as to make up any work

missed. A class cut or cuts may be credited if classes are missed. Class cuts will subject a student to disciplinary and academic penalties. Lateness for class will be dealt with by the individual teacher. If JUG is assigned, the teacher will inform the student. If a student comes in after 10:00 AM, he will not be permitted to participate in after school activities/athletics without the explicit, written approval of the Dean of Students.

G) School Closings and Snow Days: Closing school for snow or other severe weather conditions is never an easy decision and is seldom a decision with which all agree. Prep students travel from over 100 different communities; a decision regarding snow or weather made in Jersey City may not be the right decision for students traveling from other towns. Ultimately, parents must make decisions about travel and safety if school is open and weather seems bad. Parents will be in the best position to know and understand local conditions. If school is open, Prep will try to remain in session for the entire day, so it may make sense for students to arrive late. If it is a snowy day, students are encouraged to use public transportation even if they normally drive themselves. Parking is often scarce in inclement weather and public transportation is less subject to problems. Parents and students are encouraged to consult the featured story on Prep's website (www.spprep.org) or call the Prep message board to check the status of school closings at (201) 547-2361 when there is inclement weather. If school is cancelled or delayed, it will be announced on WCBS 880 AM, WINS (1010 AM), WCBS-TV (Channel 2), and News 12 New Jersey. Announcements will specify Saint Peter's Prep, but generally occur only once per hour.

On days when school is dismissed early or canceled for weather or other reasons, all cocurricular activities will be canceled or postponed unless specific permission is secured from the Principal to hold an activity. Students should consider cocurricular activities canceled unless they are specifically notified otherwise by coaches or moderators. This means all athletic practices and games will be postponed or canceled. In addition, meetings and other non-athletic gatherings are also postponed or canceled. If coaches would like to practice on days when school is canceled or dismissed early, they should contact the Athletic Director. The Athletic Director will then inform the Principal of each request and a decision will be rendered. Unless there are extraordinary circumstances, permission will not be granted for practice or games on these days. Other cocurricular moderators should contact the Principal directly for permission to meet on such days. Again, unless there are extraordinary circumstances, permission will not be granted to gather on these days.

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

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

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

J) Lost and Found & ID Cards: Lost items, if found by someone other than the owner, should be turned in to the Dean of Students' Office/Attendance Office. Students looking for lost items should check at the Dean of Students' Office/Attendance Office. The school will not be responsible for items lost by students. All found items will be held at the Dean of Students' Office until picked up, or until the Friday following graduation. After the Friday following graduation, all found items will be discarded. All confiscated items will be held until the Friday following graduation. After that time, they will be discarded. If a student loses his ID card, it must be replaced (cost to be paid by student) at the Assistant Dean's Office. Every student must be in the possession of his ID card at all times and must produce and/or turn over his ID card at the request of any faculty or staff member. Failure to have an ID card is a violation of the dress code and will result in JUG.

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

The availability of on-street parking in the Prep vicinity is extremely limited. All parking is by permit and subject to alternate side of the street parking regulations. Students are urged to use public transportation to travel to and from school. If cars are used, car pooling is strongly encouraged. All students are reminded that driving to and from school is a privilege accorded to students by both parents and the Prep. The following regulations concerning driving and parking are in effect from 7 AM until 4 PM daily. All student cars must be registered in the Dean's Office.

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

Students are not permitted to leave campus to move their cars during the school day unless they secure permission from the Principal, Dean or Vice Principal. Cars are not to be used as lockers or places to eat. Going to cars is punishable by JUG(s).

Students are not permitted to park in Prep faculty parking lots. Parking in these lots is punishable by JUG(s), and a wrongfully parked car may be towed.

L) Fire Drills: Fire drills are important for the safety of students, faculty and staff. Fire exit routes are posted in all rooms and everyone is responsible for knowing the route by which they will leave a building. All should exit quickly, quietly and in an orderly fashion. Students closest to the windows should close them, and the last person to leave the room should turn out the lights and close the door. Silence must be maintained throughout the drill. This is crucial in the event that special instructions have to be given by the faculty. The first person through each door should hold the door and not block the way of others. The last person leaving the hallway should ensure that the fire doors close; therefore, they should be unhooked and pulled closed after all have passed through them. All should move away from the buildings as quickly as possible. Elevators should not be used during a fire drill or fire.

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

M) Guidance Counselors: Every student is assigned a counselor from the Guidance Department. These are professionally-trained persons available to assist students in their academic and personal pursuits. There are also college placement counselors who work closely with upperclassmen to select and apply to appropriate colleges. A student may freely arrange appointments to see his counselor or advisor, or he may be summoned to a counselor's/advisor's office. If a student receives a slip to see a counselor/advisor during class time, he must inform his teacher prior to the appointment. If there is a quiz, the student should first take the quiz and then proceed to the counselor/advisor. If a full-period test has been scheduled, the student should inform the counselor/advisor and the appointment should be rescheduled. The student is expected to sit for the scheduled teSaint

N) Change of Address/Phone Number/Guardian: The Principal's Office should be notified immediately whenever a student's address, phone number or guardian changes.

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

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

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Unsigned letters and anonymous phone calls will be ignored. For reasons of follow-up and confirmation, and to send clear messages about taking responsibility, letters must be signed and callers must identify themselves.

Parents are asked to schedule appointments with teachers and administrators, when necessary, at a mutually convenient time. Individual phone numbers and email addresses of all teachers are available on the respective department pages on the school website; please communicate directly with teachers and do not leave messages with any offices. Parents should not approach teachers during the school day without arranging an appointment beforehand. Parents visiting Prep during the school day should check in at the Principal's Office and should move beyond the main lobby to see teachers only with the permission of the Dean, Vice Principal or Principal.

Parents of students who are experiencing academic difficulty in any subject (75 or below) are asked to schedule meetings with the involved teacher during Parent-Teacher meetings in November and February.

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

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

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

5. SCHOOL FACILITIES

A) Library: The Siperstein Library, located in the English Building, is generally open every school day from 7:30 AM until 3:30 PM. A quiet atmosphere should prevail at all times.

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

B) Bulletin Boards: The Daily Announcements and attendance list will be posted on the main bulletin board by recess. Each student is responsible for reading the daily announcements and complying with any instructions that apply to him. Daily Announcements should be read in homeroom and will be posted in various locations throughout the school. All items that are posted on campus must be approved by the Assistant Dean of Students.

C) Lockers: Lockers are subject to inspection by the Administration at any time. Any problems with locks or lockers should be reported to the Assistant Dean of Students. If a lock is lost or damaged, there will be a \$5.00 replacement fee. Saint Peter's Prep will not be responsible for anything left in lockers. The school assumes no responsibility for articles lost or stolen anywhere on campus. Students are reminded to take extra care in ensuring that lockers are completely closed and locked and that their combinations remain confidential. All belongings should be secured in lockers and not left on the gym stage, cafeteria tables, in the recreation area or other such places. No student may switch locks or lockers without the permission of the Assistant Dean of Students. Prep reserves the right to open and check lockers and their contents at all times.

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

D) Cafeteria: In general, the school cafeteria and recreation area are the only places in the school where eating may take place. Food and drink are available for purchase in the cafeteria. With the approval of a faculty member or coach, students may eat in activity

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rooms after 3:00 PM. Rooms should be left spotless. Without the approval of the Dean of Students, faculty members may not grant permission to students to eat outside the cafe from 8:00 AM - 3:00 PM. Students eating or drinking in common areas (halls, lobby, gym, etc.) are subject to JUG at all times.

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

The cafeteria is available during class periods as a study hall and group work area. Appropriate conversation is permitted, but care should be taken not to disturb others. To facilitate clean up and supervision, students may be asked to move to certain sections of the cafeteria.

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

The courtyard and recreation area are great assets to Saint Peter's Prep, and students enjoy spending time with each other there during lunch and recess. It is imperative, then, that the courtyard and recreation area be treated with great care and respect. Students must clean up after themselves while in the courtyard and recreation area; failure to do so may result in the temporary loss of courtyard privileges.

E) Building Entry: Doors to the school are opened at 7 AM and locked at 4 PM. After 4 PM students should enter through the Prep switchboard. The switchboard door is the door on Grand Street closest to the corner of Warren Street. The wedging open of any door is prohibited and punishable by JUG.

F) Campus: The campus is defined as the school buildings, the sidewalks in front of the school buildings and the recreation area. All students are expected to be on campus and available to the faculty at all times during the school day, except for seniors exercising their lunchtime privilege and underclassmen patronizing the approved eateries during recess or lunch. Students patronizing the approved eateries must return to the cafeteria or recreation area to eat. There should be no loitering at the approved eateries. Students should exercise care, and

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look both ways, when crossing streets. Specific regulations concerning student responsibilities for being on campus can be consulted in the Student Regulations portion of the Handbook, on the "Student Affairs" link on the school website, or by clicking [here](#).

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

6. STUDENT REGULATIONS

The purpose of these regulations is not to restrict students or to limit their freedom, but to ensure that each student will have the opportunity to learn and grow. These regulations have been formulated to foster the growth of the school community and the individuals who are a part of that community. The spirit of these regulations is one of student responsibility for student actions. The faithful observance of these norms for good order will create an atmosphere conducive to personal growth and academic excellence.

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

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

B) APPEARANCE AND DRESS CODE: One hallmark of a Prep student is his neat and proper appearance. The normal dress code requires that all students wear a suit jacket, sports coat, letter-sweater or official school sweater along with a dress shirt (i.e., one designed to be worn with a tie), or a Prep turtleneck, purchased from the campus shop, dress slacks and dress shoes with appropriate socks. Shirts with decals and/or lettering, and slacks with decals, lettering and/or external pockets are not permitted. Hair must be kept neat, clean and well-groomed. Clothes should be neat, clean and in good repair-i.e., no holes, tears, etc. Extremes in both dress and hairstyle are to be avoided. Technical fulfillment of the dress code while maintaining a sloppy appearance is in violation of the spirit of the dress code, and is punishable by JUG.

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

Dress shirts are to be worn with properly knotted and positioned ties. Denim, flannel and corduroy shirts are not dress shirts; nor are shirts with decals and lettering. Shirts should be properly buttoned and tucked into pants.

Dress slacks only are to be worn. No denim look-a-likes; no pants with external pockets, decals, or lettering; no balloon pants, cargo pants, fatigues or sweat pants. Belts or suspenders must be worn with pants; belts with studs/metal points are not permitted.

Only dress shoes are to be worn. Sneakers, sneaker look-a-likes, athletic shoes or athletic look-a-likes are prohibited as are shoes whose primary purpose is athletic. Shoes with stripes are considered athletic look-a-likes. Clogs, sandals, moccasins are not acceptable. Boots may be worn only during seriously inclement weather. If boots are worn, pants may not be tucked into the boots.

Suit jackets/sports coats, white varsity sweaters, or school sweaters must be worn between classes in all common areas (halls, offices, etc.). With the permission of the teacher, jackets may be removed in the classroom. Denim, leather, or any jacket with decals, emblems, or lettering is not permitted during the school day.

All clothing (jackets, shirts and slacks) should fit properly.

Sweatshirts with or without hoods are not permitted. If cold, a student may wear a v-neck sweater under his jacket.

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

In general, stud-type earrings are permitted, no more than one in each ear. This excludes oversized studs of any type. "Spacers," hoop earrings, and those dangling below the ear, are among those earrings considered inappropriate and in violation of the dress code. Other "body jewelry", including nose rings and the like, is prohibited.

Students in violation of the dress code may be sent home to change. Students are expected to return to school properly dressed that day if they are sent home. Not returning to school will be considered truancy and will be treated appropriately.

The Warm Weather Dress Code eliminates only the suit coat and tie. Pullover shirts may be worn as long as they have a collar, appear neat and are tucked into the pants. Belts or suspenders are to be worn on pants.

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

ID cards must be in the student's possession at all times. Failure to have an ID card is a violation of the dress code.

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

C) COMMUNICATION AND OTHER ELECTRONIC DEVICES: Students may not use cell phones or other electronic devices-or to have such devices in hand-while inside the school buildings. If a student violates this regulation, his cell phone will be confiscated, given to the Dean of Students, and returned to the student after discussion. If a student violates this regulation again, he subjects himself to disciplinary measures, including but not limited to JUG(s), parental notification, and confiscation of the device. Furthermore, a student who violates this regulation during an exam will receive a zero and subjects himself to further disciplinary action.

D) ALCOHOL AND OTHER DRUGS: Saint Peter's Prep has very rigid policies about the illegal use of alcohol, other drugs, and drug paraphernalia, and it is important that members of the Prep community are aware of them. Use or possession of alcohol, marijuana or other drugs is absolutely forbidden at any time, in any place, 24 hours a day, 7 days a week for the entire calendar year. If a student possesses or uses these items, parents/guardians will be notified and the student will be put on probation and subject to expulsion. If the student is put on probation, a mandatory drug/alcohol evaluation will be performed and if a treatment plan is advised, it must be adhered to in order for the student to remain at Saint Peter's Prep. A counselor/advisor is a good person to talk to about any alcohol or drug-related problems. She/He has the student's best interest in mind and can make other resources available to the student and his family.

Given the pervasive use of alcohol, tobacco or other drugs in our society, the wearing of clothing which in any way promotes the use of alcohol, tobacco and other drugs is inappropriate in school and at Prep functions. Wearing such clothing subjects the student to JUG.

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

F) SMOKING: Saint Peter's Prep is very mindful of the dangers and hazards of smoking. It is Prep's belief that responsible education includes education for health and creating a healthy environment for learning. In order that Prep might exercise responsible leadership which helps all learn of the dangers of smoking to smokers and non-smokers alike, smoking is not permitted in or around the school building at any time. The buildings of Saint Peter's Prep have been designated as Smoke-Free; smoking by all members of the Prep community is thus prohibited in Prep buildings. Prep students are prohibited from smoking on-campus at all times and off-campus from 7:30 AM until 4:00 PM each school day. Smoking by students is also prohibited in and around all Prep events including games, dances, activities and proms. The above rules apply as well to the use of smokeless (chewing) tobacco. Parents will be notified if their sons are using tobacco. Students will face disciplinary consequences for tobacco use.

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

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

1. Lockers may not be visited during scheduled class time, with the following exceptions:

- ◆ Period 1 - *to allow for students using Senior Privilege*
- ◆ Period 5/6 - *to allow for students going to and from their lunch periods*
- ◆ Period 8 - *to allow for students who may be finished with classes for the day*

2. Each student must ensure that his locker is closed, locked and secure.

3. Only school-issued locks may be used on lockers.

4. Lockers are to be kept clean and orderly, as are the hallways.

5. A student may use ONLY the locker assigned to him.

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

SENIORS

- ◆ Students are allowed to leave the campus, on foot, during Recess, their lunch period, or free periods immediately before or after their lunch period.
- ◆ **Only seniors** have the privilege to remain and eat at off-campus eateries.
- ◆ All other school rules are in effect during these times, including rules about dress code, smoking, etc.
- ◆ Students should exercise great caution when crossing streets.

FRESHMEN, SOPHOMORES, and JUNIORS

- ◆ Students are permitted to cross **only York Street** to patronize the eateries found on Warren and Montgomery Streets.
- ◆ Students are not permitted to visit any other eatery during school hours.
- ◆ Students may visit the approved eateries **only during Recess and Lunch periods.**
- ◆ Students patronizing the approved eateries must return to the cafeteria or recreation area to eat.
- ◆ Students should exercise great caution when crossing streets.

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

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

This includes sexual harassment. Sexual harassment is against the law, and Saint Peter's Prep will not tolerate sexual harassment of any student, faculty member or other employee. Sexual harassment includes such behavior as unwelcome physical conduct, sexually explicit language or gestures, which can include uninvited or unwanted sexual advances. It also includes conduct that creates a hostile, intimidating or offensive overall environment, which can include the presence of sexually explicit photographs or other material and the telling of sexual stories. Students or employees who feel that they have been subjected to any of the above types of harassment should report the matter to the Principal or to the Dean of Students. Any student or employee who is aware of someone else being harassed in any way in the school by another student, a faculty member or other employee should also report the matter to a member of the administration. If a complaint is made,

the school will promptly investigate the allegations; and if the facts support the complaint, immediate action will be taken, including, but not limited to, discipline, warning, probation or dismissal of the offending student or employee.

The President of the school will serve as a source of appeal. The complainant may be requested to submit a written statement describing the specific action or words. No retaliation will be made against an individual who makes a legitimate complaint or against any witness who reports an incident of harassment, regardless of outcome. Confidentiality will be maintained as much as possible. Dissemination of information will be strictly limited to those persons with a need to know in order to protect the identity and the rights of the parties involved.

J) JUG: The ordinary penalty for violations of good order, student responsibility and school regulations is JUG, derived from the Latin *sub jugum*, meaning “under a burden.” Students may be recommended for JUG by any member of the faculty, staff or administration; students must be clearly informed that JUG is being recommended to the Dean of Students.

In the event any student receives JUG but he feels he does not deserve it, he should see the Dean of Students any time prior to 3:00 PM that day. **He should explain that he received JUG and feels he does not deserve it and make his case.** In such cases, the final decision as to the status of each JUG is made by the Dean of Students.

K) JUG DETENTION: If a student accumulates seven (7) JUGs, he must serve a JUG Detention. JUG Detention takes place on specified Saturday mornings and lasts from 9:00AM until 12:00PM. Failure to attend JUG Detention once it has been reached will be considered a most serious offense, one in which the student places himself in poor disciplinary standing. Likely penalties for not serving detention once assigned may include but are not limited to the issuance of an additional JUG detention, parental conference, and Disciplinary Probation.

Once a student is awarded a JUG Detention, his next threshold level is reduced by one. He therefore will receive JUG Detention once he reaches six JUGs. If that threshold is reached, five (5) JUGs is the next and lowest threshold level. A student who receives three (3) JUG Detentions in a semester will be placed on Disciplinary Probation.

The end of each semester brings a close to active JUGs for all students. Each student, therefore, will begin each semester with zero (0) JUGs.

How JUG Ends

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

All questions regarding JUG should be addressed to the Dean of Students. Students are responsible for knowing their JUG status and, thus, should always ask questions when having them.

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

Probation Level One

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

Probation Level Two

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

Probation Level Three

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

It is essential that a student understand probation to be a time of serious reflection and commitment to change previous behaviors and unhelpful patterns. During probation, the student's behavior will be carefully reviewed by the Dean of Students; continued infractions during probation will likely lead to student dismissal from Saint Peter's Prep.

Being placed on disciplinary probation more than once during a student's career at Prep subjects him to review for expulsion.

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

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

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

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

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

7. STUDENT LIFE

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

A) Activities: Saint Peter's Prep offers some 35 active clubs ranging from the Petrean to the award-winning forensics team. Students wishing to start a new club or activity should secure a moderator (the Assistant Dean will assist students in this task) and then submit a proposal to the Student Council. If the proposal is approved by the Council, it is then presented to the Administration for final approval.

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

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

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

**** *No team may leave for practice before 3:00 PM, and no activity may begin a meeting before 3:00 PM, without the explicit permission of the Principal.***

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

D) Annual Fund and Walkathon: The Prep Walkathon occurs in the fall and is followed by a school-wide carnival. Each student is to secure a certain dollar amount in pledges for the Walkathon, the one fund-raising event in which all students are asked to participate. All members of the Prep community share responsibility for the financial health of Saint Peter's Prep. The Walkathon allows students to cover part of their education.

E) Dances: Prep sponsors dances at scheduled times. Prep students and girls from all area schools are invited and welcome. Prep students must present a Prep ID for admission to Prep Dances. All school rules are in effect. All dances end promptly at 10:00 PM. All students should be picked up by 10:15 PM. Students should not loiter in downtown Jersey City after dances. Parents are asked to schedule pick-ups based on the above information and not to wait until they are called.

If a student leaves a dance before 10:00 PM, he/she will not be readmitted to the dance. Once a student enters a Prep dance, he or she should stay until the end of the dance or until he or she goes home.

The Freshman-Sophomore semi-formal occurs in December of each year. Students will not be admitted in tuxedos-a jacket and tie or a suit is the expected dress for boys. In addition, it is expected that students will arrive and depart driven by family members. Those arriving in limousines or party buses will not be admitted. It is incumbent upon all members of the Prep community to keep this event in perspective. The cooperation of parents and students is expected.

F) Events sponsored by other schools: While Saint Peter's encourages students to be active in their local communities, the school must emphasize the fact that academic and cocurricular activities at Saint Peter's Prep should take precedence over all other activities. In general, Saint Peter's will excuse students for the equivalent of one full day each semester, with an appropriate written request from a parent or

guardian to the Dean of Students at least one week before the event, for participation in a community event during a school day. Except in extremely rare circumstances, students who are absent from Prep for more than the equivalent of one day each semester because of participation in the events of another school will be considered truant and will face appropriate penalties as described in this Handbook.

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

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

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

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

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

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

J) National Honor Society: Selection to Prep's McNally-Sinnott chapter of the National Honor Society (NHS) is based on demonstrated leadership, scholarship, character and service during a student's tenure at Saint Peter's Prep. Students must have a cumulative GPA of 90 over the first three years at Prep and must have been enrolled in no fewer than two honors or AP courses during their tenure at Saint Peter's. Selection occurs during the summer prior to senior year. Lack of active involvement in any of the four areas listed above can disqualify a student from selection to the NHS.

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

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

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

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

L) Physical Examinations: Saint Peter's Prep requires a physical of each student every year. Physicals are available on the school website before July 1 of each year. Students not having returned physicals by the first day of classes can be sent home from school until the physical form is submitted. All fall athletes must submit physicals before the first practice session. All physicals must be dated between June 24 and August 15. Any questions should be directed to the School Nurse.

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

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

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

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

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

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

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

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

S) Computer/E-mail Acceptable Use Policy: The use of computers and email at Saint Peter's Prep is governed by the Computer/E-mail acceptable use policy and computer rules. Violation of the policy or rules is subject to disciplinary action including suspension of technology privileges and/or JUG and/or suspension and/or expulsion.

