

PHILOSOPHY OF EDUCATION

Holding that life in its fullest expression is experienced only in the spirit of Jesus Christ, Wildwood Catholic High School presents a college preparatory curriculum within a small christian community which encourages special and personal interaction among faculty, students, and parents. Guided by the Gospel and strengthened by the sacraments, we are able to challenge students to strive for personal excellence in all facets of life: academic, physical, social, emotional, and spiritual. Thus, students are not only enabled to live their present lives to the fullest, but are also equipped to continue their education and to assume vocation, career, and civic responsibilities.

Wildwood Catholic's philosophy and tradition are firmly rooted in our motto: "Fides et Scientia" (Faith and Knowledge). We hope that each of our students will be steeped in this tradition, prepared for a productive future, and ultimately ready to share in the salvation of Jesus Christ who said: "I have come that they may have life, and have it in abundance!" (John 10:10)

STATEMENT OF OBJECTIVES

Wildwood Catholic High School - administration, faculty, students and parents - embraces the Statement of Philosophy and accepts our common responsibility to attain the following objectives.

- To provide a curriculum that is infused with Christian values so that all knowledge is related to God and His plan for all of creation.
- To instill a respect for life by providing an environment which promotes spiritual, physical, mental, and emotional well being.
- To encourage the discovery and development of students' individual gifts through active involvement in religious, academic, and co-curricular activities.
- To provide students with the critical thinking and moral decision making skills necessary to be a positive force in today's rapidly changing world.
- To recognize and address varied learning styles so that students develop an appreciation of and a desire for a lifelong education.
- To enhance, through opportunity and example, the development of students' skills in effective communication and social interaction.
- To provide opportunities to appreciate America's pluralistic heritage to exercise responsible citizenship through community service both in and out of school.
- To create and maintain a school atmosphere in which students will learn to the best of their ability while developing a positive self-image.
- To foster a global sense of awareness and accountability, through stewardship of resources, respect for other culture and care for the environment.

ACADEMIC PROGRAM COURSE SELECTION

Students are encouraged to plan their course selections carefully with the help of their parents, guidance, and teachers. The school reserves the right to make changes in a student's roster when circumstances demand such a change.

AP & Honors: Course content in these subjects is accelerated.

College Prep : This course of study is for the student of average ability.

Any student who registered for an Advanced Placement course(s) is mandated to take the College Board Advanced Placement examination(s) at the end of the scholastic year. Students are required to pay the fee for the examination(s) at the beginning of the school year. Any student registered to take the Advanced Placement Biology course will be required to pay the lab fee at the end of their junior year.

SEMESTER GRADES

Semester grades are a combination of two quarter grades and an examination grade, i.e., 2/5 first quarter grade plus 2/5 second quarter grade plus 1/5 exam = first semester: 2/5 third quarter grade plus 2/5 fourth quarter grade plus 1/5 exam = second semester.

CLASS RANK

Class rank is determined by a student's quality point average which is a weighted GPA. Subjects are weighted according to levels using the following table:

Grades	Courses		
	AP	Honors Level	CP1
A+	5	4.5	4.25
A	4.5	4.25	4
B+	3.93	3.71	3.5
B	3.37	3.18	3
C+	2.80	2.65	2.5
C	2.24	2.12	2
D+	1.67	1.58	1.5
D	1.11	1.05	1
F	0	0	0

HONORS

First Honors: In order to achieve this distinction a student must carry six major subjects and have a general average of 4.0 or above. An average under B in any subject will exclude a student from first honors, with the exception of a C+ in an AP class.
Second Honors: In order to achieve this distinction a student must carry six major subjects and have a general average of 3.5 or above. An average under B in any subject will exclude a student from second honors, with the exception of a C+ in an AP class.

No student who has a failure in conduct will be eligible for honors.

TEST GRADE/ASSIGNMENT EQUIVALENCY

A+	97-100	C+	81-84	F	below 70
A	93-96	C	77-80		
B+	89-92	D+	74-76		
B	85-88	D	70-73		

ACADEMIC PROGRESS

Except for unusual reasons, a student may not repeat a course taken and failed at WCHS. In the event of course failure for the year, the student must attend an approved summer school or tutor program. The grade will be recorded on the permanent record but no quality points will be given. A student who fails more than two courses may not return to WCHS without special consideration of the Dean of Academics.

REQUIREMENTS FOR GRADUATION

To graduate from Wildwood Catholic students need 120 credits. All of the courses required by the State of New Jersey and the Diocese of Camden must be successfully completed for graduation. Service hours are part of the Religion Course requirement. Each senior is required to participate in 12 hours of community service; 10 hours are required of each junior; 8 hours are required of each sophomore; 6 hours are required of each freshman. Listed below are the required courses for each grade level. Elective courses are those from which students may choose. Once chosen, these courses must be successfully completed.

Required

4 yrs. Religion	4 yrs. Science
4 yrs. English	4 yrs. World Language (Honors)
1 yr. World History	3 yrs. World Language (College Prep)
2 yrs. U.S. History	1 yr. Appreciation of the Arts
4 yrs. Math	1 yr. Health

Electives

Art 1, 2, 3, 4	AP Spanish
Studio Art	Spanish 3, 4
AP Calculus	Honors French 3,4
Honors Calculus	AP Biology
Pre-Calculus	Physics
Advanced Topics in Math	Psychology/sociology
AP English	Environmental Science
Journalism	

ELIGIBILITY REQUIREMENTS

1. Any student who passes all courses in a given quarter may be eligible to participate in activities for the following quarter.
2. Any student who has two failures in a given quarter is not eligible to participate in any scheduled event, but is allowed to practice. After a three week period, the student's academic status will be reviewed by Guidance. If a marked improvement has been demonstrated, the student may be given permission to participate.
3. Any student who has three or more failures in any quarter is not eligible to participate in or practice for activities for the following quarter.
4. The principal reserves the right to make final eligibility judgments where special circumstances so warrant.

ACTIVITIES PROGRAM

STUDENT COUNCIL

The Student Council is the central student organization of the school. It consists of an executive board of President, Vice-President, Treasurer, and Secretary, class officers of President and Homeroom Representatives. The moderator of the Student Council is appointed by the Dean.

The object of the Student Council is to bring about a close communication among students, faculty, and administration by utilizing the leadership available so that the true spirit of Wildwood Catholic will permeate all individuals.

The executive board of the Student Council will meet with the Dean weekly to discuss ideas and concerns.

STUDENT COUNCIL EXECUTIVE OFFICERS

President	Morgan Kelly
Vice President	Matt Accardi
Secretary	Sarah Visalli
Treasurer	Erin O'Brien

NATIONAL HONOR SOCIETY

The National Honor Society of Wildwood Catholic High School has as its purposes the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of leadership, the development of character in the students of the high school. The National Honor Society is a nationwide organization inaugurated and approved in 1921 to promote these ideas in the secondary school system of our country.

Students may not apply for membership. Membership is open to students in the eleventh and twelfth grades, who are scholastically eligible by maintaining a 3.5 GPA average. Qualified students are voted by faculty on qualities of character, service and leadership.

NATIONAL HONOR SOCIETY OFFICERS

President	Mark Rucci
Vice President	Patrick Roche
Secretary	Taylor Bradshaw
Treasurer	Clara Mathis

THE MONTHLY NEWSLETTER

Each month a newsletter with matters of interest and importance is sent home to parents and guardians.

ASSEMBLIES

Assemblies scheduled periodically throughout the school year are intended to be a valuable part of the educational and spiritual process of Wildwood Catholic. Courtesy and respect are expected during all assemblies.

ACADEMIC AWARDS

Honor cards are distributed each quarter for students who have attained first and second honors. This presentation usually occurs during a homeroom assembly. At the end of the school year, medals are presented to students who have achieved the highest average in each discipline; honorable mention and effort are recognized by awarding of certificates. Senior academic awards are presented at Graduation. An Honors Convocation will be held at the end of the year to recognize students who have achieved honors in either the first, second, or third marking period.

DANCES

School dances will be conducted solely under the student council's direction. In order that each person may safeguard the rights of all concerned the following statement of rules is in effect:

1. Dances will begin at 8:00 P.M. and end at 11:00 P.M. On a few special occasions, when notification is given prior to the date of the dance, the times of the dances may vary. Students shall not be admitted after 8:30 P.M unless previous arrangements have been made with the moderator. Students shall not leave the dance area before 10:30 P.M.

2. A student may bring one guest who has been properly pre-registered from outside the school. Guest registration forms will be made available in the business office until the afternoon prior to the dance. Students are responsible for their guests. No grade school students will be admitted to dances. Some dances may be designated for WCHS students only.
3. No dances will be conducted without an adequate number of chaperones. The chaperones have the authority and responsibility of maintaining order at the dances. They are to be treated with courtesy and respect.
4. The school reserves the right to administer a breathalyzer test to any student who is suspected of using alcohol. To use, possess, or be under the influence of any drug, including alcohol, is prohibited to all students and any guest at all school functions. Anyone who appears to be under the influence of an illegal substance will be brought to the immediate attention of the administrator on duty and the North Wildwood Police Department.
5. Anyone who does not follow the rules of good social order will be asked to leave the dance and may be refused admission to future dances. The parents of the student or guest who is dismissed from the dance will be called to pick them up. Any serious infractions of rules will lead to school disciplinary action.
6. Everyone shall follow the dress code established for dances.

JUNIOR-SENIOR PROM

The school sponsors a formal dance. The junior and senior classes, under the direction of a prom moderator, assume responsibility for the planning of this event.

JUNIOR RING CEREMONIES

The ceremony is usually held in December when the rings are blessed and distributed to the members of the Junior Class.

ANNSCRIPT – YEARBOOK

The ANNSCRIPT, our annual publication, tells the story of the students and the year's activities. Special emphasis is placed on the Senior class.

HEALTH SERVICES

A registered nurse is on duty from 8:00 A.M. to 2:30 P.M. Students who wish to go to the nurse's office during school session will obtain a pass from a teacher. Except in the case of an emergency, no student will be admitted without a pass. **If the nurse determines that a student is too ill to remain in school, she will call the parent.** Ordinarily, students who are injured or taken ill at school may not drive home; exceptions may be made at parents' request. The student will be only be released to a parent or parent designate, **who must identify themselves.** Students who have been released from school during the school day due to illness may not participate in or attend activities that day or evening. According to the state of New Jersey and the Diocese of Camden, the nurse may dispense prescribed medication only with written order of the physician and parental permission slip which can be obtained from the school nurse's office. All student medications are to be kept in the nurse's office during school hours. **NEW JERSEY STATE LAW REQUIRES THAT ALL STUDENTS MUST HAVE MANDATED IMMUNIZATIONS TO BE ADMITTED TO ANY SCHOOL.**

FRENCH-SPANISH CLUBS

The language clubs have as their purpose deepening the appreciation of the French and Spanish culture, heritage, and traditions. Each club is moderated by one of the school's language teachers.

FORENSIC CLUB

The Wildwood Catholic Forensic Club engages in the art of communication through public speaking. Each student may participate in various areas of speech activity, declamation, original oratory, extemporaneous speech, drama, prose and poetry reading, and duo-interpretation. Competition and tournaments are held with public and parochial high schools.

MOCK TRIAL

In conjunction with the New Jersey Bar Association, the Mock Trial team competes with other county schools in reenacting a trial with students role-playing all constituents in the presence of professional judges and attorneys. Students gain an understanding of the judicial system while developing public speaking and dramatic skills.

EDUCATIONAL EUROPEAN TRAVEL

Each year juniors and seniors who are in good academic, disciplinary, and financial standing, are invited to take part in a European excursion. The purpose of our European travel over Easter break is to encourage students to experience learning through primary sources.

FIELD TRIPS

Occasionally a subject teacher may wish to take students on a field trip to a place of interest relating to the material taught in class. Students must have permission from parents or guardians to take such a trip, and must be properly attired. The permission must be in writing and given to the moderator of the trip.

STUDENT AMBASSADORS

The purpose of the Student Ambassadors Club is two fold: to provide an outreach to future students and their families; and to provide ongoing assistance to students making the transition to Wildwood Catholic

ATHLETIC PROGRAM

Wildwood Catholic, a member of the New Jersey State Interscholastic Athletic Association and Division II of the Cape-Atlantic League, offers many different opportunities for athletic competition.

The Crusader athlete who wears the school colors of blue and white is a representative of Wildwood Catholic High School, and as such must maintain certain standards of academic and social behavior while striving for excellence in the field of athletic competition.

To safeguard the physical well-being of all student-athletes, the school requires all students to submit an athletic form which testifies to the physical ability of the athlete to take part in athletic activity. The student athletic form must be downloaded from the wildwoodcatholic.org website (under Athletics) and completed thoroughly by a physician and a parent/guardian. **No student may practice for or participate in school activities until the completed forms are submitted to the school** in each sport.

ATHLETIC AWARDS

This Ceremony will be open to all athletes, parents, and friends who wish to attend for the presentation of certificates to all participating athletes and managers.

THE WILDWOOD CATHOLIC HIGH SCHOOL PARENT/TEACHER CONNECTION

The Wildwood Catholic High School Parent/Teacher Connection exists to promote sociability and support among parents and to physically and financially assist all endeavors which benefit the students of Wildwood Catholic High School.

All parents are members of the WCHS Parent/Teacher Connection. Officers are appointed for a two-year term. Meetings are held regularly with subcommittees conducting the various activities including the Parent/Teacher Connection 50/50 Raffle, the Sports Kitchen, and Parents Information Night.

Parents are encouraged to take part in these activities and in all volunteer programs such as dance chaperones, sports kitchen, library aide.

ALUMNI & FRIENDS ASSOCIATION

The Alumni and Friends Association, supports the students of Wildwood Catholic. All graduates of Wildwood Catholic are considered members of the Association. The Association welcomes both alumni and friends of Wildwood Catholic High School.

GUIDANCE DEPARTMENT

The guidance department offers assistance with academic and personal development issues. In certain cases, students will be offered referral counseling. Appointments may be made by students and parents through the guidance department secretary.

Guidance interviews all students throughout the academic year. Students with personal and academic concerns may ask for an appointment. Guidance courses geared to career education may be offered for sophomores and to freshmen on study skills and high school orientation.

The guidance department presents various programs for students and parents each year:

COLLEGE FAIR is held on the last Thursday in September for area students and parents to interact with representatives of more than 100 colleges, universities and technical schools.

FINANCIAL AID NIGHT is held in December to inform parents about the process for seeking financial aid, scholarship and grants for their students who are planning to attend college.

JUNIOR PARENTS COLLEGE NIGHT is held in March to inform parents about the procedures involved in college selection and application.

HOME TUTORING

Students who are absent for a period of 2 or more weeks due to illness are eligible for home instruction. To be eligible for this service, a doctor's note is required. The Guidance office will supply the appropriate forms.

TESTING PROGRAM

Achievement Tests:

Grade 9: I.T.E.D.

Grade 10: I.T.E.D. and ASVAB

Grade 11: Preliminary Scholastic Aptitude Test (PSAT)

National Merit Scholarship Qualifying Test (NMSQT)

Grade 11/12: Scholastic Aptitude Test (SAT)

Aptitude and Interest Inventories:

All Grades: Student self-survey of interests, perceived gifts, talents, aptitudes, goals, attitudes and future plans.

COLLEGE APPLICATION PROCESS

College applications will consist of the following:

1. academic record in high school including class rank
2. test results
 - a. results of standardized tests administered in high school
 - b. results of tests administered by official agencies; such as College Entrance Examination Board, American College Testing Service.
3. the school's recommendation of the student as an individual of desirable characteristics.
4. participation in co-curricular and extra-curricular activities.

COLLEGE VISITATION DAY

Seniors are permitted two (2) college visitations. College visitation passes must be obtained from the Guidance office prior to the visit. The **White Card** must be completed and signed by the parent/guardian and submitted to the office the day before the visitation. The **Blue Card** must be completed and signed by the parent/guardian as well as signed by an official college admissions counselor and submitted to the office upon return to school.

TRANSCRIPTS

Transcripts of credits for transfer to another school will not be sent until all financial obligations have been settled.

Students who request transcript(s) for Colleges will be charged \$3.00 for each transcript. Mid-term grades will be sent only to those colleges that a senior designates on his/her mid-term transcript form.

Graduates who request transcript(s) will be charged \$3.50 for each transcript. No transcripts will be sent to any agency, employment firm, college, etc. without a transcript release form signed by the individual and/or parents.

SCHOOL REGULATIONS & STUDENT RESPONSIBILITIES

PHILOSOPHY

Every student of Wildwood Catholic has God-given talents and the consequent responsibilities which accompany them. Learning cannot be facilitated without order, and order will best be established when each individual student assumes personal responsibility for their own behavior. The regulations established here cannot possibly cover every eventuality of human behavior or misbehavior. **It is to be understood that the Dean of Academics, not the handbook, is the ultimate authority of the school.**

ATTENDANCE POLICY

Each student is expected to attend school every day that school is in session. It is the responsibility of the student to request make-up work for absences. Accordingly, no appointments should be made for a student on any school day or for any part of a day unless there is an emergency or unavoidable circumstance. A total of 12 unexcused absences is allowed for each year long academic course. Please be aware that doctor's notes are required to EXPLAIN an absence for illness. These notes do NOT EXCUSE absences. A physician's certificate may EXCUSE absence ONLY in the instance of a chronic illness or injury. The presentation of the physician's statement must take place AT THE TIME OF THE ILLNESS OR INJURY, not after the student exceeds the permitted number of absences. In cases of prolonged illness (two weeks or more), the parent or guardian is to call the guidance office to make arrangements for homebound study/tutoring. Other examples of EXCUSED absences involving extenuating circumstances (that would merit special review by the attendance committee) include: bereavement in immediate family; documented legal obligations; documented college visitations (seniors-2); driver's test (not behind-the-wheel classes). Please be aware that vacations taken during regularly scheduled school days are NOT considered excused absences. Students who will be absent for an extended period of time must submit to the office an Extended Absence Form prior to their absence. These forms should be signed by the student and parents.

COURSE CREDIT COMPLETION PROGRAM

When students exceed the designated absences allowed per course, they will be notified of their placement on non-credit status. In order for a student to return to full-credit status, the student must complete a course credit completion assignment involving one hour of work for each day absent in excess of 12 in each course that the student is deemed for non-credit status. There will be a \$30 administrative fee plus a \$25 fee for each non-credit subject assignment.

REPORTING ABSENCES

Parents/guardians are asked to call school before 8:30 A.M. the morning that a student is absent. A note from parent/guardian is required for all absences. This note should be brought to the student's homeroom the day they return to school.

SPECIAL CAUTIONS REGARDING ABSENTEEISM:

Students returning to school after recovering from a communicable disease must be readmitted through the school nurse's office. Communicable diseases include measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), and mononucleosis.

Students are not permitted to participate in activities on the day of their absences unless they have permission from the Administration. Students must be in attendance for at least four of the eight class periods to be eligible to participate in activities on days of excused late arrival or early dismissal.

EARLY DISMISSAL

If any early dismissal is necessitated by an urgent matter, the student is to present a note from a parent requesting the same to the office before 8:05 A.M. The student will be issued an "Early Dismissal" slip. Students who are dismissed early must sign a registry in the office before they leave. **Parent/Guardians are required to come to the school to pick up their child.** Students who return to school after an early dismissal must sign the registry upon their return. Class time missed due to early dismissal will be recorded as class absences. **Absence from a class due to lateness or early dismissal may lead to non-credit status in that course.**

EMERGENCY SCHOOL CLOSINGS

When an emergency such as inclement weather makes it impossible to open school that information will be provided to the parents via School Reach, an instant parent contact. Emergency closing are also broadcast over radio stations WCZT 98.7 FM, WCMC 1230 AM. Students are to listen for these broadcasts. **Channel 6** (Action News), **Newschannel 40** will also televise the information. Please do not call the school.

DRESS CODE

Students' general appearance should be neat, clean, and appropriate for school attendance and all school activities. Any student who comes to school without proper attire may be sent home. Dress code regulations take effect on the opening day in September and will be observed until school's closing in June.

YOUNG MEN:

1. Official school khaki pants with WCHS logo.
PANTS MUST BE WORN AT THE NATURAL WAIST.
2. White dress shirts (tucked into pants) with top button buttoned and tie worn at the neck.
3. Navy blue blazer or official pullover school sweater (navy or white).
4. Boys are to be clean shaven and their hair is not to exceed the collar. Extremes of styles are to be avoided. Earrings and body piercing are prohibited. Band aids may not be used to cover up piercings. **No hats or hoods in school.**

A warm weather variation of the young men's dress code permits the substitution of an official school polo shirt (navy or white) for the sweater, white dress shirt, and tie and the substitution of **official** khaki shorts with logo for the regular winter khakis. Only a solid white tee shirt (with no writing) may be worn under the school polo shirt.

YOUNG WOMEN:

1. Official school skort OR official school khaki pants with WCHS logo. Skort is not to be rolled at the waist, cut, or altered to be excessively short.
2. White oxford button-down blouse with button down collar ONLY. Blouses that are designed or cut to be above the waist are not acceptable. Blouses should be tucked into the skort or pants.
3. Navy blue blazer or official school pullover sweater (blue or white).
4. Dark green or navy blue tights must be worn with winter skorts. Navy blue tights must be worn with summer (tan) skort.
5. Natural looking makeup is allowed. Extremes in jewelry or hair styles will not be tolerated. Body piercing is prohibited.
6. Band aids may not be used to cover up piercings. Bandanas are not to be worn. Headbands of all styles are not to be worn. A warm weather variation of the young ladies' dress code permits the substitution of an official summer skort, with the polo shirt (navy or white). Only a solid white tee shirt (with no writing) may be worn under the school polo shirt. The warm weather variation may be worn until the last school day in October and after the last school day in April unless unseasonable weather dictates a change in policy

N.B. All boys and girls must wear dress shoes with non-marking soles and heels of reasonable (2 inches or less) height/thickness. Shoes should be of one solid color and should not bear an easily seen logo or trademark. Sneakers are prohibited. No boots (any footwear rising above the ankle) of any kind are permitted. Clothing or footwear deemed not in compliance with school policy will be determined at the discretion of the Administration. Students who do not adhere to dress regulations will be issued a demerit and/or sent home.

DRESS DOWN LIMITS

On days when relaxed dress code is permitted, students are NOT to wear the following items: Shorts, sweatpants, windpants, athletic pants, crop tops, halters, tank tops, any top exposing the midriff, sandals, open back shoes, clothes bearing vulgar, suggestive or inappropriate words, sayings, or illustrations.

LATENESS

A warning bell rings at 8:00 A.M. At this time students should report to their homerooms. Students not in their homeroom when the 8:05 A.M. school bell rings are considered late.

Students who are late for school during the homeroom period will report directly to homeroom. After a student has accumulated two unexcused latenesses (during the homeroom period), the Office will post a one-hour detention. Students reporting late to school after the homeroom period (8:25) will report to the Office, where they will be marked late and receive a one-hour detention. Chronic lateness will be dealt with as a discipline matter and may merit suspension. Car problems, oversleeping, and personal reasons will usually be considered unexcused lateness.

Students reporting to school later than 9:00 A.M. must have a written note from their parent or guardian in order to be admitted to school. This note does not guarantee that the late will be excused.

DISCIPLINE CODE

Based on the stated philosophy of Wildwood Catholic High School, students are expected to exercise self-discipline, exhibit personal responsibility and help to create a positive environment for all.

1. Behaviors which are unacceptable and subject to penalty:

MAJOR INFRACTIONS:

DISRESPECT
DISOBEDIENCE
REMOVAL FROM CLASS
CLASS DISTURBANCE
CUT PRIVATE DETENTION
DRESS CODE
LEAVING CLASS WITHOUT PERMISSION

MINOR INFRACTIONS:

Profanity/Obscenity
Disrespect
Class Disturbance
Dress Code
Locker Violation
Gum Chewing

2. Cheating and plagiarism

The professional staff of Wildwood Catholic High School consider cheating and plagiarism to be very serious infractions of moral and ethical standards and will not tolerate their use. Subject teachers will immediately handle any and all suspected infractions through academic and disciplinary penalties.

Academic dishonesty includes the following:

- Plagiarism or the use of language, ideas or thoughts of another as if it were one's own;
- Copying another student's answer in class exams, lab work or class assignments;
- Discussing answers during in-class exams;
- The use of crib notes, prepared tests, or other types of unauthorized material.
- Submitting as your own, downloaded information from computer

3. Behavior outside of school

Any student who draws unfavorable public notice to the school by his or her conduct in or out of school will be disciplined by the school, with penalties up to expulsion.

4. Behaviors which warrant suspension or expulsion:

- Fighting (circumstances, will affect culpability)
- Flagrant verbal abuse toward faculty member
- Smoking (Students are prohibited from smoking anywhere in the drug free school zone.)
- Leaving school - no student may leave the school before dismissal without the permission of the Administration.
- Stealing
- Willful damage
- Truancy
- Immoral conduct
- Possession, use or sale of alcohol and other drugs*, weapons and laser pointers.

*Any student who, during a regular school day or during a school-sponsored event or activity, either on school premises or away from school premises, is in possession of a container of alcohol, or in possession of a controlled dangerous substance,

chemical or chemical compound of any nature whatsoever, or related paraphernalia will be suspended. They will be required to do counseling as a condition of their suspension. Any required drug testing will be **at the students' expense**. Students in possession of or apprehended in the act of selling illegal substances will be reported to the police.

B. The following guidelines indicate the consequences of failure in compliance. Demerits and other sanctions for infractions of school policy will be assigned according to the seriousness, frequency and motivation of the behavior.

1. Private Detention

A Private Detention is one issued by a teacher usually for an infraction of classroom procedure. Arrangements for these detentions are made by the teacher with the student. Students will be given 24 hours notice before serving a private detention. A Major Demerit is given to any student who cuts a Private Detention.

2. General Detention

A General Detention is one administered by the Administration and is a part of the student's discipline record. General Detentions are issued for infractions of school regulations. **Any student cutting two school detentions will be subject to suspension.** General Detentions are held every Tuesday and Thursday from 2:30 to 3:30 P.M. **Students will not be excused from detentions for after school activities. Students who attempt to play or participate in any extracurricular activity on a day they have been scheduled to serve a detention, will not be permitted to participate in that activity until the detention has been served.**

3. Conference

A student may be required to attend a conference if unusual behavior is noted in his/her classes or on school grounds. Parents/Guardians will be notified of the outcome of the conference. In some cases Parents/Guardians will be asked to be present at the conference.

4. Suspension Procedures

When it is determined that a student has committed an offense which warrants suspension, one of the following procedures is imposed:

1. In school/out of class

- a. The student and a parent or guardian will be informed about the suspension as soon as possible.
- b. A parent conference will be held before the student is readmitted to class.
- c. The student will be removed from class to spend the day in the Office.

2. In school/in class

- a. In addition to procedures 1a and 1b, the student will be excluded from all extracurricular activities for a period of ten school days.
- b. The suspended student will attend four detentions held during the ten day period of suspension.
- c. The period of suspension will begin at the time of notification and will end after ten school days.
- d. In the case of the first suspension, service projects may be issued to mitigate the length of suspension.

3. Out of school

In exceptional circumstances, a student may be suspended out of school. Class work missed due to out of school suspension may not be made up; missed school days may lead to non-credit status. Other suspension procedures may be applied as circumstances warrant.

Suspension carries an automatic failure in conduct for the marking period.

4. Probation

Expulsion can result if criteria established for behavioral improvement are not met.

5. Expulsion

The Administration of Wildwood Catholic High School recognizes that the expulsion of a student is a serious matter. It will expel a student only after serious reflection and on the basis that it has been shown that the student's behavior has had a serious and detrimental effect on the school community and its educational/spiritual environment. It is the philosophy and policy of Wildwood Catholic High School that no student be automatically expelled. Expulsion can occur only after the student and his or her parents/guardians have been granted a hearing with the Principal and necessary parties.

The Dean of Academics is the only person who has the right to expel a student. Faculty members may recommend expulsion. The grounds or violations which are liable to expulsion are clearly stated in the Student Handbook. When a student is liable for expulsion because of a serious violation of school regulations or due to immoral conduct, the following procedure must take place prior to the expulsion:

- (1) The student will be informed of the violation(s) and the possibility of his or her expulsion.
- (2) The parents and/or guardians of the student will also be informed of the student's violation(s) and the possibility of the student's expulsion.
- (3) The student with his or her parents/guardians will be granted a hearing with the Dean and all necessary parties.

- (4) After the hearing there will be sufficient time for the Dean to make a decision on the matter of expulsion.
- (5) The student and his or her parents/guardians will be informed of the Dean's decision.
- (6) If the Dean has decided to expel the student, the student and his or her parents/guardians may request one more hearing with the Principal.
- (7) If the Dean still decides on expulsion after this step there can be no more recourse at the local school level.
- (8) The Dean, upon expelling a student, will inform the Superintendent of Schools for the Diocese of Camden.

MISCELLANEA

- 1. ACCIDENTS** - Every accident in the school building, on the grounds, at practice session, or at any athletic event sponsored by the school must be reported immediately to the person in charge, to the school nurse and to the Administration.
- 2. CAFETERIA** - In addition to good order, CLEANLINESS must be maintained in the cafeteria at all times. Each student is responsible for discarding any remnants of his/her lunch in the proper containers. Pushing, pulling, throwing objects, and sitting on table tops are prohibited.
- 3. CELL PHONES AND OTHER DEVICES** - Cell phones should be silent and kept out of sight. Out of concern for student safety and academic integrity, they are not to be used in the building between 8:05 AM and 2:18 PM. The same is true of the following: CD players, MP3 players, iPods, and headphones. **Students in open possession and/or use of cell phones or any other device mentioned above during the school day will have the phone/device confiscated by a faculty member and then given to an Administrator. The confiscated item will be returned only to the student's parent or guardian.**
- 4. CHANGE OF ADDRESS, PHONE, etc.** - Please report any change of address, parish, telephone number or any other pertinent information to the Business Office.
- 5. CORRIDOR PASS** At no time may a student be in the halls after the three minute passing time unless they have been issued a pass. Barring an emergency, faculty will issue corridor passes only during the first five minutes or the last five minutes of a class period. Lunch time is not considered unscheduled time. Students are to spend their lunch mods in the cafeteria unless they have received permission or a pass from the proctor to leave.
- 6. FIRE EVACUATION AND DRILLS** - A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students should stand immediately and move from the room. Absolute silence must be maintained. Students must remain outside the building until a signal is given to return to the building. The same procedure is to be used in cases of bomb threats.
- 7. COMPUTER LAB** - Students may use the Computer Lab during their study periods, before and after school, and during their class periods. During school hours, students are admitted by passes which must be obtained before school. The Computer Lab is basically for learning; student conduct and a sense of quiet should reflect this fact. A fine is charged for overdue books.
- 8. LOCKERS** - Students may only use lockers assigned to them and must keep them locked at all times. Only official school locks may be used. Periodic inspection of the lockers will be made. Students are responsible for anything in or on their lockers. Keeping them locked will eliminate any concerns regarding locker contents.
- 9. MONEY AND VALUABLES** - The school is not responsible for any loss of money/valuables. No student should keep money in his locker at any time, nor should he/she carry large sums of money on his/her person. Any large sum should be put into an envelope bearing the student's name and registered in the Business Office. The money and/or valuables will be placed in the school safe. **Students who do not observe the rules on keeping lockers locked at all times have little recourse if their property and/or valuables are missing.**
- 10. PRAYERS AND ANNOUNCEMENTS** - Prayers and announcements are conducted twice each day for the entire school. Only in extreme necessity will announcements be made at other times. It is essential that absolute silence and courtesy be observed when anyone is speaking over the public address system. Prayers, the salute to the flag and announcements are important for the Christian spirit and function of Wildwood Catholic.
- 11. PROJECTILES** - Due to the potential harm, students are prohibited from throwing anything on or around the school property. This most especially but not exclusively refers to snowballs.
- 12. RESTRICTED AREAS** - Students are usually not permitted in the following areas: faculty dining room, faculty lavatories, faculty lounge, stage and dressing room (outside of the play), the custodian's shop and the shelter area.

13. SCHOOL SPIRIT - School spirit includes courtesy, pride and sportsmanship. School spirit leads a student to be courteous toward teachers, non-teaching staff, visitors, fellow students and officials of school activities. School spirit inspires a student with pride in everything a school endeavors to accomplish and has accomplished. School spirit demands sportsmanship of every student. Sportsmanship demands the ability to win with modesty and lose with dignity. School spirit demands loyalty to all co-curricular activities of the school. Rudeness and discourtesy toward the team or fans of the competition as well as the officials of a contest cannot be accepted or excused.

14. SCHOOL PROPERTY - A student guilty of willful damage to the building or furnishings will be assessed damages in addition to receiving disciplinary action.

15. TEXTBOOKS - Most textbooks are provided by the state through the public school district. An accounting must be kept of these books every year. These books will be distributed to the students each September and every student will be responsible at the end of the school year to return that book or else be charged the cost of a new book. In mid-August a book list for student-purchased books will be sent to each family.

16. TRANSFER PROCEDURE - Whenever a student is transferring from Wildwood Catholic High School to another school, he/she proceeds as follows: (a) notify the Dean; (b) pay all outstanding debts; (c) return state books to the Business Office; (d) pick up a transfer card.

17. VISITORS - The school policy is to accept only those visitors who have legitimate business in school; unauthorized individuals are not permitted. Visitors must report to the Business Office for permission to be in the building. Students from other schools are not permitted to visit during the school day unless they have received permission from the Administration. Parents are not visitors and are always welcome. They are requested, however, to report to the Business Office upon arrival.

18. WORK PERMITS - Wildwood Catholic High School does not issue the work permit.

19. INSURANCE - During all school supervised activities (including sports), students are covered by accident insurance administered by the Maksin Group (1-800-547-9646 and 1-800-257-6250). This insurance is **a secondary carrier to the parents/guardians insurance company.**

IMPORTANT NOTE

A Student Handbook cannot cover every situation which may arise. This would make the handbook cumbersome and difficult to manage. Situations which are not covered in this handbook will be handled on an individual basis.

Notwithstanding any other provisions contained herein, the Dean of Academics of the school retains the right to interpret and apply any and all provisions contained in this handbook in his sole and absolute discretion. The Dean and his designee has the right and authority notwithstanding any other provision or provisions contained herein, to impose such penalty or penalties as he deems appropriate (including, but not limited to, expulsion and/or suspension) for any conduct or behavior of any student, whether such conduct occurs on the school premises or at another location, which the Dean deems, in his sole and absolute discretion, to be inimical to the good order and discipline of the school and/or its religious and/or educational mission.

FINANCIAL INFORMATION

STUDENT FEE

The student fee is \$255.00 for all students. This fee covers:	Student Handbook	Yearbook
I.D. Cards	Monthly Newsletter	
School Insurance	Computer Lab	
Standardized Testing	School Newspaper	

GRADUATION FEE (Seniors only)

The graduation fee for Seniors is \$250.00. This fee covers the following items:

Caps and Gowns	Invitations (4)
Diplomas	Graduation accessories
Reception (3 tickets)	Flowers

REGISTRATION FEE

As a student registers for the following school year, a registration fee of \$150.00 is collected. This fee is non-refundable and is due when choice of subjects is made for the following school year. The registration fee for freshman and new students is \$200.00. The fee covers the following items:

Rosters and schedules	Report Cards	Progress Reports
-----------------------	--------------	------------------

TUITION ASSISTANCE: Parents may apply for tuition assistance online at smarttuitionaid.com by March 15th of the previous year. All concerns regarding tuition and tuition assistance should be discussed with the Dean of Academics.

TUITION POLICY

- 1) No student will be accepted for the following year and report cards will be withheld until all conditions of the agreement have been met for the present year.
- 2) Any graduating student with outstanding debts may not participate in graduation ceremonies or receive the official school diploma.
- 3) Transcripts for students transferring to another school are forwarded only when financial obligations to the school are satisfied.
- 4) No student will be permitted to take either first semester or second semester examinations unless all financial obligations are met.
- 5) Students who withdraw from Wildwood Catholic High School will be billed to the end of the month in which they withdraw.
- 6) Checks returned due to insufficient funds will be subject to a \$20.00 fee.
- 7) The administration has the right to question any school purchases if other monetary obligations are not up to date.

CLASS RINGS

A deposit must be paid at the time of the ring measurement. The entire cost must be paid at time of delivery - usually by mid-November. No student is obliged to purchase a ring.

COURSE FEES

Certain courses carry fees which are posted on the book list to defray expenses for consumable supplies, copying costs and texts.