



**Wildwood
Catholic
High School**

STUDENT HANDBOOK

2016-2017

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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This handbook has been compiled to acquaint you with the rules and regulations, activities, curricula and traditions of Wildwood Catholic High School.

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

ALMA MATER

Hail Wildwood Catholic, Hail white and blue
To you we're ever loyal and true.
Our inspiration, light of our days.
To you we always honor and praise.
Though years will find us far from your halls,
We'll not forget you, as we recall,
Truths you have taught us through years gone by,
Hail Alma Mater--Wildwood Catholic High.

INSIGNIA

The school colors are blue and white. The motto of our school is stated on the school crest: "Fides et Scientia," (Faith and Knowledge). The school mascot is "The Crusader."

MISSION STATEMENT

Wildwood Catholic High School has provided a value-centered, college preparatory education to the youth of Southern New Jersey since 1948. We nurture hearts and minds by the light of Christ forming well-rounded individuals who will shape their communities through leadership and service. All are welcome to become part of our tradition.

SCHOOL PRAYER

Holy Spirit, come enlighten our hearts and remain with us. Give us light and strength to know your will, to make it our own, and to live it in our lives. Amen.

Wildwood Catholic
A College Preparatory High School



Guidelines for Internet And Electronic Communications

The Internet has become a global reality. It offers access to a wealth of knowledge which can be extremely beneficial to students. The Internet can also be dangerous. Because the Internet offers the opportunity for anonymity, there is the possibility for cyber bullying and other harmful acts and for sexual predators to have access to minors.

It is important for students to maintain appropriate boundaries with respect to other students and the adults in the school. This is for the protection of both students and adults. The internet and other electronic communications pose unique challenges in this regard.

Computer use, including use of non-school equipment and use outside of the school, can have harmful effects on students and the school community. Any person who makes inappropriate use of the Internet, cell phones, or other means of electronic communications that is harmful to the good order and discipline of the school, its religious mission or its educational objectives, is subject to disciplinary action.

This document establishes guidelines for the appropriate use of the Internet, social media, texting, electronic mail, and telephone for students.

Acceptable protocol includes the following:

- *If a student must correspond with school personnel by e-mail, only school matters or matters appropriate to be discussed in school should be communicated.
- *Students should remember to write as if others are certain to read what is written. E-mail, texting communication can easily be shared with others for whom the communication was not intended.

Unacceptable activities include but are not limited to the following:

- *Bullying or harassing another student, parent, teacher, administrator, school employee or other member of the school community on any official or non-official social media site such as but not limited to Facebook.
- *Posting statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to another student, parent, teacher, administrator, school employee or other member of the school community.
- *Using the school seal (logo) or motto without written permission of the Dean .
- *Creating a website, webpage, account, blog or the like designed to look like it was created by or belongs to another student, a teacher, administrator, school employee or other member of the school community without the express written consent of that individual.
- *Creating a website or webpage designed to look like an official school posting.

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WILDWOOD CATHOLIC HIGH SCHOOL
North Wildwood, NJ

Student _____ Homeroom _____
(please print)

We, the undersigned, state that we have read and agree to be governed by the Student/Parent Handbook of Wildwood Catholic High School for the 2016-2017 academic year. We understand fully the regulations contained therein and recognize the right of the school to establish rules and to provide for their enforcement.

Student's Signature

Signature of Parent/Legal Guardian

This form must be signed and returned to the Business Office by **Friday, September 23, 2016.**

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 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 college preparatory 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 college bound 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 and 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 cultures and care for the environment.

DAILY SCHEDULE

7:55 Warning bell to clear corridors and report to homerooms
8:00 Bell to begin prayers and pledge of allegiance
Wildwood Catholic High School uses an eight mod class day with a six day cycle.

TIME SCHEDULES

<u>REGULAR</u>		<u>HALF DAY</u>	
Homeroom:	8:00 - 8:10	Homeroom:	8:00 - 8:10
1 st	8:13 - 9:13	1 st	8:13 - 8:49
2 nd	9:16 - 9:56	2 nd	8:52 - 9:22
3 rd	9:59 - 10:39	3 rd	9:25 - 9:55
4 th	10:42 - 11:27 CLASS	4 th / 5 th	9:58 - 10:28
	10:42 - 11:12 LUNCH	6 th	10:31 - 11:01
5 th	11:15 - 12:00 CLASS	7 th	11:04 - 11:34
	11:30 - 12:00 LUNCH	8 th	11:37 - 12:07
6 th	12:03 - 12:43		
7 th	12:46 - 1:26		
8 th	1:29 - 2:09		
Enrichment:	2:12 - 2:34		

<u>X - SCHEDULE</u>		<u>Y - SCHEDULE</u>	
Homeroom:	8:00 - 8:10	Homeroom:	8:00 - 8:10
1 st	8:13 - 8:52	A	8:13 - 9:07 Assembly
2 nd	8:55 - 9:29	1 st	9:10 - 9:44
3 rd	9:32 - 10:06	2 nd	9:47 - 10:21
6 th	10:09 - 10:43	3 rd	10:24 - 10:58
4 th	10:46 - 11:25 CLASS	4 th	11:01 - 11:40 CLASS
	10:46 - 11:16 LUNCH		11:01 - 11:31 LUNCH
5 th	11:19 - 11:58 CLASS	5 th	11:34 - 12:13 CLASS
	11:28 - 11:58 LUNCH		11:43 - 12:13 LUNCH
7 th	12:01 - 12:35	6 th	12:16 - 12:50
8 th	12:38 - 1:12	7 th	12:53 - 1:27
Assembly	1:15 - 2:09	8 th	1:30 - 2:04
Enrichment:	2:12 - 2:34	Enrichment:	2:07 - 2:34

ACADEMIC PROGRAM

COURSE SELECTION

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

DUAL CREDIT, AP, AND HONORS

Course content in these subjects is accelerated. Dual Credit courses are offered onsite through Seton Hall University. Students who registered for Advanced Placement courses are mandated to take the College Board Advanced Placement examinations at the end of the scholastic year unless prior approval is granted by the Director of Guidance and Academic Dean. Students are required to pay the AP examination and/or dual college credit fees at the beginning of the school year. Students taking dual credit, AP, and/or honors level courses are expected to maintain at least a C+ average.

SEMESTER AND FINAL GRADES

Semester grades are a combination of two quarter grades and an examination grade, i.e., 40% first quarter grade plus 40% second quarter grade plus 20% exam = first semester; 40% third quarter grade plus 40% fourth quarter grade plus 20% exam = second semester. Final grade = 50% first semester and 50% second semester.

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		

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:

<u>Grades</u>	<u>Courses</u>		
	AP and College Level Course	Honors Level	General
A+	5	4.5	4.25
A	4.75	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 and College courses.

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.

VALEDICTORIAN / SALUTATORIAN POLICY

The valedictorian is the graduating senior who has attained the highest weighted GPA on the basis of the final grades received in 9th, 10th, 11th, and 12th grades. The salutatorian is the graduating senior who has attained the second highest weighted GPA. To be eligible a student must have attended Wildwood Catholic High School for at least eight report card periods. Ranking is computed using the grades earned in all subjects, with the exception of Pass-Fail courses.

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 required courses for graduation. Elective courses are those from which students may choose. Once chosen, these courses must be successfully completed.

Required

4 yrs. Religion	4 yrs. Math	1 semester Health
4 yrs. English	4 yrs. Science	
1 yr. World History	3 yrs. World Language	
2 yrs. U.S. History	1 semester Art Appreciation	

Electives

Art 1, 2, 3, 4	Dual Credit Spanish	Marine Science
AP Studio Art	Dual Credit French	Forensic Science
AP Calculus	Pre-Engineering	Anatomy
AP English Language	Psychology	Journalism
AP Biology	Dual Credit Western Civilization	

N.B. Any senior that fails a course for the year will be required to make up the credit for that course by attending school each day after the graduation ceremony until the last day of school. The requirement will be 1 (one) hour per day for each course failed. During this time, students will be working on assignments provided by the teacher. A diploma will only be issued upon completion of this requirement.

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 Academic Dean 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, Secretary, Public Relations, and International Students Liaison, 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	Hanna Grimes
Vice President	Caitlin McMullan
Secretary.....	Maggie Peters
Treasurer	Mae Mathis
Public Relations.....	Julia Jett
Chinese Student Liaison	Jinyi Zhang

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..... Caroline Inderwies
Vice PresidentColin Hamlin
Secretary..... Julianna Roche
Treasurer Alex Sakena
Public Relations..... Dominic Lopresti
Senior NHS President..... Lauren Moretti
Junior NHS President..... Haley Brown

DANCES AND SOCIAL EVENTS

Dances and social events 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. Students will not be admitted more than 30 minutes late, nor be permitted to leave 30 minutes before the scheduled end of the event.
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 January 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, including over the counter, 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.**

INTERNATIONAL CLUB

The International club has as its purpose deepening the appreciation of the world culture, heritage, and traditions.

FORENSICS CLUB

The Wildwood Catholic Forensics 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 sophomores, 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. Tuition payments must be up to date in order to participate.

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. Only students in good academic and disciplinary standing may participate.

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 of the Cape-Atlantic League, offers many different opportunities for athletic competition.

The Crusader athlete 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. **No student may participate in sports or other event activity if they were not in school for a minimum of four (4) periods that day.**

THE WILDWOOD CATHOLIC HIGH SCHOOL

CRUSADER CLUB

The Wildwood Catholic High School Crusader Club 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 Crusader Club. Meetings are held regularly with subcommittees conducting the various activities including the Crusader Club 50/50 Raffle, the Sports Kitchen, and special events. Parents are encouraged to take part in these activities and in all volunteer programs such as dance chaperones, sports kitchen, and the lunch program.

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.

Students with personal and academic concerns may ask for an appointment.

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.

HOME TUTORING

Students who are absent or expect to be 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: Preliminary Scholastic Aptitude Test (PSAT 8/9)

Grade 10: Preliminary Scholastic Aptitude Test (PSAT 10)

Grade 11: Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test (PSAT/NMSQT)

Grade 10/11/12: Scholastic Aptitude Test (SAT) and ACT

COLLEGE VISITATION DAY

Seniors are permitted two (2) college visitations. A note or pass from the college admissions office must be presented upon their 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 \$4.00 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 \$5.00 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

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 Academic Dean, not the handbook, has the final say in disciplinary matters.

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 18 excused or unexcused absences are allowed for each year long academic course. Every day missed beyond the 18th day will require summer school make-up. (example: absent 20 days = 2 days of summer school). When a student reaches their 10 absence, a mandatory meeting with student, family, and administration will take place. The student who reaches 30 days of excused and unexcused absences will no longer be allowed to participate in any extracurricular school functions including sports, prom, senior privileges, field trips, etc. 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 absences 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 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. Students are responsible to complete all missed assignments.

COURSE CREDIT COMPLETION PROGRAM

When students exceed 18 absences, excused or unexcused in any class, 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 recovery program.

REPORTING ABSENCES

Parents/guardians are asked to call school before 8:15 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.

LATENESS

A warning bell rings at 7:55 A.M. At this time students should report to their homerooms. Students not in their homeroom when the 8:00 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 (8:10) 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.**

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 8:10 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 dismissals may lead to non-credit status in a particular 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 Blackboard Connect, an instant parent contact. Emergency closings are also broadcast over radio station WCZT 98.7 FM. Students are to listen for these broadcasts. **Channel 6** (Action News) 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.

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 sent home.

YOUNG MEN:

1. Khaki dress pants with belt. **PANTS MUST BE WORN AT THE NATURAL WAIST.** No cargo pants, joggers, or similar variations.
2. White dress shirts (tucked into pants) with top button buttoned and tie worn at the neck.
3. Navy blue blazer or official school sweater (navy). Patches are provided for blazer.
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 golf shirt (navy or white) for the sweater, white dress shirt, and tie. Only a solid white tee shirt (with no writing) may be worn under the school golf shirt. Shirt is to be tucked into pants.

YOUNG WOMEN:

1. Official school skirt (plaid or khaki) OR dress khaki pants. Skirt is not to be rolled at the waist, cut, or altered to be excessively short or tight.
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 skirt or pants.
3. Navy blue blazer or official school sweater (blue). Patches are provided for the blazer.
4. Navy blue tights must be worn with skirts.
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 golf shirt (navy or white). Only a solid white tee shirt (with no writing) may be worn under the school golf shirt. Plaid or khaki skirt may be worn all year.

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 as determined by the Administration.

N.B. All boys and girls must wear the appropriate **black or brown** dress /casual shoes. No athletic shoe, boots, or slippers will be permitted.

DRESS DOWN LIMITS

On days when relaxed dress code is permitted, students are NOT to wear the following items: Shorts, yoga pants or leggings, crop tops, halters, tank

tops, any top exposing the midriff, sandals, open back shoes, clothes bearing vulgar, suggestive or inappropriate words, sayings, or illustrations.

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.

A. Behaviors which are unacceptable and subject to penalty:

1. Behaviors which may warrant detention:

Disrespect	Disobedience
Removal from Class	Class Disturbance
Cut Private Detention	Dress Code
Leaving Class Without Permission	Profanity / Obscenity
Locker / Cell Phone Violation, other electronic device	

2. Cheating and plagiarism

The professional staff of Wildwood Catholic High School considers 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:

- a. Plagiarism or the use of language, ideas or thoughts of another as if it were one's own;
- b. Copying another student's answer in class exams, lab work or class assignments;
- c. Discussing answers during in-class exams;
- d. The use of crib notes, prepared tests, or other types of unauthorized material, cell phones and other electronic devices;
- e. Being in possession of a teacher's copy of a test or testing materials of any kind;
- f. 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. This includes inappropriate postings on social media sites.

4. Behaviors which may warrant suspension or expulsion:

- a. Fighting (circumstances, will affect culpability)
- b. Flagrant verbal abuse toward faculty member
- c. Smoking (Students are prohibited from smoking anywhere in the drug free school zone.)
- d. Leaving school - no student may leave the school before dismissal without the permission of the Administration.
- e. Stealing
- f. Willful damage
- g. Truancy
- h. Immoral conduct
- i. Possession, use or sale of alcohol and other drugs*, weapons and laser pointers.
- j. Multiple violations in categories 1, 2, and 3 above.

*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 or suspected of, or under the influence of a controlled dangerous substance, of chemical or chemical compound of any nature whatsoever, or related paraphernalia will be suspended and reported to the police. They will be required to do counseling as a condition of their suspension.

B. The following guidelines indicate the consequences of failure in compliance. Consequences 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 category 1 and 2.. Arrangements for these detentions are made by the teacher with the student. Students will be given 24 hour's notice before serving a private detention. Two general detention days will be assigned for any cut of 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 2:40 to 3:40 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(s) in an Office.

d. The student will be excluded from all extracurricular activities for a period of 1 to 10 school days.

e. The period of suspension will begin at the time of notification and will end after one to ten (1-10) school days, to be determined by the School Administration..

2. Out of school

In exceptional circumstances, a student may be suspended out of school. Class work missed due to out of school suspension must 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.

5. Probation

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

6. 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 meeting with the school administration. .

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

MISCELLANEA

1. 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 8:00 AM and 2:34 PM with the exception of lunch and times when a classroom teacher allows use for academic reasons. The same is true for similar devices 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. Detention may be assigned. With probable cause, the school may hold a device until parents and/or authorities are notified.**

2. 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.

3. 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.

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 when accompanied by a teacher or when given permission before or after school. The Computer Lab is for learning; student conduct and a sense of quiet should reflect this fact.

8. LOCKERS - Students may only use lockers assigned to them. Periodic inspection of the lockers will be made. Students are responsible for anything in or on their lockers. We expect all students to respect each other's property.

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.

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), and the custodian's shop.

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.

16. TRANSFER PROCEDURE - Whenever a student is transferring from Wildwood Catholic High School to another school, he/she proceeds as follows: (a) notify the School; (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**.

20. CUSTODIAL AGREEMENTS AND STUDENT ACCESS – It is the responsibility of the parent/legal guardian to present to the school a notarized copy of the court order determining custody agreements. The copy will be kept in a confidential file.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that a non-custodial parent is denied access to that information.

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 Administration 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 Administration 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 Administration 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

GRADUATION FEE (Seniors only)

The graduation fee for Seniors is \$300.00. This fee covers the following items:

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

REGISTRATION FEE

As a student registers for the following school year, a registration fee of 100.00 is collected. This fee is non-refundable and is due when choice of subjects is made for the following school year.

TUITION ASSISTANCE: Parents may apply for tuition assistance online at online.factsmgt.com/aid by May 15th of the previous year. All concerns regarding tuition and tuition assistance should be discussed with the Administrative Dean.

TUITION POLICY

Wildwood Catholic High School partners with the FACTS Tuition Management Company to help manage our tuition payment program and tuition assistance assessment. Any family seeking tuition assistance **must** register for and apply through FACTS (www.factstuitionaid.com).

There are four payment options:

1. One payment in full by August 15, 2016
2. Two payments – August 15, 2016 and January 15, 2017
3. Four quarterly payments – July 2016, October 2016, January 2017, March 2017
4. Eleven monthly payments – July 2016 through May, 2017

Families choosing option 3 or 4, regardless of eligibility for tuition assistance, must also enroll with FACTS for tuition payments. The link to FACTS can be found on our website www.wildwoodcatholic.org. FACTS is used by all of the Catholic schools in the Diocese of Camden. Your cooperation in fulfilling the requirements of this contract will benefit Wildwood Catholic, our families, and the community at-large by allowing us to continue and to improve upon our academic, extra-curricular, and financial assistance programs.

Should circumstances arise that may cause a delay in payment, the Administrative Dean must be notified so consideration for an alternate plan can be discussed. One or more of the following restrictions, as found appropriate, may be applied when tuition payments are delinquent and alternate arrangements have not been made: no report card issued; no examinations in January or June; no class schedule for following September; no participation in Baccalaureate/Commencement ceremonies; no participation in school-sponsored trips or the school prom; suspension of student when tuition account is seriously delinquent.

Students who withdraw during the school year will receive a refund, pro-rated, to the end of the month of withdrawal. Checks returned for insufficient funds will be charged a \$35.00 fee. For questions or concerns regarding tuition, please call the Administrative Dean.