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INTRODUCTION

Parents by entrusting their children to Cardinal McCarrick High School, recognize that it is a private Catholic Diocesan High School. Attendance at Cardinal McCarrick High School is a privilege, not a right. Continued enrollment is a privilege that the student earns by his/her participation in the life of the school community and its mission. Failure to live up to the expectations of Cardinal McCarrick High School, either academically or in conduct, may result in the student having to be withdrawn from the school community.

HANDBOOK STATEMENT

This Student Handbook exists to foster the efficient operation of Cardinal McCarrick High School.

It is designed to set forth GENERALLY this school's policies, procedures, rules and regulations and the enforcement or discipline of any infraction of the school's policies, procedures, rules and regulations. To meet this objective, the school administration is given the

authority and flexibility to exercise discretion. The Principal and/or Assistant Principal(s) have the discretion to take actions other than those specified herein.

The school handbook may be revised during the year as the school deems appropriate. When the parents and students sign the Policy Agreement, they do so recognizing that: (1) They are bound by the current handbook; (2) They are bound by any changes to the handbook as soon as those changes occur; and (3) When a change to the handbook occurs, students and parents will be notified as soon as practical.

This handbook has been divided into the two areas of academics and student management. Each section has been designed with the intention of assisting all of our students to perform at their highest level of ability in a Christian atmosphere. Both students and parents/guardians are strongly encouraged to be familiar with all of the policies indicated in this handbook. Changes and updates will be recorded on the school's website www.cardinalmccarrick.com.

If a student is enrolled at this school, attends this school, or is affiliated in any way with this school, the student and the student's parents/guardians are still bound by this handbook. Any

changes in the handbook as set forth in the paragraph above apply whether or not the parents/guardians/student sign the Policy Agreement.

The school may discipline with as equal magnitude as the underlying infraction, any student who observes (or is aware of) but fails to report to the principal and/or assistant principal(s) an infraction of the school's policies, procedures, rules and regulations with respect to damage to property and/or injury to person(s).

POLICY ON NON-DISCRIMINATION

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

MISSION STATEMENT

Cardinal McCarrick High School prepares our students for the challenges of the future based on a foundation of strong Catholic traditions.

ACADEMICS

ACADEMIC PROGRESS

Cardinal McCarrick High School utilizes three methods to keep parents informed of their child's academic performance.

Power School, our on-line parent and student information program, provides up-to-date access to student's grades. Many teachers also post homework assignments and other pertinent class information on Power School.

Individual progress reports are mailed home at the halfway mark of each academic quarter. The intent of the notice is to alert parents that their son/daughter may be in jeopardy of failing a course. However, even if a progress report is not received, a student can still fail the marking period by having his/her grade drop during the last half of the academic quarter. The bottom portion of the progress report should be signed by a parent/guardian and returned to the subject teacher.

All parents are welcome to attend parent-teacher conferences which are held after the 1st and 2nd marking periods. A mandatory parent conference for students who fail any course will be held after the 3rd marking period. They are conducted after the student's report cards have been

distributed. Parents are encouraged to attend these conferences to ensure that strategies can be devised to improve the students' academic performance. The dates for these conferences are posted on the school calendar and website.

GRADING POLICY

The school year is divided into four marking periods and two semesters. Semester I is made up of marking periods one and two and the mid-term examination. Semester II includes marking periods three and four and the final examination. The final grade for the year is the average of Semester I and II. The following dates indicate the ending of each quarter:

First: 11/6/09

Second: 1/15/10

Third: 3/26/10

Fourth: 6/7/10

The school employs the following grading system:

A+= 97-100 C+= 80-84

A= 93-96 C = 75-79

B+= 89-92 D= 70-74

B= 85-88 F= 69 & below

I=Incomplete

X=Medical excuse (no credit earned)

W=Withdrew (no credit earned)

HONOR ROLL

Honor Roll is determined by a student's grades in each of the four quarters.

The requirements for honor roll are as follows:

- 1) Principal's List:: No grade less than "A"
- 2) Honor Roll: No grade less than a "B"

Students will receive a certificate after their report cards have been distributed to indicate which level of honor roll was achieved.

CLASS RANK

The guidelines governing class ranking are based on the recommendations of the National Association of Secondary School Principals which are explained below.

Cardinal McCarrick's Class Ranking is determined by three factors:

- 1.) Quality Points
- 2.) Weight of the class
- 3.) Number of Credits

$$QP \times W \times Cr = \text{Total QP}$$

$$G.P.A. = \frac{\text{Total QP}}{\text{Credits}}$$

<u>Quality Points</u>	<u>Weight</u>
A+= 4.33	AP Course=1.50
A = 4.00	Honors=1.35
B+ = 3.33	College Prep=1.20
B = 3.00	Basic=1.05
C+ = 2.33	
C = 2.00	
D = 1.00	
F = 0	

1. The cumulative GPA will be carried out to four (4) decimal places.
2. If a tie in GPA should result, the student with the highest number of Quality Points will be the Valedictorian and the student with the second highest number will be the Salutatorian.
3. Valedictorian and Salutatorian will be determined at the end of the second (2nd) semester of senior year.

COURSE CHANGES POLICY/PROCEDURE

Student schedules are distributed during the last week of August (provided all financial and documentation obligations are complete). Students who wish to make a schedule change must make an appointment to meet with a Guidance Counselor during the first week of school and discuss the schedule change. **No schedule change will be made without written parental consent and will only be made after the first two weeks of school in extreme situations.** All schedule changes are contingent on space availability. The administration reserves the right to make schedule changes to equalize class size or to place the student in an appropriate ability level class based upon teacher recommendation.

EXAMINATIONS

Exams are administered at mid-year and at year's end. All exam dates are posted on the calendar. **Students with outstanding financial obligations may not be permitted to take semester exams.** In order to be exempt from the final exam:

- (1) Students must attain a minimum of an "A" average for all 4 quarters.
- (2) A student must have a minimum of an "A" average for the entire academic year. This includes averaging of the midterm exam as well.

MAKE-UP WORK/TESTS

Students who miss work and/or tests because of a legitimate absence are permitted to make them up. However, **it is the responsibility of the student to make arrangements with the teacher to make-up missed work and tests.** The teacher is not responsible for seeking out students who were absent, suspended or on a class trip to inform them of work missed or to arrange dates for make-up tests. Suspended students must make up missed tests, projects, labs and quizzes.

In the event that a student receives a grade of I (Incomplete), he/she will have a grace period to make up the work as deemed fit by the instructor. However, this grace period cannot exceed two weeks. If the academic

requirements for the course are not made up during the grace period, the grade of Incomplete becomes a grade of zero "0".

CHEATING

Cheating is always considered a serious matter. When the cheating involves homework or class work, no credit will be given to anyone involved. A student found cheating on a quiz, test or exam will receive a zero grade and not have the opportunity for a make-up. This applies to the student giving the answers as well as the one taking the information.

PLAGIARISM

Plagiarism is stealing and presenting someone else's work as your own, whether taken from books, periodicals and/or the internet. A student who commits plagiarism will receive a grade of zero and will not be eligible to make up that grade.

GRADUATION POLICY

The school reserves the right to issue diplomas only to those students who, in the school's judgment, reflect the philosophy of the school, pass the required course of study, accumulate the necessary credits for graduation, and pay all tuition and fees. Any senior who has not met the requirements for graduation by June of his/her senior year may be refused participation in commencement

exercises. A diploma may be granted at the discretion of the Principal and/or Assistant Principal after the senior has met the graduation requirements.

Required Course of Study:

1) Students must have a successful academic standing in the following areas:

Religious Studies	I, II, III, and IV
English	I, II, III, IV
Mathematics	4 full yr. courses
Health/PE	II and III
Science	3 full yr. courses
Social Studies	World History, United States History I and II
Technology	½ Year
Fine Arts	½ Year
World Language	2 Years

2) Students must accumulate a minimum of 130 credits and receive a passing grade in ALL required and elective courses.

3) Seniors and Juniors will complete 10 hours of community service each year as approved by the Religion Chairperson.

YEAR-END FAILURES/SUMMER SCHOOL POLICY

A year-end failure is defined by Cardinal McCarrick High School as an academic course where a student's year end average is below sixty-nine (69). Therefore, it is possible for a student to fail for a quarter or fail an

exam and still pass the course for the year. However, those students that do not achieve a grade above sixty-nine (69) for the year will fall under the following sanctions:

- 1) All year-end failures will be reviewed by the Administration.
- 2) Any student with a year-end failure may be required to withdraw from Cardinal McCarrick.
- 3) NO STUDENT WILL BE ALLOWED TO REPEAT A COURSE DURING THE FOLLOWING YEAR.
- 4) All failed courses must be made up during the summer. Parents must contact the Assistant Principal or Guidance Director to discuss which strategy will be approved (summer school, certified tutor, etc.) to make up a failure.

ACADEMIC ELIGIBILITY AND PROBATION

A student's eligibility to participate in extracurricular activities is determined at the end of each quarter. Any student who has two or more failures at the end of a quarter (marking period) will be academically ineligible to participate in any extracurricular activity scheduled during the next marking period (quarter). The official date of ineligibility (or re-instatement of eligibility) will be the day the report card is distributed in school. Extra-curricular activities are defined as athletics, student government, school plays, clubs, dances, and non-subject related trips.

Students already involved in an activity at the time will be suspended from the activity. Academic eligibility for athletics assumes that a student has fulfilled the credit requirement of the NJSIAA for participation in interscholastic athletics.

ACADEMIC PROBATION CRITERIA

- 1) Any student who is placed on academic probation will be required to have a conference with their parent(s)/guardian(s) and the Principal and the Assistant Principal(s)
- 2) Any student who has four or more semester failures at the end of the first semester will be required to withdraw from Cardinal McCarrick High School at the end of the first semester.
- 3) The Administration reserves the right to remove any student whose academic achievement is seen as unsatisfactory.

ACADEMIC SUPPORT

Teachers will provide needed academic support in order for every student to successfully complete the personalized achievement plan. Each department will have specific days when teachers will be available consistently all year to provide tutorial help related to improved achievement after school. Peer tutors and on-line math and language arts programs

will also be available to ensure that every student has the tools to reach their goals. The schedule will be distributed to the students in the fall.

TECHNOLOGY POLICY

The Student Ethical Use of Technology Policy Agreement is inserted in this handbook. Parents and students are asked to read and sign this form, which states specific expectations for students regarding the use of computers. **This policy agreement form must be returned by the first week of school. Failure to do so will result in the student's forfeiting their right to use the computer network services.** The use of computer services at Cardinal McCarrick is a privilege, not a right.

TRANSFER STUDENT POLICY/PROCEDURES

If a student wishes to transfer into Cardinal McCarrick High School he/she must follow the procedures and policies that have been outlined by the Guidance Department and Administration. First, the parents of the student should contact the Admissions Office to make an appointment. Once the initial appointment or contact has been made, the following steps will take place:

- 1) Parent/Guardian must provide official academic records from previous school(s)

- 2) An entrance interview will be conducted with the Director of Guidance
- 3) The Vice Principal will contact the previous school(s) about any possible discipline record
- 4) The administrative team and the guidance department will come to a decision regarding acceptance
- 5) Parent/Guardian will be contacted as to the status of the application

Cardinal McCarrick High School will not accept any potential transfer student that:

- 1) Cannot have their educational needs met by the school
- 2) Has been determined to be a potential threat to the current student body

Any student who wishes to transfer out of Cardinal McCarrick High School for any reason must have a meeting with a guidance counselor with their parent/guardian present. The parent/guardian will be required to complete a withdrawal form. No records (other than health records) will be forwarded to another school until all financial obligations have been met at Cardinal McCarrick High School. *This policy applies to any student who wishes to transfer during the school year or at the end of the school year.*

STUDENT LIFE

Extra-Curricular Activities are defined as all school sponsored activities and athletics. Extra-curricular activities and athletics are a privilege offered by the school. All students can tryout for extra-curricular activities and athletic teams, but the school (that is, the activity moderator and/or coach) reserves the right to determine who is eligible for membership or participation in the activity or athletic team. The degree of participation may also be decided by the activity moderator or coach. A student's eligibility to tryout for or participate in the school's extra-curricular program is also limited by the school's academic, discipline and/or attendance standards, as defined elsewhere in this handbook.

EXTRA-CURRICULAR ACTIVITIES

Clubs:

Book Discussion Club
Campus Ministry
Chess Club
Chorus
Criminal Law Club
Drama Club
Eagles Nest Credit Union
The *Eagle Press*/Newspaper
Faith Alive!/Sacramental Preparation
Future Business Leaders of America
Lyceum
Music Ministry
National Catholic Forensics League
National Honor Society
National Language Honor Societies

Pro-Life Club
Reflections/Literary Magazine
Sceptre Yearbook
 Science Club
 Speech and Debate Club/National Catholic Forensic League
 Student Council
 Video Club
 World Language Club
Additional Activities include:
 Back to School BBQ
 Christmas Ball
 Christmas Concert
 Fall Drama Production
 Homecoming Activities
 Junior Ring Day
 Peer Leadership Program
 Pep Rallies
 Senior Prom & Class Trip
 School Movie Nights
 Six Flags "Frightfest"
 Spirit Week
 Spring Concert
 Spring Musical Production

NATIONAL HONOR SOCIETY

Cardinal McCarrick High School offers membership into the National Honor Society. The requirements and procedures are conducted in accordance with the guidelines of the National Chapters. It is imperative that those students who are nominated provide the necessary paperwork within the scheduled time frame. It should be noted that acceptance into the National Honor Society is viewed as an outstanding all around

achievement. The National Honor Society moderator provides details and schedules to those who qualify at the time of nomination.

ATHLETIC PROGRAM

Students participating in the school's sports program must have a medical history form and permission slip completed by their parents and guardians, identifying their medical insurance provider. This form will be issued to them by their coaches. Physical examinations for athletes must be performed by the student's own personal physician. This is in accordance with the guidelines outlined by the NJSIAA. No student may participate in a sport or practice until a permission slip is signed and a physical exam has been completed.

Students on every team are expected to demonstrate good sportsmanlike conduct at all times; this includes traveling to and from the practices and games on the team bus. All school rules will be in force during the game/practice and the travel time to and from the event.

No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

Student athletes are responsible for the care of their uniforms. Students

will be held financially responsible for the loss or damage of the uniform or any part of the uniform. Failure to return the uniform will result in the school having to bill the parent/guardian for a replacement.

Fall Sports

Varsity Boys Soccer
 Varsity Girls Soccer
 Varsity Boys Cross Country
 Varsity Girls Cross Country
 JV and Varsity Football
 Varsity Cheerleading

Winter Sports

Freshman, JV, Varsity Boys Basketball
 JV and Varsity Girls Basketball
 JV and Varsity Cheerleading
 Varsity Boys and Girls Bowling
 Varsity Boys and Girls Track

Spring Sports

Freshmen, JV, Varsity Boys Baseball
 JV and Varsity Girls Softball
 Varsity Boys Tennis
 Varsity Boys and Girls Track

STUDENT DISCIPLINE INTRODUCTION

The purpose of discipline at Cardinal McCarrick High School is not to restrict a student's freedom, but rather to assure each student the opportunity to learn and benefit from social interaction with each other. We trust that discipline regulations will create an atmosphere of acceptance and orderliness which will benefit each student. A spirit of Christ-like charity, respect for authority

and mutual cooperation are essential elements of the learning environment at Cardinal McCarrick High School. To ensure fairness to the student and to comply with Diocesan Policy on "Fairness to Discipline and Appeal", disciplinary actions are based on written evidence. Students are provided adequate notice to serve detention and parents are provided ample opportunity for an appeal hearing, including the right of the student to defend his/her self.

The students of Cardinal McCarrick High School begin each school year with a non-blemished discipline record. Administration reserves the right to determine the disciplinary action for any behavior warranting discipline.

The philosophy of student discipline at Cardinal McCarrick High School is to deal with the student directly. If these efforts are found to be unsuccessful, the parent(s)/guardian of the student will be included in the discipline process. In order to ensure that satisfactory progress is being made, any parent may request a conference with the Vice Principal to be informed of their child's behavior in school. The administration reserves the right to request a conference to inform parent(s)/guardian of disciplinary procedures that are taking place.

It is important to note that Cardinal McCarrick High School is a partner with parents in their child's education. The school will notify parents of concerns about student life or behavior, even when off campus. The staff will take seriously any conversation or information about potentially harmful student activities or behaviors. Administration will contact parents when concerned about any student's behavior.

All school rules apply at all school related functions.

Any student who in any way brings disgrace or embarrassment upon the good name and reputation of Cardinal McCarrick High school will be liable for expulsion.

MEMORANDUM OF AGREEMENT

School authorities shall follow procedures outlined in the Memorandum of Agreement which has been entered into by the Diocese of Metuchen, the school, and local law enforcement agencies. The behaviors cited below are mere summary of the behaviors cited in the Memorandum of Agreement and are not intended in any way to supplement, revise, or supersede the specific language of that document.

- Physical violence or threat of physical violence;
- Bringing weapons to school;
- Bringing drugs to school;

- Threatening another person with weapons, drugs, and/or violence;
- On-going bullying and/or even one instance of bullying that presents an imminent danger to others;
- Brings to school toys or other objects that can be dangerous or used as weapons.

If a student engages in any one of the aforementioned acts, the Memorandum of Agreement requires that the principal or his/her designee (a) call the local police department immediately upon being informed of the student's violation of this policy, (b) call the parents to inform them of what has transpired, (c) call the appropriate administrator in the Catholic Schools Office, and (d) suspend student during the course of the police investigation. During the course of the suspension, the principal is required to collaborate with the Catholic Schools Office. The policy of the Catholic Schools Office requires that the school inform the parents/guardians that the parents/guardians must (a) arrange to have the child interviewed by a Certified Psychologist, and (b) present a letter signed by the psychologist to the school principal to consider for reinstatement to school.

Due to the provisions of the Memorandum of Agreement, Cardinal McCarrick High School must implement the disciplinary actions outlined above when behavioral infractions occur.

Parents will assist their children by helping them to realize the consequences of misbehavior in our ever changing society.

REPORT OF SUSPECTED ABUSE

Any parent or student who receives or discovers information which establishes reasonable cause to believe an abuse crime has been committed must report that fact immediately to the prosecutor of the county in which the suspected offense occurred and to Lawrence Nagle, Diocesan Response Officer for the Diocese of Metuchen, www.diometuchen.org.

DISCIPLINARY PROCESS

When a student receives three (3) detentions in an academic semester, written and verbal notification will be made to the parents/guardians. A student incurring two (2) in-school suspensions within an academic year will be on disciplinary probation. **A student who is placed on disciplinary probation may not participate in any extra-curricular activity exclusive to Cardinal McCarrick High School students.** Once a student receives an additional in-school suspension while on **disciplinary probation**, the student will be dismissed from Cardinal McCarrick High School. Any student who has been asked to leave Cardinal McCarrick High School for disciplinary

reasons may not attend any school sponsored social functions.

OFFENSES

The following is a list of offenses that are examples but not limited to the issuing of demerits, detentions, suspensions and expulsion. The Administration reserves the right to discipline acts/actions that are not listed. Demerits, lateness, and detentions not equal to an ISS remain recorded but not counted towards an ISS at the beginning of each semester.

DEMERITS

- 1 Misconduct in class and other school functions
- 1 Gum chewing
- 1 Lateness to class

LATE DETENTION

Students reporting late to school must make up the minutes in detention **the same day.** (10 minute minimum)

DETENTION

Detentions will be given a 24 hour notice and must be served after school Monday through Thursday. Detention is held from 2:15 until 3:00pm.

- 1) Accumulation of three (3) demerits.
- 2) Harassment of other students (ethnic, racial, religious, sexual)
- 3) Serious misconduct in classes or school functions.
- 4) Failure to attend late detention.

- 5) Insubordination or disrespect (1st offense)
 - 6) Misconduct on school buses.
 - 7) Forging of parental or teacher signature.
 - 8) Improper uniform.
 - 9) Profanity or obscene language.
 - 10) Leaving cafeteria, class, gym without permission.
 - 11) Carrying or eating food/drink outside the cafeteria or in specifically designated areas.
 - 12) Dismissed from class.
 - 13) Accumulation of 3 lates per semester.
 - 14) Use of any electronic items while in school.
 - 15) Inappropriate use of planner.
- Detentions may be served by remaining after school, paying a \$5 fine (donation to the Missions) or service (1 week of cafeteria clean up). After the 1st detention, only the after school option will be allowed. The option of paying a fine or service in lieu of the detention is at the discretion of the teacher and must be cleared by the vice-principal.

IN-SCHOOL SUSPENSION

Students receiving an in-school suspension must report to the Vice-Principal's office upon arrival to school the day the suspension is to be served. The student will remain there during the entire school day. A student serving an ISS will not be able to participate in an extra-curricular activity

that day. Any academic work that is missed during the suspension is required to be made up by the student.

- 1) Accumulation of five (5) detentions per semester.
- 2) Fighting
- 3) Leaving school premises
- 4) Cutting class or detention
- 5) Serious verbal abuse or threats directed at a school authority
- 6) Smoking on school grounds plus monetary fine
- 7) Truancy
- 8) Stealing of school or personal property
- 9) Harassment (ethnic, sexual, racial, bullying or religious) inappropriate or unsolicited words or physical contact which makes the environment hostile to the person suffering
- 10) Insubordination or disrespect
- 11) Overt sexual behavior
- 12) Intentional/deliberate vandalism
- 13) Gambling

OUT OF SCHOOL SUSPENSION

Out of school suspensions are issued for extreme situations only. When a student is placed on out of school suspension the student is not permitted to attend school or any school related function during the suspension period. Any academic work that is missed during the suspension is required to be made up by the student.

EXPULSION

Cardinal McCarrick High School reserves the right to expel students. The administration uses this sanction after all other options have been exhausted. However, serious offenses can result in immediate expulsion.

- 1) Accumulation of three (3) in-school suspensions
- 2) Any criminal activity
- 3) Physical assault or violence involving any member of the school community at any time
- 4) Possession or use of weapons or explosives
- 5) Alcohol or drug abuse: possession, use or trafficking
- 6) Trafficking in pornography
- 7) Endangering the health and safety of students and staff members (pulling the fire alarm, calling in a bomb scare, etc.)
- 8) Conduct warranting police intervention
- 9) Intentional/deliberate vandalism
- 10) Fighting

The school will treat all instances of severe student disciplinary action in accordance with the doctrine of fairness, which includes but is not limited to: (a) adequate notice to both student and parents of pending actions, (b) an opportunity for student/parents to meet with teachers and administration, (c) an opportunity for the student/parents to offer a defense of the student's action, (d) an

opportunity for student/parents to see evidence that supports the school's arguments (e) an opportunity for student/parents to appeal the school's decision to the Office of the Schools. In the case of expulsion, the school will inform the parent of the formal steps involving a Complaint Procedure.

STATEMENT REGARDING CONTROLLED SUBSTANCES

The school maintains a zero tolerance approach against drinking of alcoholic beverages and the use of illegal drugs. This prohibition applies to the time in school, going to and from school and all school sponsored activities. The possession or use of alcoholic beverages or drugs by students on school property at any time makes the student liable to immediate suspension or expulsion. The following policies for schools in the Metuchen Diocese will be enforced.

A. POSSESSION

Students may not have in their possession at school or at any school sponsored activity alcoholic beverages or drugs of any kind. Any violation concerning possession is a major infraction of school policy and makes a student liable for dismissal. More than one possession makes the student liable for trafficking.

B. TRAFFICKING

If it becomes clear that a student is a "pusher", one selling drugs or recruiting for drug abuse, the student is guilty of

a crime and the parents shall be required to withdraw the student from the school. The student's illegal activity shall be reported to the police. Students who speak and act as if they are selling may be subject to the same policy even if no actual drugs are available.

C. USE

Any student whose appearance or behavior indicates the possibility of drug/alcohol misuse shall be brought to the office. The school nurse or a member of the administration shall determine if the nature of the difficulty is the result of the improper use of drugs, and the school shall attempt to determine whether the student is an experimenter, user, or addict.

1. If the information indicates that the student is an experimenter or user, the parents will be notified and asked to arrange immediate testing. The administration shall require a program of assistance and counseling for the student. The student's conduct shall be carefully monitored and parents must provide documentation from counselors and test results as required.

2. If the information indicates that the student is drug dependent, habituated or an addict, i.e., if the student is deemed to have a severe problem, school is no longer the proper setting for the student. The parents after being appraised of the situation

shall be required to withdraw the student.

3. The school shall make every effort to refer the student for the intensive, long term help which necessarily renders the school setting impractical.

It is critical to note that alcohol is included under the title of controlled dangerous substance.

Any student who has been determined to be under the influence of a controlled dangerous substance will immediately be referred to the Principal and/or Vice Principal. Any student under the influence will be handled on an individual and confidential basis. Therefore, ANY STUDENT WHO VOLUNTARILY SEEKS HELP FOR A DRUG OR ALCOHOL RELATED PROBLEM WILL RECEIVE SPECIFIC DISCIPLINARY CONSIDERATION AND SUCH MATTERS WILL BE HELD IN CONFIDENCE. However, in the case of possession, if the student does not voluntarily seek help as in accordance with the school, the zero tolerance policy will be enforced. The principal or the designee will handle the case in accordance with the local law enforcement. Therefore, legal action may be taken in addition to the disciplinary action.

TOBACCO POLICY

In keeping with CMHS commitment to maintain a safe and drug-free environment for its student and staff, the following policy extends our drug policy to include tobacco products. (cigarettes, cigars, pipes, and smokeless tobacco).

It is the policy of CMHS to prohibit students from smoking in school, IN THE DRUG FREE SCHOOL ZONE, at school sponsored events and on school buses. In accordance with NJSA 26:3D-17, CMHS "shall make and enforce suitable regulations prohibiting smoking of tobacco..."

Consequences for students found smoking are as follows:

First Offense: Immediate suspension followed by a student/parent conference with an administrator, student's counselor notified, \$50 Fine.

Second Offense: Immediate suspension followed by student/parent conference with an administrator, student's counselor notified, \$75.00 fine. Student information (including name, age, grade, address, dates of offense) is faxed to the Health Officer of South Amboy. A copy of the information is given to the parent with the revised policy.

Third Offense: Immediate suspension followed by student/parent conference with an administrator, student's counselor notified, \$100 fine, probable dismissal from school.

FIGHTING

It is critical that members of the student body feel safe and secure during their academic, social, and spiritual growth at Cardinal McCarrick High School. Therefore, Cardinal McCarrick High School reserves the right to suspend or expel any student who is involved in a fight. This can include instigating, provoking, and/or participating. Also, any student who threatens another member of the school community is subject to disciplinary sanctions, including expulsion. This policy is in effect at all school related functions.

MUTUAL RESPECT POLICY

Cardinal McCarrick High School's Mutual Respect Policy exists to maintain a learning and working environment which promotes respect for each of its members. It is free from harassment and any intimidation of a verbal, physical or electronic nature. This policy covers mutual respect in general offensive and intimidation behaviors, sexual and other types of harassment and bullying and cyber bullying. Cyber Bullying includes, but is not limited to: (a) threatening physical harm, (b) verbal abuse, and (c) intimidation via electronic means. These acts shall be considered a violation of school policy whether the cyber bullying occurs on or off campus. Posting an inappropriate picture on the internet of you or of another employee/student is considered a

violation of this policy or any information that is detrimental to the school's reputation.

It is Cardinal McCarrick High School's policy that mutual respect violations directed at any of its members be strictly prohibited.

CONSEQUENCES FOR MUTUAL RESPECT VIOLATIONS

(N.J.S.A. 18:37-15 (3)(b)(4)-After a meaningful and thorough investigation of the alleged violation(s), whether sexual harassment, intimidation, bullying, cyber-bullying or other types of harassment, those individuals determined to have violated this policy will be subject to consequences ranging from counseling, remedial action and positive behavioral interventions up to and including suspension or expulsion.

All members of the CMHS family should understand that this policy applies to each and every student, employee (full-time, part-time and temporary) and volunteer, during school hours, at school-sponsored functions and on school buses. Violations of this policy will not be tolerated. Offensive behavior will be cause for immediate and strict disciplinary action up to and including expulsion for students, and up to and including discharge for staff.

STUDENT LIBRARY REGULATIONS

1. Students must enter the library in an orderly manner using the front double doors. The back doors are emergency exits only.
2. Only looseleaf, pens and pencils may be brought into the library. All bookbags and hand-carried textbooks, etc. must be left at the front shelves.
3. Students may utilize the library before school and after school without a pass. During the school day, students must come with a class or with a signed and dated pass. Upon entering the library, they must give the pass to the librarian and also sign name, period and time on the sign-in sheet. They must also sign out when leaving the library. Lunch passes may be distributed earlier in the day by the librarian, classroom teacher, or lunch monitor.
4. **Food, drinks and chewing gum are not permitted in the library.**
5. Voices must be subdued at all times to allow other students to work in a quiet atmosphere.
6. Upon entering the library the student must be seated and begin assignments promptly. The student must bring pen/pencil and paper supplies with them.
7. Reference books must be used in the library and may not be signed out.

8. Magazines may also be used in the library. If a magazine other than those on display is needed, the student must fill out a Periodical Request Form.
9. A photocopy machine is located in the library for small duplicating jobs.
10. Students shall comply with the Technology Agreement. Computers are only to be used for curriculum related work.
11. Books are signed out for two weeks. They may be renewed if they are not in demand.
12. Fines for overdue books are 5 cents per day. Students with overdue books or unpaid fines, may be denied library privileges. Lost books should be reported to the librarian immediately. Fines stop when the lost book is reported. No pupil owing a fine may borrow another book until the fine is paid.
13. Books on reserve may be taken out overnight only. They may be checked out at the end of the day and returned before first period the next day. They must be available for use in the library the entire day. There is a 10 cent fine per day for overdue reserve books, which includes books returned after first period.
14. Failure to observe library rules will result in the student being asked to leave, and possible denial of library privileges.

CONFISCATED ITEMS

The school reserves the right to remove from a student any item that does not belong in the building, or is not part of the school uniform. Such items will be confiscated and returned only to the parent between the hours of 8:00am to 3:00pm. Cardinal McCarrick High School is not responsible for any lost or stolen items brought to school. All items will be labeled and stored in a secure location within the main office. *It is not the responsibility of the school or the members of its community to replace any damaged or lost confiscated item.* Additionally, the school reserves the right to retain any confiscated item for disciplinary and security reasons. Any items held for those reasons will be returned at the end of the school year. Any items listed below, or any item not listed below that the administration deems to be inappropriate in the building, are subject to confiscation.

Items Subject to Confiscation:
Wristbands, headgear worn in the building, food and/or drink brought from outside the building, chain wallets, excessive earrings, water pistols, any item that could be determined to be a weapon, CD players, radios, dice, cards, cell phones, MP3 players, Ipods and any other electronic device used during the school day and any other items judged inappropriate for school by the administration.

ELECTRONIC ITEMS

All electronic items and cell phones if brought to school must be in the off position and kept in the student's locked locker. Cell phone usage is not permitted during the hours of 7:00am-2:30pm. Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind. If phones or cell phone holders are visible at any time they will be confiscated and returned only to the parent during the hours of 8:00am to 3:00pm. All electronic items will also be confiscated and returned under the same conditions as the cell phones. Detention will be issued when any electronic item is confiscated.

ATTENDANCE

Parents and students must assume responsibility for regular attendance at school. Frequent absence from classes will negatively affect a student's grade. In order to assure proper academic achievement at Cardinal McCarrick the following attendance policy will be strictly enforced:

- 1) In order to earn credit for coursework, students must be present for a minimum of 90% of the days the course is in session. Examples are: Full-year course 162 days. Semester Course 81 days. Quarter course 41 days and Physical Education 121 days. All

students are required to attend a minimum of 162 school days. Therefore, no student may be absent for more than 18 school days throughout the year.

- 2) There is no distinction between excused or unexcused absences.
- 3) The number of absences will be reported on each student's report card.
- 4) Students' attendance records are updated on a daily basis.
- 5) In the event that bedside tutoring is required, it is the responsibility of the parent(s)/guardian(s) and student to contact the guidance department to make arrangements regarding their school assignments.

EXCESSIVE ABSENCES

Students exceeding the maximum days absent (9 per semester or 18 per year) will not receive credit towards graduation. Should a student reach the maximum number of absences, the administration reserves the right to ask the student to withdraw.

TARDINESS TO SCHOOL

A. Every student is expected to be on time for classes and assigned school appointments, such as guidance appointments.

B. Students arriving in the building after prayers at 7:55am will be considered tardy and must stay for a detention to equal the minutes late with a minimum of 10 minutes.

C. A student arriving after the start of period 1 is required to sign in at the main office. Parents of students that arrive after 8:30am will be called to inform them of the student's tardiness.

D. All student lateness will be counted towards detention with the exception of late school buses.

E. After ten (10) tardies, the student becomes ineligible for extra curricular activities for the remainder of the school year. The school reserves the right to require any student to withdraw from Cardinal McCarrick High School if they exceed (10) tardies.

CMHS STUDENTS MUST REPORT DIRECTLY INTO THE SCHOOL BUILDING FROM BUSES OR PRIVATE TRANSPORTATION.

Students who fail to report immediately to school will be considered truant and face disciplinary action.

EARLY DISMISSAL

Any student who must leave during the school day due to an emergency must follow the following procedure:

- 1) A written note from parent to be handed in before homeroom to the main office.
- 2) Complete early dismissal form in main office.
- 3) Have an administrator or designated office staff member sign the student out of the building.
- 4) The school staff will contact the parent (if not present) at the time of

the early dismissal (also applies to 18 yr. old students)

- 5) Provide the necessary documentation when returning to school (medical note etc)

This school strongly encourages parents to schedule appointments outside of school hours. Any student who is not in school a minimum of four hours (either late or early out) is ineligible for all after-school activities that day. Vacations should never be planned during days that the school is in session.

PARKING VIOLATIONS

The school parking lot is designated for faculty and staff only. Disciplinary action will be taken for any student found parking in the school parking lot.

EVACUATION/FIRE DRILLS

Evacuation/ fire drills are held periodically. A sign giving exit information is posted in each room. Students are required to familiarize themselves with this information. In addition to fire drills, Cardinal McCarrick High School has various other emergency plans on hand in case of local or national security issues. In order to ensure maximum safety for all members of the school community, each of the following guidelines must be enforced:

- 1) The signal for fire/emergency drill must be obeyed at all times

- 2) All students are required to move in the orderly fashion.
- 3) Students must follow instructions of the faculty and staff
- 4) **Absolute silence is required at all times during the drills.**

FALSE BOMB THREATS

Making a false bomb threat is a federal offense punishable with a penalty up to 10 years in prison, a \$250,000 fine or both [18 U.S.C. 844 99(e)]

Any student who does not abide by these rules will face serious disciplinary sanctions.

STUDENT ID CARDS

Each student is issued an ID card bearing his/her picture and ID number. The student must carry the card on his/her person at all times. This card will be used for identification purposes, admission into school dances and events, sporting events, and also serves as a form of identification for the student outside the building (SAT testing). If it is lost, it must be replaced at the cost of \$5.00. The photos will be taken and the cards will be distributed during the first week of classes.

SCHOOL INSURANCE

All students will be covered under a Diocesan accident insurance plan. This plan is supplemental to any family insurance plan and will cover the student only during school activities. Claims must be submitted to the

Business Manager with the appropriate paperwork completed.

HANDBOOK/PLANNER

Students are required to have the planner available at all times as a Hall Pass and to utilize it for assignments. Replacement planners are available for \$5.00.

HALL PROCEDURES

In order to leave for any reason, students must have their planners signed by the teacher. If another student's planner is presented, detention will be issued. All covers and pages must remain intact. Hand written passes are not acceptable.

PHOTOGRAPHY

Students are forbidden from taking any photographs for personal use without prior approval from the principal. (This includes but is not limited to digital cameras, video equipment, picture cell phones, etc.). Students found in violation of this policy may be subject to suspension and confiscation of the equipment.

LOCKERS

A locker is assigned to each student at the beginning of the school year. The lockers remain the property of the school and should be kept neat, clean, and locked at all times. Students are legally responsible for the contents of their assigned locker. ALL LOCKERS

ARE SUBJECT TO INSPECTION BY THE ADMINISTRATION AT ANYTIME DURING THE SCHOOL YEAR.

1. Students may go to their lockers at anytime during the school day. However, they are responsible to be in class on time. Going to a locker will not be considered an excuse for lateness to class.
2. Students may not claim an empty locker for their own use. Students are to use their assigned locker only. Lockers should not be shared.
3. After closing the locker door, students must spin the dial to be sure that the locker is locked. Failure to do so will leave the lockers in an open position and vulnerable to theft.
4. Students may not write on the inside or outside of their locker. Any damage done to a locker will incur a financial obligation on the part of the student to make repair.
5. Any student who loses a locker combination can obtain the combination from the Vice Principal or designee. In addition, students will be subject to the following fines: 1st offense \$1, 2nd offense \$2, 3rd offense \$5, and any offense over three is \$10.

CAFETERIA RULES

1. Student's behavior in the cafeteria should be based on courtesy and cleanliness.

2. Any student wishing to leave the cafeteria must have a pass in advance from a subject teacher.
3. At no time are students allowed to take food or drinks outside of the cafeteria.
4. Students may only go outside in the courtyard during lunch periods.
5. Activities which are deemed illegal, unsafe or disruptive (e.g., gambling, throwing of food or objects of any kind, etc), are not permitted in the cafeteria.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or any other situation which requires school to close, a **Honeywell Instant Alert** will be sent to your home phone, cell phone and/or email address. Parents are asked to keep this information current.

Students are required to follow the bus schedule of their own district since Cardinal McCarrick does not have delayed openings. For example, if Carteret High School is on a delayed opening for 10:00 am, then all students who reside in Carteret are required to follow the delayed opening bus schedule for Carteret. If a public school district is closed and Cardinal McCarrick High School is open, students who reside in that district are not required to be at school if transportation cannot be provided. Therefore it is important that students

follow the procedures of their local school district in these events.

MEDICAL RELATED POLICIES

1. Cardinal McCarrick High School is staffed with a school nurse throughout the day. Students are required to have their planners signed by their class period teacher when they are ill to the point of needing to see the nurse.
2. If a student is ill to the point that the nurse sees it is imperative to send the student home, the parent/guardians of the student will immediately be contacted by the school. Students may not call home themselves and ask to be released from school. Parents/Guardians who arrive at the school to pick up their child, must report to the main office and sign the student out in the sign-out book. No student can be released from the school without the approval of an administrator.
3. Any student who requires the use of crutches must report to the nurse when they arrive at school. His/her physician must provide a note prescribing the use of crutches. Permission to leave classes early must be granted by the nurse. Students must be accompanied by another person in the corridor. The Administration will determine which student will be assigned to aid the injured student. Any misuse of the

crutches will result in disciplinary action.

REQUIRED FORMS

In order to ensure proper safety and emergency procedures for the school community, each parent and student has the responsibility to see that the following required forms are filed with the school and updated as needed:

- 1) Emergency Phone Numbers/Legal Guardian Form
- 2) Policy Agreement Forms
- 3) Health and Immunization Records
- 4) Federal Income Guidelines Form
- 5) All incoming Freshmen and Seniors are required to have a physical exam performed by their private physicians and/or healthcare providers
- 6) Nursing Services Form

Any student failing to hand in these forms may be excluded from school. IMMUNIZATIONS AND HEALTH RECORDS

All new students at Cardinal McCarrick High School must present the following:

- 1) Physical examination form to be completed by the family physician.
- 2) Emergency Contract Form
- 3) Current Immunization Form.

No child shall be admitted to school without proper proof that the child has been immunized as required by the laws of the State of New Jersey,

N.J.S.A. 26:1A-9. Proper immunization is a condition of admission to the school. *These forms are due in August.* Any student who transfers to Cardinal McCarrick HS during the school year must submit these forms within the first two weeks of school. **Failure to meet health record compliance will result in exclusion from the school until the records are received.**

POLICY ON ADMINISTRATION OF MEDICATION

Cardinal McCarrick High School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- 1) A parent/guardian should come to the school and personally administer the medication.
- 2) If this arrangement is not possible, the School Nurse will administer the medication under the following conditions:
 - a. The medication must be given to the School Nurse by the parent/guardian;
 - b. The medication must be in the original pharmacy-labeled container;
 - c. The parent/guardian and the student's physician must complete and sign "Authorization to

Administer Medication in School" form.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the School Nurse.

FOOD ALLERGIES

We follow an *allergy-conscious* approach, recognizing that strict avoidance of the allergen is the only way to prevent a potentially life-threatening reaction. We also follow an inclusive approach, ensuring that students with food allergies can safely participate in all school activities. Therefore, the following safety guidelines have been implemented at Cardinal McCarrick High School:

- Food items which are brought to school to be shared by students must be store-bought and have readable lists of ingredients. **No home-baked goods will be permitted.**
- For the protection of everyone, it is important that all students are instructed by parents to avoid

sharing food they bring from home with any other classmates.

- Cardinal McCarrick High School has a zero-tolerance policy on mocking or teasing due to food allergy. The principles of courtesy and respect for others are fundamental to the mission of the Diocese of Metuchen Catholic Schools. If necessary, please speak to your child about the seriousness of this situation and the need to be respectful of classmates.

SPECIAL REMINDER TO PARENTS OF STUDENTS WITH ANY SERIOUS MEDICAL CONDITIONS, INCLUDING ASTHMA, FOOD ALLERGIES

- 1) An Individual Emergency Health Plan (IEHP) must be submitted to the nurse and updated annually.
- 2) Parents must provide written consent for the administration of any medication, including epinephrine.
- 3) Parents must provide the school nurse with the medical directives by the child's health care provider.

STUDENT PERSONNEL SERVICES

Realizing that we live in a changing world, the Guidance Department personnel attempt to aid students in developing their unique personalities so that they can formulate viable new

meanings and can meet shifting environmental demands. Not only are the counselors available to assist students in planning their academic programs and planning for post-high school careers, but they also provide counseling and support to students who have personal problems.

The Guidance Department is open to all students between 7:45am and 3:00pm. Students may request an appointment with their grade level counselor by filling out Interview Request Form. Counselors will send for students regularly to check on their academic progress and to provide information on matters of concern to them.

Information on colleges, college requirements and majors, financial aid, testing programs, scholarships, job opportunities and community agencies may be found in the Guidance Office.

REVIEW OF STUDENT RECORDS

Parents and students (over the age of 18) have the right to review a student's permanent record. Those wishing to review the records must give one day's notice to the Guidance Office, which will arrange a time and place for the meeting, and be present to explain the records and answer any questions. Cardinal McCarrick High School abides by all provisions of the law concerning the rights of non-custodial parents to view essential academic records. If

this situation were to occur, non-custodial parents are strongly encouraged to bring the proper documentation with them.

18-YEAR-OLD STUDENTS

Students who attain 18 years of age may assume legal responsibility for themselves as adults within the school community. An 18 year-old student may sign his/her own permission slips to participate in athletic programs, field trips and other school events. In some instances (such as an overnight trip), the school reserves the right to require a parental signature. An 18-year-old student may also review official school records with the presence of a school-approved official. However, ALL SCHOOL RULES AND POLICIES STILL APPLY TO ALL EIGHTEEN-YEAR-OLD STUDENTS. The administration reserves the right to contact parents on issues related to finance, discipline, academics, or attendance involving 18-year-old students.

STUDENT ASSISTANCE PROGRAM

Recognizing the need in our school for further assisting students with problems, we have established the STUDENT ASSISTANCE PROGRAM and its complementary CORE TEAM consisting of faculty, staff, and administration. If a student experiences academic, disciplinary or attendance problems, he/she may be

referred to the CORE TEAM for further assistance. Additional information about the Student Assistance Program is made available through the school each September.

VISITING THE SCHOOL

Any student from another school who wishes to visit Cardinal McCarrick High School during its daily operation may participate in the ***Eagle for a Day Program***: This program is open to any 8th grader after the fall Open House (October 11 through April 15). Reservations should be made at least one week in advance, as space is limited on a per day basis. Those that are interested should contact the Director of Enrollment 732-721-0748 ext. 244 for the necessary arrangements. 7th graders are also invited in the spring.

This program is also open to prospective transfer students who are currently enrolled at another high school. The parents of these students must contact the Director of Enrollment to make arrangements. It should be noted that this program is only open to students who are seriously considering transferring to Cardinal McCarrick High School.

Although Cardinal McCarrick High School sees visitors as a possible positive part of enrollment; the school reserves the right to deny any guest they see fit.

HOME-SCHOOL COMMUNICATION

Parents who wish to meet with a member of the school administration or faculty are required to schedule an appointment. The administration reserves the right to request the purpose of the meeting in order to ensure that all involved parties are present and prepared. It should be noted that the intention of all conferences is to benefit the school community. All conferences are held in a strictly confidential manner.

RETREAT PROGRAM

The teaching of religious doctrine takes place during the required Religion classes. The school also affords the students a retreat program which will allow them to explore their relationship with their family, friends and their God. Students are strongly encouraged to avail themselves of this program and participate in it. Those students who do not attend the mandatory retreats are required to contact the school chaplain to arrange for a make-up.

Freshmen, Sophomores, Juniors : One day away from school-**mandatory**
Seniors: One day through the evening away from school-**mandatory**.

RELIGIOUS EXERCISES FOR NON-CATHOLIC STUDENTS

The non-Catholic student is welcome at Cardinal McCarrick High School. The non-Catholic student is expected to understand and agree that the

school exists to educate within the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year, including the required Freshmen and Sophomore Retreats.

SCHOOL FIELD TRIP POLICY

On occasion, Cardinal McCarrick High School will sponsor and conduct field trips for the educational enrichment of students. Participation in field trips is a privilege. Any student on academic or disciplinary probation may not participate in non-class related field trips. No student may participate in a field trip without a permission slip that has been provided by the school. Permission slips for trips more than 2 hours from Cardinal McCarrick High School or out-of-state, must be notarized. If a student is unable to participate for any reason, *a refund is not guaranteed*. All school rules are strictly in effect on all school trips. The school reserves the right to disallow any student permission to participate in a school field trip if they are not properly attired. No student may wear any offensive, torn, inappropriate, or controversial clothing on any school trip or school “dress down day”.

SCHOOL UNIFORM

The following items are to be purchased through the Flynn & O'Hara Uniform Company. Items can be purchased at the Flynn & O'Hara store located at 1612 Union Avenue, Hazlet, NJ 07730 or by visiting their website at: www.flynnohara.com They can also be contacted 732-888-3885.

Girl's Uniform

Plaid Kilt -- Blue and Grey plaid—no shorter than two inches above the knee

Solid Skirt – Navy Blue—no shorter than two inches above the knee

Solid Skirt – Navy Blue—no shorter than two inches above the knee

Slacks Uniform Twill – Navy Blue or Khaki

Long Sleeve or Short Sleeve Uniform Golf Shirt with School Monogram – Navy Blue or Grey

Short Sleeve Banded Golf Shirt with School Monogram – White

Fleece with School Monogram – Navy Blue or Grey

No other sweater or sweatshirt is permitted to be worn during the colder weather.

Footwear: Girls have their choice of wearing either solid black, navy blue or grey or brown flat heeled shoes or classic style low cut solid white or classic style low cut solid black sneakers. High top sneakers, sandals, backless shoes, flip-flops, moccasins or boots of any style are not permitted at any time. Tights in navy blue or grey or knee socks in either navy blue, grey or white must be worn at all times.

Boy's Uniform

Slacks Uniform Twill – Khaki

Long Sleeve or Short Sleeve Uniform Golf Shirt with School Monogram—Navy Blue or Grey

White Dress Shirt with tie -- If this option is chosen the shirt must be tucked inside the slacks with a visible belt.

Fleece with School Monogram – Navy Blue or Grey

No other sweater or sweatshirt is permitted to be worn during the colder weather.

Footwear: Boys have their choice of wearing either solid black or brown shoes or classic style low cut solid white or classic style low cut solid black sneakers. High top sneakers, flip-flops, moccasins or

boots of any style are not permitted at any time. Full socks covering the ankle must be worn.

Optional Clothing for Boys and Girls

Turtlenecks or long sleeve tee shirts may be worn under the uniform school polo. If this option is selected only the colors of navy blue, grey or white may be worn. The shirt is not to hang below the school polo at any time. These items can be purchased through Flynn & O'Hara or at the store of your choice. Thermal style shirts are not permitted.

Hair must be clean, normal color and neatly styled. Administration reserves the right to determine the appropriateness of the hair. Hair on boys can be no longer than collar length. Hair design carving or Mohawk styled hair is not permitted. Neatly trimmed and maintained facial hair is permitted.

Earrings are permitted only in the ears. No other facial or visible piercing is permitted.

Tattoos are not to be visible at any time. Excessive jewelry worn with the uniform is not permitted.

DAILY TIME SCHEDULE						HALF DAY SCHEDULE-NO LUNCH	
PERIOD	Monday	Tuesday	Wednesday	Thursday	Friday		
<u>First Bell</u>	<u>7:45AM</u>	<u>7:45AM</u>	<u>7:45AM</u>	<u>7:45AM</u>	<u>7:45AM</u>	<u>7:45AM</u>	
<u>Warning Bell</u>	<u>7:50AM</u>	<u>7:50AM</u>	<u>7:50AM</u>	<u>7:50AM</u>	<u>7:50AM</u>	<u>7:50AM</u>	
<u>1</u>	7:55-8:53	7:55-8:41	7:55-8:43	7:55-8:41	7:55-8:44	7:55-8:29	Period 1
<u>2</u>	8:57-9:51	8:45-9:27	8:47-9:31	8:45-9:27	8:48-9:33	8:33-9:04	Period 2
<u>3</u>	9:55-10:37	9:31-10:25	9:35-10:19	9:31-10:13	9:37-10:22	9:08-9:39	Period 3
<u>4</u>	10:41-11:23	10:29-11:23	10:23-11:07	10:17-10:59	10:26-11:11	9:43-10:14	Period 4
<u>5</u>	11:27-12:09	11:27-12:09	11:11-12:05	11:03-11:45	11:15-12:00		
<u>5L</u>	11:27-12:02	11:27-12:02	11:11-11:46	11:03-11:38	11:15-11:53		
<u>6</u>	12:06-12:48	12:06-12:48	11:50-12:44	11:42-12:24	11:57-12:42	10:53-11:24	Period 7
<u>6L</u>	12:13-12:48	12:13-12:48	12:09-12:45	11:49-12:24	12:04-12:42	11:28-11:59	Period 8
<u>7</u>	12:52-1:34	12:52-1:34	12:48-1:32	12:28-1:22	12:46-1:31		
<u>8</u>	1:38-2:20	1:38-2:20	1:36-2:20	1:26-2:20	1:35-2:20		

CARDINAL MCCARRICK HIGH SCHOOL

310 Augusta Street

South Amboy, NJ 08879

WEB ADDRESS: www.cardinalmccarrick.com**ADMINISTRATION**

Principal	Mrs. Jean Kline
Vice Principal	Mrs. Marjorie Bryner
Asst. Principal /Academics	Mrs. Arleen Morey
Asst. Prin / Athletic Dir.	Mr. Gil Pritchard
Director of Technology	Mr. John Russo
Director of Media Services	Mrs. Barbara Egan

GUIDANCE DEPARTMENT

Director	Mr. Edward Twomey
Counselor	Mr. Michael Foley
Counselor	Mr. William Ryan
Secretary	Mrs. Ruth Kuchinski

MAIN OFFICE

Principal's Secretary	Mrs. Peggy Blache
Secretary	Mrs. Adeline Tiritilli
Secretary	Mrs. Eileen Schneider

CHAPLAIN

Rev. John Gordon

BUSINESS OFFICE

Business Manager	Mr. Charlie Apuzzo
Financial Analyst	Mrs. Carol Kanthal

ADVANCEMENT

Director	Mrs. Maureen Kemble
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MARKETING/ENROLLMENT

Director	Mrs. Monica Mendoza
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SCHOOL NURSE

Mrs. Bernadine Czekaj- Alfieri

MAINTENANCE DEPARTMENT

Mr. Jerzy Musialek
Mrs. Anna Musialek
Mr. Czeslaw Kaminski

TRANSPORTATION COORDINATOR

Mrs. Maribeth Iremonger

FACULTY**COMPUTER SCIENCE**

*Mrs. Carol Moskwa

ENGLISH

*Mrs. Kristy Rose
Mrs. Tracee DuBeck
Ms. Kristin Glenn
Ms. Debbie DeaKyne

SOCIAL STUDIES

*Mr. Edward Zurawski
Mr. Michael Gagliardi
Mr. Ken Imbriale
Mr. Matthew Pawlowski

MATHEMATICS

*Ms. Nancy Fedor
Mr. Stanley Drwal
Mr. Richard Geisheimer
Mrs. Nancy Raftice

SCIENCE

*Sr. M. Benedicta Bourke, F.S.G.M.
Mr. Stan Drwal
Mrs. Mary Jo Raite
Mr. John Boczany

RELIGION

*Mrs. Raffaella Cristino
Sister M. Karolyn Nunes
Mr. John Reid

PHYS. ED/HEALTH

Ms. Lynn Ust
Mr. Raymond Lepski, Jr.

WORLD LANGUAGES

*Mrs. Janet Sienko
Mrs. Raquel Lopez

MUSIC/VISUAL ARTS

*Mrs. Suzanne Burns
Mr. John Natelli

*indicates Department Chairperson

TELEPHONE DIRECTORY

Main Office	(732)721-0748
Fax	(732)727-7018
Principal	ext. 212
Vice Principal	ext. 231
Academics	ext. 215
Athletic Dept.	ext. 221
Business Office	ext. 227
Advancement Office	ext. 243
Guidance	ext. 214
Library	ext. 218
Nurse	ext. 220
Technology Dir.	ext. 232

FINANCES 2009-2010

Full Tuition with Activity Fee	\$8,150.00
Re-enrollment Fee	50.00
New Student Registration Fee	250.00

All tuition plans through FACTS (both 2-pay plan of ½ in July & ½ in Jan. OR the monthly payment plan) are due on the 5th or 20th of the month. BOTH BEGIN IN JULY.

Parents/students will receive a "Notice of Non-Payment" by early March that unless financial contractual obligations are finalized by April, the student will not be permitted to take the final examinations. In such an instance a grade of "INC" for incomplete will be recorded for the student.