



2023-2024 Student Handbook

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ALMA MATER

With pride and spirit we hold high our
 banner black and white.
 United by the seal we bear; Crusaders
 for what’s right.
 Our Alma Mater, more than words, for
 us a heartfelt song:
 Bishop Eustace, forever will to you our
 hearts belong.

SCHOOL OVERVIEW

MISSION STATEMENT

Within the Catholic tradition, Bishop Eustace Preparatory School – a private four-year co-educational academic environment – promotes the lived charism of St. Vincent Pallotti, the founder of the Pallottines, who emphasized the realization that the baptized were called by Jesus to be apostles in building the kingdom of God. Thus, it is the mission of the school to prepare all students to realize their unique potential through spiritual growth, Christian service, educational and personal development. By fostering self-discipline, integrity, cooperation, responsibility, and empathy among our young men and women, Bishop Eustace seeks to ensure that all students will become compassionate and productive citizens in a diverse, challenging, and evolving world.

ST. VINCENT PALLOTTI: Founder of the Pallottines

Born on 21 April 1795 in Rome and ordained a priest in 1818, Vincent Pallotti believed that the clergy and laity should work together to build God’s Kingdom. He was a compassionate person who ministered not only to the sick but also to sinners, soldiers, and prisoners. Simply, he

proclaimed “all are called to holiness; all are called to minister. Everyone is called to be an apostle.”

He founded the Union of Catholic Apostolate in 1835 and in subsequent years initiated the communities of Priests and Brothers of the Catholic Apostolate (Pallottines) and the Sisters of the Catholic Apostolate. He entrusted to the members the task of instructing, animating, guiding, and supporting the Union’s works. St. Paul’s saying, “The charity of Christ urges us on,” (2 Cor. 5:14) became St. Vincent’s motto and the foundation of his teachings.

Pallotti died on 22 January 1850, at the center of his new community, San Salvatore in Onda, Rome. Pope Pius XII proclaimed Pallotti “Blessed” on 22 January 1950, and St. John XXIII formally proclaimed him “Saint” on 20 January 1963.

HISTORY

The Pallottines established Bishop Eustace Preparatory School in 1954 after receiving permission from Bishop Bartholomew J. Eustace, first Bishop of Camden. They purchased the Cooper River Golf Course and named Reverend Marco Martorelli, S.A.C., Bishop Eustace’s first principal. By September 1954, the Pallottines had remodeled the course’s clubhouse and remaining structures to create two classrooms, a cafeteria, and a locker room. Ninety students entered that fall. Bishop Eustace began as a school for young men and also served as the minor seminary for the Immaculate Conception Province until 1968. In 1972, the Board of Trustees admitted young women to Bishop Eustace.

Bishop Eustace’s success story is truly outstanding. Since its first graduating class in 1958, over 98% of Bishop Eustace graduates have gone on to college.

ACCREDITATION

The Middle States Association of Colleges and High Schools accredits Bishop Eustace Preparatory School. Bishop Eustace is also a member of the National Catholic Education Association and holds institutional memberships with the College Entrance Examination Board, the National Association for College Admission Counseling, the Council for Advancement and Support of Education and the Association of Delaware Valley Independent Schools.

PROFILE OF A BISHOP EUSTACE GRADUATE

A Bishop Eustace Graduate is

A Spiritual Individual who:

Experiences and witnesses the charism of St. Vincent Pallotti

Lives the gospel message

Promotes human dignity

Nurtures a developing prayer life

A Critical Thinker and Problem Solver who:

Thinks independently
Thinks critically, analytically, and creatively
Communicates effectively in both written and spoken forms
Utilizes new technologies to explore contemporary issues and problems
Uses acquired knowledge to explore new areas of learning
Develops an appreciation for lifelong learning
Establishes appropriate priorities and manages time wisely
A Socially Responsible and Civically Minded Citizen who:
Has a personal commitment to service
Is socially responsible and respectful
Believes in the principles of democracy
Is a responsible citizen
Is compassionate, empathetic and open-minded
Has a personal commitment to social justice in a global society
Serves as an ambassador of Bishop Eustace Preparatory School
A Compassionate and Ethical Leader who:
Is compassionate to others, empathetic and open-minded
Listens intently and is not judgmental
Holds themselves and their ethics to high standards
Encourages, leads, and works in collaboration with others for the greater good
A Confident and Respectful Communicator who:
Communicates effectively in both written and spoken forms
Works effectively, respectfully, and with empathy of differing opinions, skills, and strengths
Assumes shared responsibility for collaborative work
Is self-aware and honest

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. The School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed electronically to students and parents.

Students who reach 18 years of age while enrolled in the School are still bound by all student and parent obligations in this Handbook. Students' continued enrollment after reaching 18 years of

age is evidence of the student's agreement with this requirement. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School.

PARENT RESOURCES

The Bishop Eustace faculty and staff form an umbrella in an attempt to meet the needs of the students in every aspect of school life. In terms of assistance to students' families, there are a variety of people available.

The *Teachers* and *Class Advisors* are available to:

- listen to students' academic concerns and direct them to the appropriate resources
- be advocates for their students
- serve as a liaison between school and home

The *Department Chair* is available to:

- discuss questions or concerns you have about his/her placement in a particular class or level.
- discuss questions or concerns you have about the curriculum in that discipline
- discuss questions or concerns you have about your child's performance (provided that you have first communicated those questions or concerns to the teacher.)

The *Director of Student Activities* is available to:

- serve as an advocate for the students
- plan, supervise, and facilitate student activities, leadership programs, trips, and co-curricular activities
- mentor and provide direction to students in areas pertaining to student life and leadership

The *Director of Pallottine Ministry* is available to:

- address student and parent questions about service requirements
- approve new service and outreach suggestions
- collect and disseminate community prayer requests
- serve as an advocate for students

The *Principal* is available to:

- discuss all academic matters.
- respond to questions and concerns about student performance, class placement, and curriculum that have not been satisfactorily addressed by the Teacher and Department Chair
- advise students and parents about course selections.
- address all academic scheduling matters.
- assist school counselors in recommending the best possible academic program for students.
- explain and enforce school rules and guidelines

The *Vice Principal* is available to:

- address all academic scheduling matters
- all student behavior issues

The *College Counselor* is available to:

- advise on all college matters, including College Board testing.
- meet with students and parents to discuss college choices.
- assist students with the college admission process.
- conduct special programs for students and parents.
- advise students regarding the college choices and placement.
- advise on summer growth and pre-college summer educational opportunities.

The *School Counselor* is available to:

- provide confidential personal counseling for students
- meet with students and families
- support teachers and administrators work with students
- assist students in planning the best possible academic and co-curricular program
- conduct seminars on various topics (e.g., adolescent development, substance abuse)
- serve as a resource to parents
- determine effective strategies to support students.

The *School Nurse* is available to:

- administer medical care.

- administer the distribution of prescription drugs.
- provide confidential counseling on health-related issues.
- answer student questions regarding health and wellness issues.

The *Athletic Director* is available to:

- work in collaboration with the College Counselors to provide guidance and support to student athletes
- serve as the liaison between the Athletics program and home
- address student and parent concerns regarding athletic programs if they have not been satisfactorily addressed by the coach.

THE BISHOP EUSTACE HONOR CODE & COMMUNITY STANDARDS

The primary purpose of the Honor Code is to promote the values included in the Bishop Eustace Mission Statement - to prepare all students to realize their unique potential through spiritual growth, Christian service, education, and personal development. The Honor Code encourages students to think about and act on the values of respect, honesty, and courage. As such, it represents the fundamental ideals upon which the student body strives to have within the Bishop Eustace community.

The Bishop Eustace Honor Code elaborates the highest ideals of our community. However, while the Honor Code courses through all aspects of school life, it does not regulate, detail, nor rule on all indiscretions. The following community standards are an essential part of the Bishop Eustace community. A violation of these standards interferes with the educational process, will not be tolerated, and will be considered a serious offense.

1. *Members of the community must be honest in all matters.*

Dishonesty is a very serious matter. Plagiarism, cheating on a quiz or test, copying someone else's homework, lying, and stealing are considered dishonest acts.

2. *Members of the Community will interact with each other on a daily basis in a manner that is characterized by respect for, and understanding of, the rights of others. Students are expected to act as ladies and gentlemen. Everyone has the right to feel safe on the Bishop Eustace campus.*

Always treat others with verbal and physical restraint; this means no fighting or indulging in cruel teasing. Cultural, racial, personal, or religious slurs will not be tolerated at any time, in any grade. Abuse of any kind will not be tolerated. Hazing, sexual harassment, physical harassment, verbal harassment, coercion, and assault

are all considered to be abuse. The possession and/or use of any weapon will result in the immediate expulsion of the student.

3. *Members of the community must respect the campus, school property, and the individual property of all its members.*
4. *Members of the community must refrain from the use or possession of illegal substances on campus or at any school activity off campus.*

Tobacco in any form, alcoholic beverages, and all illegal drugs are considered to be illegal substances. Please refer to the Drug and Alcohol Policy in this handbook.

5. *Members of the Community must refrain from any action that may be judged prejudicial to Bishop Eustace, whether at school or elsewhere, or brings discredit or embarrassment to Bishop Eustace through inappropriate public behavior.*

Please refer to the “Discipline Policy” section of this handbook for the consequences of violating these community standards.

ACADEMICS

ACADEMIC HONESTY POLICY

We believe that honesty is a moral demand of our faith in God. Secondly, honesty in academic work is necessary both for the effective intellectual development of the student and for the effective evaluation of his or her performance. Because of this, Bishop Eustace cannot and will not tolerate academic dishonesty.

DEFINITION OF ACADEMIC DISHONESTY:

Academic dishonesty occurs when a student submits work that is not his or her own, utilizes resources that are not permitted, or that violates the assignment or assessment procedures given by the school or the teacher.

The following are examples constitute academic dishonesty. This list is not to be considered inclusive and the school reserves the right to determine the merit of individual instances of alleged academic dishonesty:

1. **Plagiarism** - The use of language, ideas, or thoughts of another as if it were one’s own original work.
2. **Copying** another student’s answer in tests or examinations, laboratory work or class assignments.
3. **Communicating** answers during in-class examinations. This includes, but is not limited to, all types of electronic communication.
4. **The use of any types of unauthorized material or devices.**

5. Attempting to secure a future assessment.
6. Being in possession of a teacher's answer key or other unauthorized materials.
7. Resubmission of old work, even though the student's own, for a new course without permission from the new instructor; submission of the same paper in two courses without specific authorization from both faculty members concerned.
8. Impeding the academic progress of other students, including, for example, unauthorized removal or misplacement of library materials, theft, or damage to equipment, and stealing or defacing another student's work.
9. Knowingly and willfully giving any type of one's own work to another student to hand in as that student's own work. This includes any work a student may have completed in previous years at Eustace.
10. Knowingly and willfully taking anything from a teacher's desk to use in any form will be considered academic dishonesty.
11. Knowingly and willfully handing in another student's work from a previous year as one's own work with or without the other student's knowledge.
12. Knowingly and willfully changing answers on an answer sheet during a review of the answers by a teacher with the class.

ENFORCEMENT

The teacher will meet with the student and the Principal to discuss the infraction. An initial grade of 0 (no credit) will be entered in the gradebook for the assignment. For a first offense, and at the discretion of the Principal, one of the following may be offered: the student may resubmit the assignment for partial credit, or the student may complete an alternate assignment for partial credit. For a subsequent offense, the grade of 0 will remain. For a third offense, the student may be subject to dismissal. **However, a specific act of academic dishonesty that is particularly flagrant may result in immediate dismissal.**

This may also affect eligibility for co-curricular activities (sports and clubs). A report of the incident will be submitted to the Principal. In addition, if the student is a member of National Honor Society or a departmental honor society, the faculty moderators will be informed of the incident. A conference involving the student, parent, counselor, teacher, and Principal will be held to discuss the severity of this infraction.

ADVANCED PLACEMENT EXAMINATION REQUIREMENT

Bishop Eustace requires that all students taking Advanced Placement courses shall take the Advanced Placement examination.

MIDTERM AND FINAL EXAMINATIONS

Overview: To better prepare students for the academic rigor of college, and to evaluate

long-term student performance, the faculty of Bishop Eustace Preparatory School will administer midterm and final examinations to assess their students' learning of content taught throughout the course.

Unless otherwise communicated, midterm and final exams will be administered during school wide examination periods that will be incorporated into the school calendar published at the start of the academic year. Dates and times for specific exams will be set and communicated by the Principal in advance of the midterm or final exam period.

Midterm examinations will be administered to all students at each grade level in all their academic courses.

Final examinations will be administered to all students grades 9-11 in all of their academic courses, unless a student qualifies for a final exam exemption as described below.

Exemptions from final exams:

- Final exams will not be administered to graduating Seniors.
- Juniors who meet **all three** of the following criteria will be exempt from taking a final exam in a course:
 - The student must have earned a grade of 93% or higher for semester 1 in that course.
 - The student must have earned a grade of 93% or higher for quarter 3 in that course.
 - The student must maintain a grade of 93% or higher through the midpoint of quarter 4 in that course. The date for the midpoint of the course will correspond to the date shown on the school calendar.
- Freshmen and Sophomores will not be exempt from final exams, regardless of their academic performance, unless a course they are taking does not administer a final exam.
- At the discretion of the Department Supervisor and Principal, certain courses may not be required to administer a final exam or may substitute an appropriate cumulative activity.

Grading: Exams will appear as a separate grade on students' report cards and will count for 20% of the semester grade. Each quarter grade will count for 40% of the semester grade.

COURSE TRANSFERS

We understand that there are situations in which, for legitimate academic reasons, it is necessary for a student to change course levels or drop a course entirely from their schedule.

Students who want to propose a schedule change must meet with the school and/or college counselor no later than the end of the second cycle of the first quarter to determine definitively whether such a change is in the student's best interest. The student's parent must also be involved in the decision to change or drop a course from their child's schedule.

GRADING POLICY

Grade Point Averages (GPA) are based on the final grades received and the credits earned. The average is computed by dividing the total number of quality points earned by the total number of credits earned. Quality points are calculated by multiplying the point equivalent by the credits earned per course. *All subjects assigning numerical grades are considered when computing the GPA.* Bishop Eustace does not rank students.

Grading Scale with weighting

Grading Scale	WEIGHTED POINT EQUIVALENT PER CREDIT		
	College Prep	Honors	A.P. [®]
97-100	4.5	5.0	5.5
93-96	4.0	4.5	5.0
89-92	3.5	4.0	4.5
85-88	3.0	3.5	4.0
81-84	2.5	3.0	3.5
77-80	2.0	2.5	3.0
74-76	1.5	2.0	2.5
70-73	1.0	1.5	2.0
< 70	0.0	0.0	0.0

I = Incomplete Ex = Excused (Medical) W = Withdrawal

GRADUATION ADDRESS POLICY

At graduation, one student delivers the Welcome Address, and one student delivers the Farewell Address.

The selection process to determine the students who will deliver the addresses at graduation is as follows:

During the second semester, the five students with the highest weighted grade point average at the end of their seventh semester at Bishop Eustace will be invited to deliver speeches to a panel of judges. The panel will select the students to deliver the Welcome and Farewell addresses.

HONORS AND ADVANCED PLACEMENT PROGRAMS

Honors courses are offered in English, History, Mathematics, Science, and World Languages. Advanced Placement® courses are available in English, Fine and Performing Arts, History, Mathematics, Science, Technology and World Languages.

INCOMPLETE GRADES

Students will have ten (10) school days from the end of each marking period in which to complete the course work for subjects in which they received an incomplete grade. At that time, if the Principal has been notified that the course work has not been completed, the student will receive a failing grade for the marking period. Determination of the completion of all incomplete grades will be made by the Principal.

NATIONAL HONOR SOCIETY

To be invited to apply to the Rev. Marco Martorelli, S.A.C. Chapter of the National Honor Society, a junior or senior must have earned a weighted, unrounded GPA of 4.0 or higher. Students are evaluated after 4 semesters (upon completion of sophomore year) or after 6 semesters (upon completion of junior year). Once invited based on scholarship, students must fill out an application to demonstrate outstanding leadership, character, and service. As members of the National Honor Society, students are expected to maintain their academic standing and activity involvement, as well as the obligations of the society.

If the weighted, unrounded GPA of an NHS student falls below 4.0, the student will be placed on Academic Probation for a semester. If the student's weighted, unrounded GPA is still below a 4.0 after the probationary period, the student will be eligible for dismissal from NHS.

If any member of the National Honor Society is suspended, he or she will meet for a hearing with the Faculty Moderators and Principal to discuss the suspension and determine if the student's conduct warrants probation or dismissal from NHS.

COLLEGE AND GUIDANCE COUNSELING POLICIES

BISHOP EUSTACE CEEB/ACT code number: 310770

OUR PHILOSOPHY

As a college preparatory school, student development is our top priority. Our college and school counselors work closely with Bishop Eustace students to help them navigate high-stake pressures and make concrete, lasting decisions for college and beyond.

CODE OF ETHICS

Bishop Eustace Preparatory School's college counselors are members of the New Jersey Association for College Admission Counseling (NJACAC), Camden County Counselor Association, Mid-Atlantic Regional Counselor Association (MARC), and comply with the National Association of College Admission Counseling (NACAC) Code of Ethics and Professional Practices (CEPP).

Highlights of CEPP:

- We will not endorse more than one early decision application per student, per application cycle, and we will not support more than one admission deposit. A student's final transcript will only be sent to the one college where he or she is enrolled. If a student withdraws from a college and accepts a waitlist offer at another school, we will need confirmation of the student's withdrawal before sending a final transcript to a second school.
- Students, families, and Bishop Eustace staff have a shared ethical responsibility in the college process. It is unethical to submit false, plagiarized, or fraudulent statements on applications or other documents. Students will sign statements on their college applications stating that all of the information is honest and accurate and that all of the writing is their own.

THE BISHOP EUSTACE TRANSCRIPT AND APPLICATION PROCESS

STUDENT TRANSCRIPTS

- An individual student transcript contains a record of courses taken, credits earned, and final marks earned in all courses in grades nine through eleven (final grades). Exam, Quarter or Semester grades are not included, with the exception of senior year semester 1 transcripts required as part of the college application process.
- AP and Honors courses taken by a student are denoted as such on his or her transcript.
- The Bishop Eustace transcript also includes the student's cumulative and yearly GPA.
- Student's GPA(s) from other schools he or she attended are not combined with the GPA earned for courses completed at Bishop Eustace.
- Bishop Eustace does not rank students or report class ranking.
- The Bishop Eustace transcript does not include standardized test scores. Students must arrange for their test results to be sent directly to colleges from the testing agency or report them on their college applications.
- The school issues official transcripts to colleges, the NCAA Eligibility Center, and summer programs on your behalf. If a student leaves Bishop Eustace and transfers to

another school, the school will send their academic transcript directly to the student's new school.

- **UNDER NO CIRCUMSTANCES WILL AN OFFICIAL TRANSCRIPT BE PROVIDED TO A STUDENT OR A PARENT.** For the protection of individuals and the school itself, official transcripts will be conveyed directly from institution (Bishop Eustace) to institution (college or university to which student applies).
- A student may request an unofficial transcript as needed. For example, prospective student athletes typically send coaches an unofficial transcript by request. These transcripts will not be signed or carry the school seal; however, the academic reported information is identical. If you need to request a copy of your most current unofficial transcript, please email Ms. Kovencz (akovencz@eustace.org).

COLLEGE APPLICATIONS

The College and School Counseling Office encourages students to apply to their colleges electronically. All students must submit their requests for transcripts, which includes all supporting information from their counselor, online using the Naviance website. Exceptions to this are colleges that require students to submit the Self-Reported Academic Record (SRAR) or Self-Reported Test Scores. The student is responsible for completing and submitting the SRAR and/or SRTS to the colleges.

When a student applies to college, the College and School Counseling Office will submit the entire high school academic record. This includes the transcript and the school profile. If a student enters Bishop Eustace after the start of ninth grade, the counselling office will check that the student's official (signed and dated) transcripts from the previous school(s) are on file.

Seniors who would like to send their first quarter grades to colleges they applied to must request them from Ms. Kovencz by email (akovencz@eustace.org). Our office does not send first quarter grades unless requested. Mid-year grades are automatically sent to all colleges a student has applied to, so there is no need to request them.

APPLICATION PROCESS TIMELINES

As one might imagine, the volume of applications processed by the College and School Counseling Office is substantial and the investment of time and energy in each is considerable. Consequently, a policy has been set by the College and School Counseling Office regarding timely submission of applications. Students must complete each of the following steps in the process and adhere to all specified deadlines.

- The completion of an online transcript request via the Naviance website.
- Counselor letters, courses in progress, and school profiles will be sent with each transcript that has been requested. This works most efficiently with online applications
- Every transcript request must be submitted at least ten (10) working school “letter days” before it is due. Putting together college applications is a time-consuming process and it is necessary to allow a significant time span to assure that this is done thoroughly and professionally. It is possible that an application will leave our office in less than ten working letter days; however, this policy must be respected to assure that no applications miss their intended deadlines.
 - For example, consider a student who is applying Early Decision (ED) with a December 1 deadline. Since school is closed for a substantial period of time at the end of November for Thanksgiving break, those off days are not counted in the application processing time. Consequently, an application that is due to the college on December 1 must be submitted to us the second week in November to allow for the ten working letter day period.
 - This becomes even more challenging for the January 1st and 15th application deadlines. Since many colleges use the New Year’s date as their deadline, we will require an even longer period of “prep time” to assure timely and professional completion of applications. School will close for Christmas break and will not reopen until early January. As a result, **TRANSCRIPT REQUESTS AND APPLICATIONS WHICH STUDENTS DESIRE TO HAVE SENT BEFORE THE CHRISTMAS BREAK (i.e., for a January 1st or 15th deadline) MUST BE NO LATER THAN MONDAY, DECEMBER 13, 2021.**
- Seniors are responsible for keeping their college application lists on the Common App and Naviance updated. Incorrect deadlines could result in materials not being sent promptly. If a student’s transcript and recommendations have been submitted to a college, and then the student changes his/her mind about applying, he or she cannot remove the college from the application list on Naviance; this can only be done by the student contacting their college counselor.
- If a student submits an application over the summer, he or she should make this known to the College and School Counseling Office as soon as possible after the start of school. The office staff and counselors have no way of knowing whether a college has received a student’s application over the summer, as individual schools do not inform Bishop Eustace of this. In most cases, colleges do not even begin reviewing applications until mid-September, so we do not recommend submitting college applications during the summer. Students must submit a Naviance System Transcript Request. By doing so, the student authorizes us to send requisite supporting materials for the individual applicant: the counselor’s letter of recommendation, a

copy of the student's official Bishop Eustace transcript with senior courses and a copy of the school profile.

- Certainly, the earlier an application transcript request is submitted, the quicker it will "get into the system." Counselors will not alter the queue for requests submitted late—each individual request will be processed in the order it is received. Once a request has been completed and sent out, the office will note the date in Naviance. Students can log on at any time to note the status of the request. If a student has a concern about his/her application(s), they should reach out to their college counselor or the office assistant.

TEACHER RECOMMENDATIONS

Students will need to request two teachers by the end of their junior year to write recommendations. (This process will be discussed in detail in Junior Seminar.) Teachers will upload their recommendations to Naviance in the fall of senior year, and Bishop Eustace's college counseling staff will submit the letters, along with the student's transcript and Bishop Eustace's school profile, to colleges. We can only submit recommendations from Bishop Eustace teachers and college counselors. If students have another recommender from a job or internship, he or she can add that person to the "Other Recommenders" section of the Common Application, or the recommender can send their letter directly to the college on your behalf.

The recommendation letter submitted by the counselor is extensive and substantial. The letter provides a developmental view of the student as an achiever and as a person. Because of the importance of these letters in the admissions process, our office takes recommendations quite seriously—and they are sent even when the college or university does not require them.

ATHLETIC RECRUITMENT

We understand the prospective student athlete process is important for many students playing a sport at Bishop Eustace. It's important when discussing college options that the student, coach, and the athletics office communicate with one another, and information is shared. Regardless of the sport, a student must be academically admissible to the college/university first. The College and School Counseling Office is responsible for the following, as it relates to athletic recruitment:

- When college coaches contact students to request the high school transcript, students will need to email Ms. Kovencz (akovencz@eustace.org) who will email the

student an unofficial transcript. This allows students to be informed and in control of their recruitment process.

- Any student who would like to be eligible for NCAA Division I/II must register with the NCAA Eligibility Center. After a student registers, we will send his/her official transcript to NCAA at the conclusion of the junior year. Please note that every high school a student attended must submit an official transcript following his/her junior year.
- Students must also submit official test scores from ACT or College Board to the NCAA (the College and School Counseling office does not send the test scores; the student is responsible for sending them).

COLLEGE ADMISSIONS VISITORS TO BISHOP EUSTACE

Bishop Eustace is proud to welcome representatives of individual colleges and universities during the fall. Announcements of these visits will be made daily via BETV, posted in myEustace, and on the Naviance homepage under the Colleges tab. Students interested in attending a college visit must register through Naviance. These meetings are important, especially for colleges that track demonstrated interest, as students often have the chance to meet one of the people who will read his or her application and advocate for you in the admissions process.

- Seniors and juniors may ask to miss class to meet with college representatives. Students must complete a permission form with the teacher's signature. Permission forms are available in the College and School Counseling Office. Counseling office staff cannot give permission to miss class provide an excuse note.
- Ninth and tenth graders are not allowed to miss class for these meetings but are welcome to attend during a free period or lunch period.
- If it is not possible for a student to attend a college meeting because of class commitments, they may schedule a follow-up meeting with their college counselor or have one of their friends secure some information from the representative on his or her behalf.
- In addition to visits to Bishop Eustace, there are college fair programs in the evening at certain schools (Camden Catholic has one in September); the College and School Counseling office will share information about these events on MyEustace as they become available.

MISSING SCHOOL FOR COLLEGE VISITS

Students are urged to schedule visits to colleges during weekends and breaks, especially spring and summer breaks of junior year. Students who miss school for the purposes of a college visit will be required to complete all missed assignments and assessments upon the return as per the school's school absence policy.

LEARNING DIFFERENCES AND MEDICAL DISCLOSURES

In cases of learning differences and medical issues, it is up to the student and their family to decide what information, if any, should be released to colleges. The school must have parents' permission to disclose any such issues to colleges in the school's letter of recommendation. Please discuss any concerns with the student's college counselor, who will provide guidance about whether to share personal information with colleges.

INDEPENDENT COLLEGE COUNSELORS AND EDUCATIONAL CONSULTANTS

Students are encouraged to work closely with their Bishop Eustace college counselor to address any concerns before hiring an outside counselor. A student's counselor is best positioned to judge a student's likelihood of admission and to help a student prepare the strongest application possible, particularly with respect to the details of the Bishop Eustace experience. Through our close work with students on their college applications, we get to know them very well, which strengthens our letters of recommendation.

If a student does choose to work with an outside counselor, please inform the student's college counselor so that he or she can work in partnership to best serve the student. Regardless of outside counselling resources, students are still required to meet with their assigned college counselor regularly and attend Junior Seminar.

STANDARDIZED TESTING

SAT AND ACT

Standardized tests such as the SAT and ACT yield data that many colleges use as they evaluate students for admission. The College Counseling Office will provide the published testing dates for the SAT and ACT at the beginning of the school year to all students and families. Students are responsible for scheduling their test dates, test locations, and payment. Students should also be mindful of the deadline dates to register for each test. Students are responsible for sending official score reports from testing agencies to colleges; we do not report test scores to colleges.

Students should consult their college counselor for guidance regarding whether the ACT, the SAT, or both are appropriate to their college application plans.

PSAT

The PSAT 8/9 is offered to freshmen students in the early spring each year. The PSAT 8/9 shows students how far along they are in developing the skills they need for college. It provides a baseline to measure a student's progress as they move through high school, as well as pinpoints the areas most in need of improvement.

The PSAT/NMSQT is offered to sophomores and juniors in the fall each year. For sophomores, this exam is purely for practice. For juniors, in addition to added practice, this exam will help determine possible eligibility for National Merit Scholar recognition. The PSAT/NMSQT will not show up on student transcripts. The PSAT/NMSQT does provide students with an excellent baseline of strengths and areas for improvement.

PREACT

The PreACT is designed for 10th grade students and is offered to sophomores in the spring. The PreACT measures a student's college readiness skills, and the score can be used to predict how a student is likely to do if they take the ACT as a junior. Students will receive a hard copy of their score report as well as their test booklet before the end of the school year for review.

THE ADVANCED PLACEMENT EXAM

The Advanced Placement ("AP") Program offered by Bishop Eustace through the College Board provides opportunities for bright, motivated students to enroll in college-level courses while still in high school. Through the AP Program, Bishop Eustace students are potentially able to earn college credit, advanced placement standing in various subjects or both at the college/university they will attend. AP courses are designed to provide a one-semester, introductory college level class in the subject over the course of a full year of high school. The exception to this is AP Calculus BC, which includes two semesters of college level calculus.

Students completing AP courses at Bishop Eustace earn additional "quality points" used in the determination of their GPA.

Currently, Bishop Eustace offer courses in AP Biology; AP Calculus AB; AP Calculus BC; AP Chemistry; AP Computer Science; AP English Language and Composition; AP English Literature and Composition; AP Environmental Science; AP European History; AP Human Geography; AP Music Theory; AP Psychology; AP Physics 1; AP Physics C; AP Statistics; AP United States Government and Politics and AP United States History.

Student academic performance in AP course is measured through the administration of AP examination by the College Board in May of each school. AP examinations are administered over a two-week period, during which students are required sit for the AP Examination in each AP course they have taken that year. Students are responsible for exam fees. **Any student who enrolls in AP courses is required to take the AP Exam.**

AP Exams are scored by the College Board. Student performance is reported on a numerical scale from 1 (lowest) to 5 (highest). Information about the content of and preparation for AP Exams will be supplied to students by their AP course teachers. The College Placement and

Guidance Office will share information about registering for AP Exams, the AP Exam test calendar and test sites on campus.

The AP Testing Program at Bishop Eustace is administered through the College Placement and Guidance Office under the direction of Ms. Eitner who serves as the AP Testing Coordinator. For further information Bishop Eustace's AP program, please contact Ms. Eitner at jeitner@eustace.org or x404.

SCHOOL COUNSELING

FRESHMEN YEAR

Freshmen students meet with their School Counselors for eight mandatory sessions throughout the year. Students may also participate in optional group sessions in the spring, as well as individual sessions as needed. Mandatory sessions include rapport building, Naviance registration, exploration of learning styles and study skills, GPA calculations, goal setting, exam taking tips, course selection and PSAT 8/9 review. Optional sessions focus on socio-emotional topics.

SOPHOMORE YEAR

Sophomore students meet with their School Counselors for five mandatory sessions throughout the year and are encouraged to participate in optional socio-emotional groups in the spring. Mandatory sessions include goal setting, career exploration, resume building, PSAT review, and course selection.

JUNIOR YEAR

Junior students meet with their School Counselors for mandatory individual check-ins at least once per semester. They also meet for mandatory course selection. Juniors are encouraged to participate in optional socio-emotional groups and to meet with their counselors for individual sessions as needed. (These sessions are in addition to the meetings with students' College Counselors).

SENIOR YEAR

Senior students meet with their School Counselors for mandatory check-ins at least once per semester. Counselors are available throughout the year for individual sessions as needed.

COURSE SELECTION PROCEDURES

All Freshmen, Sophomore, and Junior students are required to meet with their school counselor during their designated course selection period, which are schedule before the spring holiday break. Counselors will set up sign-ups for students to schedule course selection appointments in

the Counseling Office. School and College Counselors will work in conjunction with one another in assisting students with selecting courses for their schedule.

SOCIO-EMOTIONAL GROUPS

At least two optional socio-emotional groups or workshops will be offered by the school counselors during the spring semester. Students at all grade levels, as well as parents, will be informed of topics, dates, and times each spring; topics may vary each year, depending on current student needs. Topics may include, but are not limited to, stress management, self-esteem, wellness practices for self-care, and challenging negative thoughts.

CHILD STUDY TEAM/SERVICE PLAN PROCEDURES

Incoming students with previous service plans will be provided with the necessary paperwork to complete to be evaluated for eligibility to continue with a service plan. Evaluations are provided through the Camden County Educational Services Commission. Qualifying students receive three main accommodations: preferential seating, additional time on tests/quizzes, and notes ahead of time when available. Any further accommodations are strictly on a case by case basis, to be determined by the Child Study Team.

The CCESC requires all qualifying students to participate in Supplemental Instruction once a week; students meet during a prep on a scheduled day to receive extra instruction in academic challenge areas, and cases are reviewed annually. Students may not opt out of supplemental instruction or services. Parents may decline participation in services in writing after consultation with CCESC and the School and College Counseling team. This request must be provided in writing.

If a student who receive supplemental instruction does not attend their scheduled appointment, it will be treated as a class cut by the school administration. Repeated failure to attend the scheduled appointment time may result in the loss of services.

The School and College Counseling Office will continue to email students and parents in advance with the time they are scheduled to meet with the supplemental instructor, and homeroom teachers will also receive appointment reminders to distribute. If students do not arrive within the first 5 minutes of class, the administration will be notified.

STUDENT REGULATIONS AND CODE OF CONDUCT

ARRIVAL

All Bishop Eustace students, regardless of grade level or schedule, are expected to begin their day by attending their scheduled homeroom at 8:10 AM.

- a. No students are permitted to arrive on campus before their designated arrival time. Once students arrive on campus, they are required to remain on campus in their designated area until the end of the school day.
- b. Prior to 8:00 AM, students arriving on campus should report to Crusader Hall. No students are to enter other school buildings before 8:00 AM. Breakfast is available for purchase beginning at 7:30 AM each day.
- c. A student arriving between 8:10 and 8:30 is to report to Crusader Hall for late sign in.
- d. A student arriving after 8:30 AM is to report to the Attendance Office in the Library.
- e. Students are to be wearing their student ID card and fob on their designated class lanyard at all times when on campus. Students who do not have their student ID are to report directly to the Attendance Office in the Library for a replacement. If a lanyard or ID is lost, it must be replaced for a cost of \$5.00.
- f. No student may leave campus without written permission from the Principal. Any student who leaves campus without written permission may not return to the campus that school day and shall be subject to discipline.
- g. Students are **not** permitted to go to their cars during Bishop Eustace day without explicit and written permission from the Principal.
- h. Students are expected to stand and show the proper respect during morning prayer and the Pledge of Allegiance. This includes students in locations other than homerooms (i.e., hallways).
- i. Students must honor all appointment notices received.

HALLWAYS

Students are permitted to be in the hallways only during passing time and must follow directional signage and use only entrances and exits designated for student use.

CLASS TIME

- a. Students **must** be on time for their assigned classes.
- b. Students are to remain in class for the **entire** scheduled period.
- c. Students must place their phones in the designated phone storage space upon entering each classroom.
- d. Any student asked to leave class for a disciplinary reason must report immediately to the Office of the Principal. If the Principal is not available, the student **must** wait in the office. After a conference, the student may be detained. This regulation also applies to dismissal from the Library/Resource Areas, Crusader Hall, and the Field House.

PREP TIME

- a. Students are not permitted to be in any space to which they have not been assigned (whether that is a classroom, the cafeteria, an office, or the Field House) at any time, including after school, without written permission from the Principal and supervision.
- b. Time spent outside is restricted to the quad, Crusader Crossing and the bench area outside the Library at the discretion of the Principal.
- c. Seniors have the privilege of using the senior picnic area during lunch and prep time at the discretion of the Principal.
- d. Students must cooperate in keeping Bishop Eustace campus clean and tidy.
- e. Scheduled conferences and resource assignments are treated the same as classes.
- f. Students are not permitted in parking lots without an official pass from the Principal.
- g. Recreational activities of any kind must be approved by the Director of Student Activities
- h. Students must comply with the passing time regulations.

CODE OF CONDUCT

- a. Students are not permitted to leave the campus during school hours without the written consent of their parents or legal guardians and written approval by the Principal. Students must obtain a pass from the Attendance Office in the Library prior to leaving campus.
- b. Students are not permitted to bring guests on campus at any time without written permission from the Principal or Head of School.
- c. Students are not permitted to use profanity or vulgar language on campus, at school events or via social media.
- d. Public displays of affection are not permitted on campus.
- e. Students are always required to have ID badges and fobs properly displayed on their class lanyard and visible during school hours. The ID must be given to any school employee who requests it.
- f. Advertisements, notices, or displays of any kind must be approved and stamped in the Office Student Activities before they are posted on the bulletin boards or distributed. They are to be taken down when outdated.
- g. School bus misconduct will be dealt with by the Principal and will result in a reconsideration of a student's bus privileges.
- h. Faculty mailboxes and desks are always off limits to students.

ATTENDANCE POLICY

This Attendance Policy applies to all days that school is in session, including any days that students may be attending virtually. The Principal will re-evaluate the enrollment of any student who accumulates more than 10 absences per semester. **Students must contact their teachers on the day they return to school to plan to complete assignments missed during their absence.** Any student in attendance fewer than four full periods on a day will be marked absent for that day. **If a student is absent, he/she may not participate or attend any co-curricular activities on the day that they are absent without permission from the Principal.**

A parent/guardian must contact the Attendance Office before 8:00 AM on the day a student will be absent from school. A call must be made each day that a student is absent. If the parent/guardian fails to call, Bishop Eustace will notify the parent/guardian.

A student who is absent for three (3) consecutive days must bring a physician's note to the Attendance Office in the Library.

LATENESS POLICY

Any student arriving at school during a scheduled class must report to that class immediately after signing in at the Attendance Office in the Library. No student will be admitted to school late without parental acknowledgement (except bus late). Students will be subject to disciplinary action and exclusion from extracurricular activities if they accrue an excessive number of unexcused absences or tardiness.

Please Note: If weather or traffic is bad and/or buses are late, the Principal will determine if late arrivals will be excused.

EARLY DISMISSAL POLICY

We know that students may have to leave school early for a medical appointment or other important business. The procedure to request an early dismissal is as follows:

- a. A note signed by parent/guardian stating the reason and time for the early dismissal must be given to the Attendance Office in the Library during the homeroom period.
- b. Parent/guardian must pick up and sign out the student or indicate in the note that the student must drive himself or herself.
- c. Documentation is required upon return.

SICKNESS DURING THE DAY

Any student who becomes ill during the day is to report to the Nurse's Office, who will determine the course of action to be taken. Students may not call home to request a parent/guardian to pick them up because of illness. Only the nurse may send a student home because of illness.

Please note: Students sent home may not return to School to participate in co-curricular activities on that day.

DRESS CODE FOR STUDENTS

Students are expected to maintain a neat and proper appearance during Bishop Eustace day, reflecting pride in themselves and their School. The following guidelines are intended to clarify the standard by which student dress and appearance will be evaluated. Any form of appearance violating the standard of neatness and cleanliness is subject to sanction.

Students should be aware that all faculty will check for dress code violations and will report students who are in violation of the dress code requirements to the Principal. Dress code is in effect for all students until the official end of Bishop Eustace day.

Dress Code violations will be addressed by the Principal. Continued disregard for the Dress Code may lead to suspension.

YOUNG MEN

A white dress shirt with Bishop Eustace monogram, tie, uniform pants, belt, socks, and school shoes must be worn every day. All young men are to wear the Bishop Eustace black V-neck sweater or black school vest on the dates designated for winter dress code. Young men have the option of wearing the Bishop Eustace polo shirt in lieu of the white dress shirt and tie on days designated for summer dress code, except for days when a liturgy program is scheduled.

- a. Only a plain white shirt may be worn under the dress shirt. The tail of the shirt must always be tucked into the pants. Shirt cuffs must be buttoned, and sleeves unrolled.
- b. Hat, caps, etc., may not be worn in buildings at any time.
- c. Hair must be neatly trimmed above the collar of the shirt; students who wear longer hair for cultural reasons must secure their hair above the collar of the shirt.
- d. Shoes must be worn properly at all times, that is laces must be tied, and the foot must be fully within the shoe.
- e. Earrings, other piercings, and visible tattoos are prohibited for young men on campus, including Dress Down days.
- f. Young men must be clean shaven.

- g. Male students posing for their Senior Portrait must be clean-shaven and are not permitted to wear earrings. Violators will be billed for the cost of correcting the photo.

YOUNG WOMEN

A Bishop Eustace monogrammed white blouse, uniform skort, black solid tights and school shoes must be worn every day. All young women are required to wear either the pink vest or the black V-neck sweater on the dates designated for fall and spring dress code, and the black V-neck sweater on the dates designated for winter dress code. Young women have the option of wearing the Bishop Eustace polo shirt in lieu of the white blouse on days designated for summer dress code, except for days when a liturgy program is scheduled.

- a. Skorts must be *no shorter than 5 inches above the knee*. Uniform pants are optional in place of the skort.
- b. Young women may not wear tights which have runs or tears in them. Tights can be purchased in Bishop Eustace store.
- c. Blouses must always be tucked in to the skort. Blouse cuffs must be buttoned, and sleeves unrolled.
- d. Shoes must be worn properly at all times, that is laces must be tied, and the foot must be fully within the shoe.
- e. Accessories, such as excessive jewelry, scarves, and pins, are not permitted. Two pair of non-pendant earrings may be worn. No other piercings are permitted.
- f. Visible tattoos are prohibited for young women on campus, including Dress Down days.
- g. Young women wearing yoga/exercise pants on campus at any time, including Dress Down days, *must wear a tunic top that extends to mid-thigh*.
- h. Hair style should be appropriate for school. Only natural color hair is acceptable.

FOR BOTH YOUNG MEN AND YOUNG WOMEN

- a. Students may wear school pins reflecting co-curricular interests.
- b. The only jacket permitted to be worn in school-buildings and classrooms during Bishop Eustace day is the Bishop Eustace fleece.
- c. **Bishop Eustace shall regulate the dress of students at all School-sponsored events and activities.** All clothing must conform to the Church's view of modesty.

LOST AND FOUND

- a. Students are responsible for securing all valuables. Bishop Eustace is not responsible for items that are lost or stolen.
- b. All articles or money found on school property must be turned in to the Library, where they will be held for three days prior to notification being sent to the community.
- c. Students should print their names on items they bring to school.
- d. Students receiving notice of “found” items should report to Lost and Found in the Library. Bishop Eustace will deem all items not claimed as unwanted and will dispose of the all unclaimed items after two weeks.

STUDENT PARKING AND DRIVING REGULATIONS

Student parking is considered a privilege and not a right. It may be revoked at any time. Parking is at the driver’s own risk. Bishop Eustace assumes no responsibility for any cars parked at Bishop Eustace; however, Bishop Eustace reserves the right to search for and confiscate any illegal substances.

- a. Only students with a parking permit can park their cars on campus.
- b. Parking permits must be displayed on the rear-view mirror with the number side facing out.
- c. Students who park on campus without the permission of the Vice Principal are liable for disciplinary action and a fine.
- d. All traffic signs and traffic directives on campus must be obeyed.
- e. **Student drivers who violate the speed limit or engage in dangerous behavior while driving on campus are liable for disciplinary action and revocation of driving privileges.** Parents will be notified.
- f. Parking off-campus is subject to local township ordinances.

DISCIPLINE

DISMISSAL (EXPULSION)

Conduct meriting expulsion will include, but is not limited to, the following:

- a. Any student found in possession of any type of weapon or illegal substance is liable for expulsion.
- b. Any student whose out-of-school conduct, including electronic communication and all social media, that brings public discredit to Bishop Eustace is liable for expulsion.

- c. Any student tampering with fire alarms or fire extinguishing equipment is liable for expulsion.
- d. Any student who incurs two suspensions in single school year is liable for expulsion.
- e. Any student who makes inflammatory statements about the racial/ethnic background of another student or one who harasses or abuses another member of the community is liable for expulsion.
- f. Any student found guilty of a serious breach of the principles of Christian morality in speech, writing or action is liable for expulsion.
- g. Any student found guilty of defacing school property is liable for expulsion.
- h. Any student who contributes to a non-school sanctioned publication (print or electronic) that is divisive or defaming to any member of the community or the community itself is liable for expulsion.
- i. Any student who records or takes an image of any other student, faculty member, administrator, or staff member without that person's consent is liable for expulsion.
- j. Any student whose behavior is deemed inimical to the good order and mission of Bishop Eustace.
- k. In certain circumstances, a parent's behavior that is deemed inimical to the good order and mission of Bishop Eustace may result in the dismissal of their child(ren) from the school.

Before any student is dismissed for disciplinary reasons, the Vice Principal will investigate the incident. The Vice Principal will inform the Principal of the entire disciplinary situation. The Principal shall consider the violation, the student's past disciplinary record and any other matter deemed relevant. An investigatory conference meeting with the student and parent/guardian(s) will be convened when the parent/guardian(s) are available. The Principal, Vice Principal and the student's school counselor will be present at the meeting. Under no circumstances shall the Rector be present at that meeting.

Following the meeting with the parent/guardian(s) and the findings of the investigation, the Principal will determine if dismissal is warranted. The Principal will advise the student and parent/guardian(s) of the decision.

The Principal's decision may be appealed to the Rector. The appeal of a student's dismissal from Bishop Eustace must be made by the student and parent/guardian(s) in writing (not email) and received within three (3) business days of the dismissal. This written appeal should include all evidence or statements the student or parent/guardian(s) wish to present on the student's behalf and should be sent by certified mail, return receipt requested to the Rector, in care of Bishop Eustace's official mailing address.

Upon receipt of a student's appeal papers, the Rector will review those papers and may also review the student's school files, including his/her disciplinary file. The Rector may also, at his discretion, consult with any other school personnel in making this decision. The Rector will then rule on the merits of the student's appeal, with full authority and broad discretion to reject the appeal or to modify, change or reject the decision or actions of the Principal. The Rector will notify the student and parent/guardian(s) of his decision in writing within five (5) business days of the receipt of all the materials that are submitted by the student or parent/guardian(s) in connection with the appeal.

PROBATION

The Principal or his/her designee may place a student that has committed any serious or continual violation of school policy on probation for a specified amount of time. The terms of the probation will be in writing and presented to the student and parent/guardian(s) who will then sign an acknowledgment. Refusal to sign the acknowledgment may be considered a withdrawal from Bishop Eustace.

A student may be placed on disciplinary probation at any point during a school year. At the end of Bishop Eustace year, the individual's discipline record will be reviewed by the Principal to determine his/her continued matriculation at Bishop Eustace. A student may be released from probationary status at the end of Bishop Eustace year if he/she has followed the rules and regulations that govern the student body.

SCHOOL DETENTION POLICY

A teacher may give a student detention for inappropriate behavior in or out of the classroom. A notice of the infraction must be forwarded to the Vice Principal.

All school detentions will be assigned either before or after school and will be under the supervision of the Vice Principal or designee. The date and time of the detention will be assigned by the Vice Principal or designee. The student will be given at least one day's notice before the detention is to be served.

Students must be in uniform for detention. Students must report to detention on time. School activities, sports practice, games, work, or transportation issues are not deemed valid excuses for not serving assigned detention. If the student fails to appear for detention, further disciplinary action will be taken by the Vice Principal.

SUSPENSION

The Principal may suspend a student from school for any conduct deemed to be, at Bishop Eustace's discretion, a serious or continual violation of school policy. Students who are suspended are not permitted on campus for the entire school day. They are also not permitted to participate in after-school activities, whether on or off-campus.

The student and parent(s)/guardian shall be advised orally of any suspension and will also be given written notice of the suspension and reasons for it. Offenses resulting in suspension may include, but are not limited to, the following:¹

- a. Poor Conduct
- b. Repeated Dress Code Violations
- c. Absences/lateness deemed excessive by the administration
- d. Cutting an official school detention
- e. Forging – reproducing a parent/guardian’s signature or altering school records
- f. Cutting class
- g. Vandalism
- h. Theft
- i. Extreme disrespect towards a teacher or peer
- j. Truancy
- k. Leaving campus without permission
- l. Fighting or aggressive behavior
- m. Violation of Personal Electronic Device Policy
- n. Drug/alcohol policy violations
- o. Smoking, vaping, or use of any form of tobacco
- p. Insubordination – refusing to follow a reasonable directive of a Bishop Eustace employee, administrator, or other adult in charge

OFF-CAMPUS CONDUCT

Bishop Eustace is not and cannot be responsible for the off-campus behavior of its students. However, the School may take strong and effective action when the misconduct of its students, on or off campus, is so serious as to threaten the safety and order of the school community or damage the reputation and standing of the school. Therefore, students found to have committed serious acts of misconduct will be subject to disciplinary up to and including suspension or dismissal from school. For information regarding student use of social media, see the policies in this handbook related to acceptable use of technology and use of social media.

SOCIAL RELATIONS POLICIES

¹ Bishop Eustace retains the discretion and authority to impose additional discipline as deemed warranted in the discretion of the Rector and Principal.

ANTI-HAZING

PURPOSE

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type involving students, student groups or any individuals at Bishop Eustace, whether conducted on-campus or off-campus, are inconsistent with the educational goals of the School and are strictly prohibited at all times.

DEFINITION

Hazing is defined by New Jersey Statute 2C:40-3 as a person engaging in any action or situation which knowingly or recklessly organizes, promotes, or facilitates any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury for the purpose of initiation or admission into or affiliation with, or as a condition of conditioned membership in, any organization.

At Bishop Eustace, the term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any hazing activity which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned, whether by an individual or a group, shall be presumed to be “forced” activity, even if the student willingly participates.

RESPONSIBILITY FOR COMPLIANCE

Bishop Eustace does not condone any form of hazing as part of any school-sponsored student activity. All Bishop Eustace students, coaches, and employees are responsible for abiding by this policy, both on-campus and off-campus, including on privately owned facilities and/or property. No student, coach, or employee shall tolerate, permit, condone, plan, direct, encourage, assist, or engage in any form of hazing activity.

GUIDELINES FOR REPORTING POSSIBLE VIOLATIONS

Bishop Eustace encourages students who have been subjected to hazing to promptly report, either orally or in writing, such incidents to the Administration. Any student, coach, or Bishop Eustace employee who witnesses or suspects that hazing has occurred shall immediately report, either orally or in writing, what was witnessed, or the basis for the suspicion that hazing has taken place, to the Administration.

DISCIPLINE AND PENALTIES FOR VIOLATIONS

Bishop Eustace will conduct a prompt, impartial, thorough, and comprehensive investigation all reports of hazing. If the investigation results in a substantiated finding of hazing, the Rector or Principal shall have discretion to take any action which is reasonably calculated to stop the hazing from recurring. This may include imposing appropriate discipline and penalties against both the offending individual(s) who violated this policy and the Academy organization of which they were a member if that organization authorized the hazing in blatant disregard of this policy.

Discipline and penalties of the offending individuals shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal, or expulsion. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

Imposition of discipline by Bishop Eustace does not preclude any criminal penalty which may be imposed for violation of the criminal laws of the State of New Jersey. The School will report hazing activities that may be deemed criminal in nature to the police or juvenile authorities. The School will fully cooperate, and share information, with law enforcement as part of any investigation.

BULLYING/CYBER BULLYING

PURPOSE

Bishop Eustace is committed to providing a safe, positive learning environment for students. The School recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, Bishop Eustace prohibits bullying by school students.

DEFINITION

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying and other forms of harassment which are prohibited.

Cyber bullying, as defined in this policy, involves the use of information and communication technologies such as e-mail, cell phone and pager, text messages, instant messaging, social

networking sites, defamatory personal web sites, and/or any other current social networking sites to support deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others. Students may be held accountable for any messaging that is generated from their device(s) and account(s). Students are strongly encouraged to keep their passwords confidential.

School setting means in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school.

Student means any student enrolled at Bishop Eustace.

Bishop Eustace prohibits all forms of bullying by its students. The School encourages students who have been bullied to promptly report such incidents to the Principal or any responsible adult who shall then report the incident to the Principal. Bishop Eustace directs those complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the School's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

HARASSMENT

SEXUAL HARASSMENT

For the purposes of this policy, sexual harassment is a form of unlawful harassment and includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

UNLAWFUL HARASSMENT

For purposes of this policy, unlawful harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion when such conduct:

1. Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an

intimidating, threatening or hostile educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Examples of conduct which could constitute sexual harassment include, but are not limited to:

1. Use of any offensive or demeaning terms which have sexual connotation.
2. Objectionable physical proximity or physical contact.
3. Unwelcome suggestions regarding, or invitations to social engagements or school-related social events.
4. Any indication, express or implied, that a student's educational participation or achievement depends on the granting of sexual favors to any other person.
5. Any action relating to a student's educational status which is in fact affected by consideration of the granting or refusal of sexual favors.
6. The deliberate or careless expression of jokes or remarks of sexual nature to, or in the presence of students who may find such jokes or remarks offensive.
7. The deliberate or careless dissemination of materials (such as cartoons, articles, pictures, websites, or other writings) which have a sexual content, to students who may find such materials offensive.

PROCEDURES

Bishop Eustace encourages victims of unlawful harassment to immediately report such incidents. If any member of the Bishop Eustace community, including but not limited to staff members or students, have knowledge of conduct involving unlawful harassment, or receive a complaint of unlawful harassment covered under this policy, it is imperative that he/she promptly report the matter as described in this policy.

REPORTING

1. A student who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the Principal or a School employee.
2. A school employee or other person who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Principal or Recor.
3. If the Principal is the subject of a complaint, the reporting of the incident shall be made to the Rector.

4. The complainant or reporting employee is strongly encouraged to use the Unlawful Harassment Report Form available from the Principal and attached to this Handbook, but oral complaints shall be acceptable.

INVESTIGATION

1. Upon receiving a complaint of unlawful harassment, the Principal shall immediately notify the Rector. The Rector shall authorize the Principal or another designated investigator to investigate the complaint.
2. The investigation may consist of individual interviews with the complainant, the respondent, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relative to the investigation.
3. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident may be pending or has been concluded.

INVESTIGATIVE REPORT

1. The investigator shall prepare a written report within fifteen calendar days of the submission of the complaint, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been factually substantiated and whether the circumstances constitute a violation of this policy. The report shall also include a recommended disposition of the complaint.
2. The findings of the investigation shall be provided to the complainant, the respondent, and the Head of School.

ACTION BY THE SCHOOL

1. If the investigation results in a finding that the complaint is sufficiently factually supported and constitutes a violation of this policy, the school shall take prompt, remedial action to ensure that such conduct ceases and will not recur.
2. If it is concluded that a student has knowingly made a false complaint under this policy, the student shall be subject to disciplinary action.
3. Disciplinary action resulting from this process shall be consistent with the Student Code of Conduct and procedures and state and federal laws.

APPEAL PROCEDURE

1. If the complainant is not satisfied with a finding that no violation of the policy occurred or with the corrective action recommended in the investigative report, he/she may submit a written appeal to the Rector within fifteen calendar days.
2. The Rector shall review the investigation and the investigative report and may also conduct a further investigation, if warranted.

3. The Rector shall prepare a written response to the appeal within fifteen calendar days. Copies of the response shall be provided to the complainant, the respondent, and the Principal or investigator who conducted the initial investigation.

RECORDS

All records created under this policy in response to a complaint shall be kept confidential, except as otherwise specifically provided by the policy, as required by collective agreement, or as required by law. Copies of the written complaint and all other investigative material shall be maintained only by the investigator, except as otherwise provided in this policy. All records created under this policy in relation to a complaint of unlawful harassment, other than the Record of Resolution and/or discipline-related documents, shall be destroyed six (6) years after the completion of all procedures occurring pursuant to this policy.

ILLEGAL SUBSTANCES

Any student found using, in possession of, or involved with drugs or any illegal substances, including alcoholic beverages and nicotine, is liable for expulsion. This applies to both school related and non-school related activities. Proper law enforcement agencies will be notified.

1. By enrolling and remaining a student at the school, each student consents to submitting himself or herself to non-invasive testing for the use of alcoholic beverages. Such testing may include the use of life-check alcohol breath analyzers, or similar devices, or collecting of other samples (excluding invasive methods). Testing may be required at the request of any faculty member, coach or member of the administration who believes that a student may have partaken of alcoholic beverages during the school day or during any school sponsored activities; or who may have consumed alcoholic beverages prior to arriving at the school property or at the school sponsored activity. Students refusing to submit to such non-invasive testing for alcohol consumption are subject to dismissal. Any student who submits to such testing shall receive a duplicate copy of the results of the test.
2. By enrolling and remaining a student at the school, each student consents to non-invasive testing for drugs, controlled dangerous substances, improperly obtained prescription medications, and/or other substances which may be mind-altering or affect physical functioning (such as violates, glues, vaping devices, or other inhaled substances). The school is authorized to use any medically recognized non-invasive testing methods and equipment and shall have the right to cause a student to supply appropriate samples for testing. Testing may be required at the request of any faculty member, coach, or member of the administration who believes that a student may have taken drugs or other controlled dangerous substances during the school day, or during any school sponsored activities; or prior to arriving at the school property or at the school sponsored activity. Students refusing to submit to such non-invasive testing for drugs or other controlled

dangerous substances, are subject to dismissal. Any student who submits to such testing shall receive a duplicate copy of the results of the test.

The student and parent(s)/guardian will be advised of any dismissal in writing.

PHYSICAL ASSAULT

Any student who attempts to cause or intentionally, knowingly, recklessly, or negligently causes bodily injury or fear of serious bodily injury to another member of the Bishop Eustace community commits a serious offense that warrants discipline up to and including dismissal. This includes, but is not limited to, physical fighting, instigating a fight, or exhibiting any acts of violence.

THEFT/VANDALISM

Theft is the withholding of the property of another or the disposing of another's property so as to make it unlikely that the owner will recover it. Vandalism is damaging or tampering with the tangible and intangible property of another intentionally, recklessly or by negligence. Any student who commits or attempts to commit theft, or an act of breaking and entering at School, or vandalism to personal or School property, may be put on probation, suspended, or dismissed and liable to civil action. The student or his family will be required to make restitution.

THREATENING STATEMENTS

Threatening statements are any statements that threaten to do immediate and/or future personal bodily harm to another or others. All threatening statements, including speech, writing and digital communication, are subject to disciplinary action up to and including dismissal. Any threats of violence will be reported to law enforcement immediately.

SEARCH POLICY

Bishop Eustace owns all lockers and parking areas on School property. Bishop Eustace grants student's permission to utilize these areas as a privilege. By using Bishop Eustace lockers and parking areas, each student acknowledges that they have no expectation of privacy within them and consents to searches by School officials or their designees, including the interiors of lockers and every car parked in Bishop Eustace's parking areas.

Bishop Eustace students have no expectation of privacy regarding items placed in their belongings. A student's person and/or personal effects (purse, book bag, etc.) may be searched by School officials or their designees. Bishop Eustace further reserves the right to inspect and search any electronic devices in the possession of a student.

Bishop Eustace shall conduct random, blanket searches of Bishop Eustace property with professionally trained handlers and dogs for detecting illegal materials.

GENERAL POLICIES AND PROCEDURES

ANNOUNCEMENTS

Important information is announced via BE TV daily during the homeroom. Important information will also be displayed on the community bulletin board on the television monitors and be disseminated via email to students.

ASSEMBLIES

Bishop Eustace sponsors assemblies and liturgical functions designed to enhance the educational and spiritual experience. Students are expected to behave in a courteous and attentive manner at all assemblies and to avoid distracting activities and unnecessary conversations. Reverence at liturgical celebrations is expected of all students.

ATHLETIC REFUND POLICY

Students participating in an athletic sport that requires a fee have the right to receive a full refund until the first day of interscholastic competition. There will be no refund issued once interscholastic competition takes place. In addition, once interscholastic competition occurs, there will be no refund issued based on removal from the team due to academic ineligibility.

Withdrawal from the team takes effect when written notice is given to the Director of Athletics. A mailed Notice of Withdrawal becomes effective as of the postmark. Refunds will be processed within 30 days. All equipment must be returned to Bishop Eustace within 30 days, or cost of the equipment will be deducted from the refund and parent/guardian(s) will be charged any balance due.

CALCULATOR POLICY

The TI-84 graphing calculator is required equipment for all mathematics classes and mathematics tests (the preferred edition is the color calculator TI-84CE). Thus, a student needs to have his/her own calculator with him/her to be properly prepared for a class or test. Sharing another's calculator during a test is not permitted.

Since the specific properties of the TI-84 graphing calculator is an integral part of the course, other calculators, though not advised, may only be used in class with the approval of the teacher.

CHANGE OF ADDRESS

All changes of address must be made in the Contact Card on myEustace at www.eustace.org. For assistance, please contact the Director of Technology.

CO-CURRICULAR ACTIVITY QUALIFICATION

Pursuant to a directive of the Board of Trustees, all students participating in any co-curricular activity must meet the academic qualifications by the Board of Education of the State of New Jersey, the New Jersey State Inter-Scholastic Athletic Association, and the Board of Trustees of Bishop Eustace.

A student receiving a failing mark at the end of the quarter still maintains their level of eligibility. However, the student is required to complete a remediation plan as established by the Teacher and Principal, in consultation with the Director of Student Activities and/or Athletics Director.

In the rare case that a student is failing two classes at the end of the quarter, that student will be ineligible to participate in games/matches but will be allowed to participate in practice/activity meetings. The mandatory meeting with the teacher (see above) is required. **At the mid-quarter of the following marking period, the student's grades will be reviewed, and the Principal will determine if full eligibility can be restored. If it is determined that the student is not passing by mid-quarter, the student will remain ineligible for the remainder of the quarter and will no longer participate in practice/games or activities.**

A student who fails to fulfill the Pallottine Ministry requirement is immediately ineligible to participate in any co-curricular sport/activity until the Pallottine Ministry requirement is completely satisfied. Once satisfied according to the Director of Pallottine Ministry, eligibility is restored.

CO-CURRICULAR ACTIVITY FUNDRAISING AND SPECIAL PURCHASES

All fundraising for any co-curricular activity must be approved by the Rector in writing. Any special purchases related to co-curricular activities must be done through Bishop Eustace store.

PALLOTTINE MINISTRY COMPONENT

As part of their faith formation and education, Bishop Eustace requires students to participate in service to others. The service commitment is to be fulfilled by the student during each of the four years.

Freshmen are asked to serve others within the Bishop Eustace community. This includes administrative, teaching, administrative assistants, BEPA and maintenance staff. A project(s) totaling at least two hours must be completed each quarter.

Sophomores are asked to serve within their own faith community, or they may participate in a service opportunity offered through Pallottine Ministry. A project(s) totaling four hours must be completed each quarter.

Juniors are required to make a commitment to serve those in extraordinary need through works of social action. A project (s) totaling at least six hours in length must be completed each quarter.

Seniors are required to make a weekly commitment to serve at one organization to those in extraordinary need. At Bishop Eustace we interpret this to mean “The direct provision of a basic human good to people in extraordinary need.” Basic human goods include food, shelter education, and care and companionship to the elderly, confined, mentally or physically challenged, sick and dying. Seniors are to serve once a week for the duration of the academic year, i.e., September through early May. To better serve the needs of others, seniors are to serve at the same place, the same time of day, and the same day of the week. Seniors are required to follow the specific guidelines outlined by the Pallottine Ministry Office, which details quarterly requirements.

For all grade levels:

- a. All students will maintain an electronic service log using MobileServe, take out “a new online platform.” MobileServe is a simple, time-saving, efficient and successful way to track service hours. Specific instructions on how to create a MobileServe account are in each grade levels class details on myEustace. The quarterly time commitment and completed electronic service log are due on the designated dates. These dates are scheduled before the academic marking period ends.
- b. Each student will receive a service grade of “satisfactory,” “unsatisfactory” or “outstanding.” This assessment will be marked on his/her report card for the corresponding quarter.
- c. Students who exceed the number of service hours within their defined criteria will receive “Outstanding” in Pallottine Ministry for the year. To qualify for this, student’s hours must be equal to or greater than: Freshmen >16 hours, Sophomores >30 hours, Juniors >40 hours, and Seniors >50 hours. The “O” will be noted on their report cards at the end of the year.
- d. A student who does not perform the required service, does not log his /her hours using MobileServe by the defined deadline, does not follow the specific requirements for their grade level, or does not behave in an appropriate manner will receive an “unsatisfactory” grade.
- e. Students who have completed their service but have not handed in their service logs by the designated deadlines will be subject to additional time (hours) which will be determined by the Director of Pallottine Ministry.

- f. Any student who receives an “unsatisfactory” grade will be ineligible immediately to participate in co-curricular or athletic activities in accordance with the Co-Curricular and Athletic Eligibility Policy as stated in the handbook.
- g. If a student receives an “unsatisfactory” grade, the student must make up double the amount of service during the following quarter plus complete that quarter’s service. For example, if a junior receives an “unsatisfactory” grade for the second quarter, he/she must complete 12 hours of service to make up the “unsatisfactory” grade and 6 hours of service for the third quarter. This means the student must complete 18 hours of service during the third quarter.
- h. If the student makes up the service, his/her “unsatisfactory” grade will be changed to “satisfactory” at the end of the marking period in which the service was completed.
- i. All “unsatisfactory” grades must be resolved by the end of the academic school year, or the student will not be permitted to return to Bishop Eustace. Any senior who does not fulfill his/her service requirement prior to the end of the school year will not graduate.
- j. Any student who forges a supervisor or parent/guardian signature will be referred to the Principal and suspended.
- k. Students performing service both on and off campus are reminded that they represent Bishop Eustace. Any student whose conduct is deemed improper will be subject to disciplinary action.

TUITION POLICY

Bishop Eustace permits several different payment plans for tuition; the payment must be kept current regardless of the plan selected. FACTS administers all payment plans.

Option 1 – Tuition is due in full by July 1. A 2 % discount will be given if paid on time. Those receiving financial aid do not qualify.

Option 2 – 1st tuition payment is due July 1. 2nd tuition payment is due December 1. A 1 % discount will be given if paid on time. Those receiving financial aid do not qualify.

Option 3 – 10 monthly automatic withdrawals on the FACTS tuition payment plan. Please note that there is an annual enrollment fee of \$45.00.

Please Note: These are the only tuition payment options approved by and accepted by the Board of Trustees.

- a. Tuition or fees that are late or unpaid, or forms requiring signatures that are late or not returned, will result in the temporary suspension of access to myEustace. Suspended access means that the students and parents would not be able to view student’s grades, schedules, Bishop Eustace calendar or messages and assignments from Bishop Eustace.

- b. Financial obligations to Bishop Eustace must be met before the student will be permitted to advance to the next academic or, if a senior, participate in graduation exercises.
- c. *Bishop Eustace will not release report cards, grades or transcripts to other high schools or colleges until student accounts are up to date.*
- d. The student will not be allowed to participate in a school-sponsored trip unless their account is current. *Any fees paid for school-sponsored trips will be applied to outstanding tuition obligations and not refunded.*
- e. **All fees and fines must be paid in full to obtain grades and/or transcripts.**

Please Note the following is approved by the Board of Trustees of Bishop Eustace Preparatory School regarding *Unpaid Tuition*:

- a. *Students whose tuition remains unpaid at the end of any semester shall sit for exams but shall not receive semester grades until their tuition is current. If the student's enrollment is withdrawn on or before June 30 of the current year, you will be released from the obligation to pay tuition; however, the initial registration of \$200.00 shall not be refunded.*
- b. *Tuition refunds will be pro-rated. This means a refund for tuition only will be available and school fees are not refundable.*
- c. *If a student attends school for one day of the month, tuition must be paid for the entire month regardless of when the student withdraws from school.*
- d. *Any notice of withdrawal or refund requests must be made in writing to the Principal, copying the Director of Finance.*

STUDENT WITHDRAWAL FROM BISHOP EUSTACE

Students who are asked to leave Bishop Eustace, will not be accepted for readmission to Bishop Eustace.

TRANSFER STUDENTS

Bishop Eustace admits transfer students on an individual basis from both non-public and public schools based on their academic and other performance records. All determinations made by the Admissions Committee are final.

FIELD TRIPS/CLASS TRIPS

Field trips and class trips are a privilege afforded to students. Any student can be denied participation to field/class trips if they fail to meet academic, attendance (tardy), financial or behavioral requirements. Students with delinquent tuition accounts shall not be permitted to

attend any overnight class trips and fees deposited for those trips will not be refunded; any trip fees will be applied to the student's tuition account.

Special rules and regulations have been formulated regarding the class trips. Parent/Guardian(s) will have the opportunity to review them with their son/daughter prior to the trip. In addition, students must submit a permission slip signed by both the student and their parent in order to attend the field trip.

Any student attending a school field trip or class trip must provide proof of current medical insurance prior to the trip.

USE OF COMPUTERS

Access to computer resources is given to members of the Bishop Eustace community. These resources are provided to support the educational program and administrative operations of the School, and they may not be used for private financial gain for any individual or organization.

Bishop Eustace's information technology resources may not be used for illegal and/or illicit activities, whether the activities occur on or off campus. Using computing resources and technology in a way that violates the law, other School policies, and/or the rights of others, can be a serious matter that may subject an individual to disciplinary action.

By sharing and using these resources, individuals accept full responsibility for their actions and agree that they will use these resources in a responsible manner, consistent with the policies of the School and compliant with local, state, and federal laws and regulations governing the use of such resources. The fact that certain activities are technically feasible does not mean that they are acceptable. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means. Users may not access any areas of the information technology resources of the School to which they do not have authorization and may not exceed any access for which they are authorized.

E-mail is not necessarily a secure and confidential medium for communications. Intruders can obtain the contents and other information about an e-mail at various points of access during the course of transmission. Privacy is also the responsibility of the recipient of an e-mail or other electronic communication. A message sent to a student is usually intended by the sender to be read only by the student. While Bishop Eustace has no blanket policy that would prohibit forwarding messages or postings, respect for individual privacy and consideration for the rights of others should be considered before forwarding e-mail to others. When in doubt, asking the

author for consent before forwarding her/his message is the best way to protect the privacy of the sender. When students follow a link to a website outside the Bishop Eustace domain, any assurance of privacy will be beyond the School's control.

OWNERSHIP AND ACCOUNTABILITY

Bishop Eustace owns and maintains computer resources which its students, faculty, and staff use to create and record information related to the educational program and to administrative operations. The School is committed to educating the community in responsible use of information technology resources and will respond as appropriate when notified of violations of this policy.

The Technology Department manages Bishop Eustace's information technology resources and strives to provide a reliable and secure technology environment. Members of the Technology Department are expected to adhere to the highest ethical standards regarding confidentiality of data and individual privacy. Contents of data and voice systems may not be disclosed to unauthorized persons. However, system administrators may access and disclose such contents when they determine such access and disclosure are necessary to protect the integrity of information technology resources. In addition, Bishop Eustace has the right to access and disclose the contents of data and voice systems when it reasonably determines that such access and disclosure are necessary to respond to health and safety emergencies or to disciplinary processes related to violations of School policies.

RESOURCE CONSUMPTION

Bishop Eustace's information technology resources are shared by the entire community. Consuming an unreasonable amount of these resources, or interfering with the activity of other users, is not allowed. Activities that may cause excessive demands on network resources include chain mail, spam email, streaming video content, or downloading an excessive number of very large files.

STUDENT USE OF SOCIAL MEDIA

First and foremost, students are encouraged always to exercise the utmost caution when participating in any form of social media or online communications, both within the Bishop Eustace community and beyond.

Students who participate in online interactions, including through social media apps and websites, must remember that their posts reflect the entire Bishop Eustace community, and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. Social media and online activities are often not private communications and should be generally viewed as public and permanent communications. No form of harassment, bullying, cyberbullying, or hateful acts will be tolerated.

Students are expected to abide by the following:

- Understand that you are responsible and accountable for any postings, electronic communications, and online activities conducted under your name, regardless of who may have been using your account at the time.
- Keep login information, including passwords, confidential.
- Refrain from using social media sites to publish disparaging or harassing remarks about anyone.
- Exercise discretion when using social media (even for personal communications which are intended to be private). Any postings or communication in which a visual representation of the School (such as the uniform, sports equipment, campus, or logo) or text about the school or a member of the Community should only reflect well upon the School.
- To protect the privacy of the Bishop Eustace community members, students may not, under any circumstances, take photographs or create digital video recordings of community members either on campus or at off-campus events for any reason without the consent of those being filmed or photographed.

A student's online activity has the potential to be damaging to the school as well as other persons. A student can be disciplined for behavior, whether occurring inside or outside the school, and whether through the School's network or not, that is detrimental to the reputation of the school or harmful to another person. In instances when students have been harassed or perceive they have been harassed via a social media site, the school will undertake an investigation of the incident. If a student is found to be culpable, the student will be subject to suspension and/or expulsion. Bishop Eustace reserves the right to notify law enforcement authorities of any violation of this policy when appropriate.

REGULATIONS

FIELD HOUSE REGULATIONS

1. All students are required to wear the official Physical Education uniform, which is available in Bishop Eustace Store.
2. Students must remain under the supervision of the Physical Education staff for the entire period. Students who have finished using facilities may not move to any other areas of the campus until the period has ended.
3. A student will not be excused from participation in Physical Education without a note from a parent (one day) or a physician (for two or more days consecutively). The note must be submitted to the Nurses' Office. Students excused from Physical Education must

remain with the class for the entire period.

4. Students are only permitted in the Field House when scheduled and supervised by a teacher or coach. This regulation applies to all areas of the building. Athletes are not permitted in the gym building without the express permission of the Athletic Director, his designee, or the Head of School.
5. The school's gym locker policy is as follows:
 - a. Overnight use of gym lockers is not permitted.
 - b. Only official locks may be used in the locker room.
 - c. Students are responsible for securing their valuables before they go to class. The School is not responsible for items that are left unattended or unlocked.

LOCKER REGULATIONS

The school's student locker policy is as follows:

1. Students are permitted to use their lockers before homeroom, during passing time, and at dismissal.
2. Each student locker is officially assigned by the Director of Student Activities. Each student is responsible for the appearance, maintenance, and contents of the locker assigned to him/her.
3. Lockers will be checked periodically for proper maintenance and cleanliness. Fines will be levied when lockers are not properly kept.
4. Students may not switch or share lockers with one another at any time for any reason.
5. Bishop Eustace is co-tenant of lockers and desks and reserves the right to search and confiscate any illegal substances at any time.
6. Lockers are to be **locked** when unattended. Bishop Eustace assumes no responsibility for articles lost or stolen due to student negligence.
7. A student is not permitted to enter another student's locker, even with permission from the student to whom it is assigned.
8. Only officially assigned locks may be used. Unofficial locks will be removed and discarded.
9. Unassigned lockers may not to be used by any student.
10. Tape may not be used on the outside of the locker doors.
11. Lockers must be emptied and cleaned before final examinations.

LULLI LIBRARY/RESOURCE CENTER REGULATIONS

1. Students may only be in the library during their individually designated times. Students in the library/resource areas must study, read, research, meet with a teacher/librarian, or be otherwise engaged in academic pursuits. Activities should be conducted as quietly as possible as a courtesy to other students and teachers at work there. Resource areas are open to students only when a teacher is present, and the lights are on.
2. All school regulations are in effect from 8:00 AM until 6:00 PM. Appropriate relaxed dress code is permitted after school, at the discretion of school personnel.
3. No food or drink is permitted in the library at any time.
4. Students may not move chairs or tables in the library. No more than four students are permitted per table.
5. Students must always exit the library through the security gate except during fire drills or emergencies.
6. Students may use personal electronic devices, , such as phones or tablets, for educational purposes only and must use earbuds or headphones for audio. No texting or telephone calls are permitted in the library. The library is not responsible for any personal property left unattended.
7. Students who wish to borrow library materials should follow these procedures:
 - a. Present a current ID card at the circulation desk.
 - b. Books: The loan period is two weeks, with three renewals. Students are limited to five books per topic so that others also have enough resources to use. Calculators must be returned by the end of the school day. Materials on reserve (laptops, state books) may not leave the library and must be returned at the end of the period. The overdue "fine" will be charged in canned goods or other donations to the Pallottine Ministry Office. Please see the Library group page in myEustace for more information. Borrowers will be charged the replacement cost for lost, vandalized, or badly damaged books. Materials on reserve must be returned at the end of the period.
 - c. Return borrowed items on time. The library sends courtesy notices via email, but it is the student's responsibility to keep track of due dates. Students may view and/or renew their checked-out items by logging into the library catalog at eustace.sirsi.net with their ID number and PIN: Eustace. Students who owe the library overdue materials and/ or fines at the end of the marking period will be referred to the Principal, who will issue detentions for non-compliance.
8. Any misconduct may result in disciplinary action and student will be referred to the Principal.

LUNCH AND CRUSADER HALL REGULATIONS

1. With five (5) minutes remaining in the periods, all trays are to be returned, cans and plastics recycled, trash picked up off the floor and the tables wiped clean. Crusader Hall monitors will assist in this process.
2. Students may not sit on top of tables, top of chairs, windowsills, or radiators, and may not move chairs to block any walkway.
3. Conduct during any designated use of Crusader Hall is to be orderly. Inappropriate behavior will not be tolerated.
4. No food or drink is to be taken out of Crusader Hall, unless to another designated lunch period location.

McAULIFFE SCIENCE CENTER REGULATIONS

1. All students must enter and exit the building using the doors facing the Lulli Library. The doors and stairs on Crusader Hall side of the building may only be used in cases of an emergency.
2. Students are not permitted to be in the prep rooms (area between the classrooms and laboratories) unless accompanied and supervised by a teacher.
3. Students are permitted to enter the building only to attend class or to meet with teachers. Such meetings with faculty will be prescheduled to the fullest extent possible.

PICNIC AREA REGULATIONS

1. During Bishop Eustace day, only seniors may use the picnic area at the discretion of the Principal.
2. Seniors must stay in the immediate picnic area; the Field House and the areas behind the Field House are off-limits. Use lavatories in Crusader Hall.
3. No student may go into the parking lot without written permission from the Principal.
4. Students must maintain the area by discarding any refuse.
5. Conduct in the area must be orderly.

QUAD REGULATIONS

1. Students may not walk across the quad grass when moving from one building to another.
2. No food or drink is permitted in the quad or outside the library.
3. No littering.
4. No loud talking, disruptive noises, unruly behavior, or lying on the ground.

5. No sitting/standing on any steps.
6. Students are reminded that school rules apply in the quad, and they should conduct themselves accordingly.

SPECIAL EVENTS/DANCES

Bishop Eustace dances are an event, which reflect the philosophy of our school and the teachings of the Catholic Church. Among our most important considerations is adherence to Church teachings regarding modesty. The following dress and dance guidelines apply to our students and students from other schools that may be attending as the date of one of our students. **Guidelines will be strictly enforced. Students, including guests, not in compliance with Dress Code will not be admitted to the dance and refunds will not be issued.**

Student dress is expected to display modesty. Young men are expected to wear formal evening attire that would include a tuxedo, suit with a tie or bow-tie, or sport coat and slacks with a tie. Pants should not be excessively tight.

Young women are expected to wear a dress, skirt, or gown longer than mid-thigh with slits no higher than three inches from the knee. The neckline of a top, dress or gown must be cut in a modest way. The cut of the dress on the back and sides may not be below the navel, and fabric cutouts must be less than an inch opening and covered with netting. Two-piece dresses are allowed if the space between top and skirt is less than two inches, and the top does not show any cleavage or have cutouts. No cover-ups (shawls, shrugs, sweaters) will be allowed over outfits that do not meet dress code.

Students attending activities or functions sponsored or supported by Bishop Eustace are bound by all school regulations and discipline. The following should also be noted:

1. Students and guests must sign and submit a permission slip prior to purchasing tickets for the dance.
2. Students may not return to a function once they have left the function.
3. Students must report to events on time. Students arriving late will be denied entrance to the event.
4. Any student whose conduct is deemed improper will be asked to leave the function and will be subject to disciplinary action by the Principal.
5. Anyone wishing to bring an outside guest to the dance must pick up a registration form for that guest in advance from the class adviser. The form must be completed and given to the student's class adviser. For dances where tickets are sold in advance, a ticket must be purchased for the guest in advance. No student and guest will be allowed to enter the dance if they did not register beforehand. Students of Bishop Eustace are responsible for

the behavior of their dates/guests. Guests will be expected to follow all rules and regulations of Bishop Eustace, including arrival and dismissal times, proper behavior, language, and dress at the event. Please note that no guests from other schools may attend the Freshman Dance.

6. New Jersey law prohibits tobacco use of any kind on campus. No alcoholic beverages and/or controlled substances and/or tobacco products of any kind are to be brought to, consumed at, or consumed prior to any school activity.
7. Students who are marked absent on the day of an athletic event or activity are not permitted to attend.
8. The times of dances and special events are listed on the monthly calendar or announced to the students. Parents are asked to pick up their students at the designated termination of each activity.

MEDICAL AND STUDENT WELLNESS POLICIES

PRESCRIPTION MEDICATIONS

Prescription medications which must be routinely taken during school hours must be kept locked in the Nurse's Office. All medications must be in their original container with the doctor's name and instructions on the label. A doctor's note describing the acute or chronic condition must accompany the drug if not clearly described in the student's medical record. Students will then report to the Nurse's Office according to the prescribed schedule to take the medication. This procedure is to be followed whether the medication is to be taken daily or only as needed.

PLEASE NOTE: Students who have "as needed" orders for medications which are rarely used, i.e., inhalers/asthma, antihistamines or epinephrine/bee stings, insulin/ diabetes, etc., must have an emergency supply, clearly labeled and complete with doctor's orders, locked in the Nurse's Office. Students with chronic conditions will not be permitted to begin classes unless the medications and proper authorizations are in order before school begins.

- Medications, such as inhalers for asthmatics, may be needed by a student when he/she is away from Bishop Eustace building. These medications should be carried by the student. Students using these medications must have a record of the doctor's orders and parental request and a Bishop Eustace Self-Medication Form on file in the Nurse's Office. The medication must be labeled and include: the student's name, nurse's signature, and medicine's expiration date.

OVER-THE-COUNTER MEDICATIONS

Over-the-counter (OTC) medications taken on a routine basis for a chronic condition requires a doctor's note and parent consent form be on file in the Nurse's Office with the medication. All OTC medications must be taken in the Nurse's Office.

Any student, taking medication of any type outside the Nurse's Office without proper consent, or giving medication of any type to another student, will be subject to disciplinary action up to and including expulsion.

MEDICAL LEAVE PROCEDURE

Bishop Eustace recognizes that sometimes students in need of medical attention require extended leaves of absence from school. The priority of Bishop Eustace is always for the student to get the treatment that required so that the student can return to school ready to learn. To excuse school attendance for medical reasons (that extend beyond three class days) the following policies and procedures are in place:

- Families are to make a formal request for a medical leave of absence for their child. Requests that are physical in nature should be directed to the school nurse; requests that are social or emotional in nature should be directed to the school counselor. In either case, the Principal should also be notified.
- Bishop Eustace must be provided with a note from the treating/recommending physician to include a diagnosis of the medical condition and/or a specific recommendation that the student be granted a leave for medical reasons.
- Any recommendation that precludes a student from attending class will also, unless otherwise recommended, apply to all school functions.
- Families must permit the Bishop Eustace to be in direct contact with the recommending physician. Some cases may require the treating physician to have a waiver signed by the student granting such approval.
- At the appropriate time, the treating or recommending physician must provide Bishop Eustace with a note from indicating that the student is prepared to return to school, including any treatment plan of which Bishop Eustace should be aware. The family, the Principal, and either the school nurse or the school counselor will meet prior to the student's return to plan for re-entry.

ACADEMIC RESPONSIBILITIES FOR STUDENTS ON MEDICAL LEAVE

A student on medical leave may be excused from certain academic responsibilities should his/her treatment plan extend beyond five days and should his/her treatment plan preclude him/her from meeting the demands of his/her course work or attending virtual instruction. Upon the student's return, his/her teachers will work in good faith in an effort to provide him/her with the instruction and support he/she will need to be prepared for the remainder of the course (without graded evaluation.) In certain circumstances, the Principal may recommend that the family arrange for an outside tutor to support the student in his effort to stay current with his studies.

IMMUNIZATION POLICY

Consistent with Vatican guidance on immunizations, Bishop Eustace does not allow immunization exemptions for religious or moral reasons. While Bishop Eustace respects an

individual's right to follow their own conscience and choose not to immunize their child, the school has determined that the Bishop Eustace community is best served by making immunizations compulsory for all enrolled students.

Bishop Eustace requires all students to be vaccinated against a variety of diseases. Exemptions are only granted for medical reasons. The following vaccinations are required for all students:

- 3 doses of tetanus
- 3 doses of diphtheria
- 3 doses of acellular pertussis
- 3 doses of polio
- 2 doses of measles, mumps, and rubella (usually given as MMR)
- 3 doses of hepatitis B
- 1 dose of varicella (chickenpox) or evidence of immunity
- 1 dose meningococcal conjugate vaccine (MCV) - 1st dose is given 11-15 years of age; a 2nd dose is required at age 16 or entry into 12th grade; If the dose was given at 16 years of age or older, only one dose is required.
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

If your child is missing any of these vaccines, he/she will have five (5) days to receive the immunization. After 5 days your child will not be permitted to attend school until immunization has been received. If you aren't sure if your student needs any of the above vaccines, please contact your family doctor. Please provide an up to date immunization record to the Nurse's Office as soon as possible, but no later than five (5) days after the start of school.

MENTAL HEALTH

Bishop Eustace is concerned with the mental health of all members of the school community. Issues which may arise include abuse, anxiety, depression, disordered eating, suicidal thoughts, and action, as well as other potentially harmful behaviors. Any threatened or attempted self-harm will be addressed immediately by the Administration and Counseling.

Suicidal indications can be made directly (orally or written) or more subtly through creative writing, poems, blogging, journaling, artwork, etc. None will be ignored. In these cases, the school will use the following procedures:

- The student will not be left alone without adult supervision.
- Parents will be notified immediately and required to come to school.
- Parents will be required to have their child's emotional health evaluated by an approved mental health professional before the student may return to school.
 - A signed release of information form will be required from the parents allowing a member of the Counseling Department or Nursing Staff to speak with the mental health professional, and parents must also sign a release allowing the mental

health professional to communicate with and release his/her recommendations to the Rector and Director of Counseling.

- A note from the mental health professional who evaluated the student which specifies that the student is emotionally and physically safe to return to school must be provided to the Director of Counseling and Administration prior to the student's return to school. The student will not be allowed to return to school without written clearance from an approved mental health professional.
- The Administration reserves the right to require compliance with the mental health professional's recommendations for treatment as a condition for the student's continued enrollment at Bishop Eustace.
- Parents and students are expected to follow the recommendations of the mental health professional as a condition of the student's continued enrollment at Bishop Eustace.
- In all situations, the Administration reserves the right to require professional assessment and/or to notify the law enforcement authorities, discipline, suspend and/or expel the student; and/or deny the student participation in co-curricular activities and other school activities.

HOMEWORK IN CASES OF ILLNESS

It is the responsibility of the student to communicate with his/her teachers regarding missed work due to absence.

STUDENT ACCIDENT INSURANCE

All students are covered by Student Accident Insurance during Bishop Eustace day and while participating in after-school activities on the Bishop Eustace campus. This is included in tuition. Any student sustaining an injury should report the injury to the Nurse within twenty-four (24) hours of the incident. Requests for information or claims must be directed to the Director of Finance. The insurance policy offered is considered Full Excess which requires that claims be submitted to the primary insurance carrier first. Unpaid benefits will be paid in accordance with the policy.

Revised July 2023

PRAYERS

The Lord's Prayer

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation but deliver us from evil.

The Hail Mary

Hail, Mary, full of grace, the Lord is with you.

Blessed are you among women, and blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

The Doxology

Glory be to the Father, and to the Son, and to the Holy Spirit: as it was in the beginning, is now, and will be forever. Amen

Act of Contrition

O my God, I am heartily sorry for having offended You, and I detest all my sins, because I dread the loss of heaven and the pains of hell, but most of all because they have offended You my God who are all good and deserving of all my love.

I firmly resolve, with the help of your grace, to confess my sins, do penance and to amend my life. Amen.

PRAYER OF ST. FRANCIS

Lord, make me an instrument of your peace, where there is hatred, let me sow love.

Where there is injury, pardon.

Where there is doubt, faith.

Where there is despair, hope.

Where there is darkness, light.

And where there is sadness, joy.

O Divine Master grant that I may not so much seek to be consoled as to console, to be understood as to understand, to be loved as to love. For it is in giving that we receive. It is in pardoning that we are pardoned. And it is in dying that we are born to eternal life. Amen.

PRAYER TO ST. VINCENT PALLOTTI

God, our Father, you called St. Vincent Pallotti to be a priest in your Church. He dedicated his life to the revival of faith and worked unceasingly to make love grow. As we follow his example,

help us to make your truth shine brightly in people's lives and to embrace them all with true love as our brothers and sisters. Grant this through Christ our Lord. Amen.