MOUNT SAINT JOSEPH

2014 – 2015
DAILY PLANNER
“In today’s world, the loving, good person, even alone, with God’s help, can make a difference.”

This handbook belongs to:

Name: _______________________________________________________

Address: _____________________________________________________
________________________________________________________________

Telephone Number:  ____________________________________________

Counselor: ________________________ Homeroom: ________

Student Number: ____________________________________________
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School Receptionist
   (Call on weekdays between
    8 a.m. and 4 p.m.) .................................................. 410-644-3300
Business Office:
   Call on weekdays between
    8 a.m. and 3:30 p.m. ................................................ 410-644-3300
Fax number ........................................................................... 410-646-6220
For Transportation service, call
   Business Office or Director of Students
Development Office ................................................................. 410-646-4700
Gymnasium ............................................................................. 410-644-6364
ADMINISTRATION

President .................................................. Mr. George Andrews
Principal .................................................. Mr. David Norton

Assistants to the Principal:
Assistant Principal,
Director of Studies ....................................... Mr. Gregory McDivitt
Assistant Principal,
Director of Staff Formation .......................... Mr. Robert Peace
Assistant Principal,
Director of Students ..................................... Mr. Brian Murphy
Athletic Director ........................................... Mr. Kraig Loovis
Director of Media Services ............................. Mrs. Paula Wichmann
Director of Special Services ........................... Mrs. Kate Chapman
Director of Student Activities ........................ Ms. Thadine Coyne

Assistants to the President:
Executive Director of Development ................... Mrs. Emily Rollins
Director of Finance ....................................... Mr. Christopher Sapienza
Director of Admissions .................................. Mr. Marc Hoffman
Director of Annual Fund and Stewardship ........ Mr. James Poisal
Assistant Director of Development Public Relations...
Assistant Director of Marketing and Annual Giving ...
Coordinator of Alumni and Events .................... Mrs. Laura Rzepkowski
Social Media and Website Coordinator ............... Ms. Kristen Wurth
Director of Facilities ..................................... Mr. Daniel Peddicord
Director of Custodial Services ........................ Mrs. Laverne Wallace

Department Chairpersons:
Theology ..................................................... Mr. Clay Bonham
English ..................................................... Ms. Rachel Richmond
Foreign Language ......................................... Mrs. Susan Terranova
Mathematics ............................................... Mr. Louis Romeo
Science ..................................................... Mrs. Allison White
Social Studies ............................................. Mr. Ryan Folmer
Physical Education ....................................... Mr. Michael St. Martin
Computer Science ........................................ Mr. Paul Kellermann
Fine Arts ................................................... Mr. Bryan Bieniek

STUDENT COUNCIL 2014-2015 SCHOOL YEAR

Executive Committee
Student Council President: Trevor Newman
Student Council Vice President: Nicholas Caporlette
Student Council Vice President: David Hendricks
Senior Class President: Cameron Dorr
Senior Class Officers: Conor Habiger, Adam Roth
Junior Class President: Blaise Martineau
Junior Class Officers: Connor Jangro, Matthew Whelan
Sophomore Class President: Sam Monaco
Sophomore Class Officers: Isaac Scharbach, Michael Stromberg

XBSS Representatives: Andrew Bledsoe
Casey Cline
Sam Cook
Nicholas Crockett
Anthony DeLeon
Will Derenge
Drew Ehlers
Jack Ehlers
Aaron Gehring
Dominic Goodney
Conor Habiger
Matthew Hostutler
Joshua Hubbard
Luke Janiszewski
Tim McManus
Nicholas Restivo
Adam Roth
Ryan Slattery
Paul Stromberg
Sean Turner
Jacob Walls
Nicholas Whittaker
SPECIAL SERVICES

School Nurse ................................. Mrs. Pamela Bezirdjian
Assistant Athletic Director ............... Mrs. Michele Connor

Athletic Trainer ............................. Mr. Michael St. Martin
Director of Information Technology ...... Mr. Michael Glover
Director of Management Information Systems . Mrs. Jerlyn Buster
Network Administrator .................. Mr. Roy Thomas

Bookstore .................................... Mrs. Toni Donovan

Director of Campus Ministry ........... Mr. Clay Bonham
Liturgy Coordinator ...................... Rev. Mike Murphy

Fathers’ Club Moderator ............... Mr. Bernd McDivitt
Mothers’ Club Moderator ............... Ms. Thadine Coyne
Director of Parent Relations .......... Mrs. Mary Wiedel
Administrative Support Staff ........ Mrs. Erin Baker

DePaul Testing Coordinators .......... Mrs. Amber Borkoski

Counseling Secretary ................... Mrs. Jacqueline Mknande
Assistants to the Business Manager ... Mrs. Sarah Peightel

Library Secretary ......................... Mrs. Judy Byron
Development Office Staff .............. Mrs. Cathy Steffe

Custodial Staff ............................. Ms. Tina Brown

Facilities Plant Manager ............... Mr. Dave Adams
Facilities Technician ................. Mr. Matt Adams
Facilities Administrative Assistant ... Mrs. Kellie Bloom
Director of Security .................... Mr. Michael Wingler
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Mount Saint Joseph College was established in 1876 by the Xaverian Brothers, a fulfillment of the dream of Brother Bernardine Ridders, CFX. It was his promise through prayerful intercession that secured the name and the patronage of Saint Joseph for the school. It was his hope that the Brothers would be able to educate young men for the professions on this campus. What began as 12 acres has grown to 31, as the Brothers have been able to expand the Mount over the years. The property was dedicated at Thanksgiving time in 1876, and the first student arrived the following semester in early 1877. The first school building was followed by a brick structure in 1878 and the M-building in 1885 which had a north wing added in 1892 and a south one in 1898. An Administration building was added in 1901 and Alexius Hall in 1926. Aside from the Mount Tower, only Memorial Gymnasium, dedicated in 1954, is familiar to Golden Gaels.

The 1960’s saw the additions of Ryken Hall (housing the Cafeteria, some Administrative offices, and Development) and Saint Joseph Hall (classrooms and offices). In the 1980’s older structures gave way to Xavier Hall (classrooms) and the Knott Fine Arts Center which is home to the Ryan Auditorium. In the 2001-2002 school year, Brother James Kelly, CFX, President of the Mount, presided over the opening and dedication of Founders Hall which is home to the school’s library and DePaul Center. In 2009 a completely renovated stadium area, including Plevyak Field, opened, and this construction was accompanied by the opening of the Dunn Bridge which joins the academic and athletic areas of the campus, making travel in between classes more efficient. In 2013, the school dedicated the Smith Center, a state of the art gymnasium and athletic center.

When Douglas Walton became the first Mount student, the Brothers could not have envisioned a school of over a thousand young men, all with the eventual goal of attending college. The Mount started as a boarding school, housed a grammar school, and even awarded college degrees at one time. The Brothers were serious about education, and they imparted that legacy to their lay colleagues who began arriving in the 1940’s to assist the Brothers in the classroom and on the field of play. John Plevyak came in 1941, staying at the Mount as teacher, coach, and athletic director for 59 years.

The Mount has been at its present location in west Baltimore since its inception, deciding not to move to the suburbs when the opportunity presented itself. As demographics changed, the Mount drew its students from a variety of geographic areas and less and less from the city itself. While much has changed over the years, there are two constants that serve to speak clearly to alumni of the enduring nature of the relationships that are formed here.
The first is the educational tradition handed down by the Xaverian Brothers, a legacy of “respecting the man the boy will become,” to use the late Brother James Kelly’s words. The second is the brick and mortar Tower, preserved as a symbol of immediate recognition of a place and an experience that has influenced so many for the good.

THE XAVERIAN BROTHERS

The Congregation of Brothers of St. Francis, or Xaverian Brothers, was founded in Belgium in 1839 by a Dutch layman named Theodore James Ryken, who later became Brother Francis Xavier. Brother Francis Xavier had been a catechist in the American Missions and had this country especially in mind in undertaking his foundation.

After many trials, the Founder was able to send a few Brothers to England in 1848, and in 1854 another small group to America, where they opened a school in Louisville, Ky. In the beginning, the difficulties were so great that all but two of the original band of five were recalled to Europe. In 1860, however, a second colony of eight Belgian Brothers came to reinforce the two pioneers who had remained in Kentucky. This was the turning point. The following year the first American novice, Brother Joseph, entered the Congregation, and from that time the Xaverians in the United States have enjoyed a steady growth.

In 1866 the Brothers came to Baltimore, which became the Provincial headquarters with the erection of the American Province nine years later. The work of the Brothers in America has spread so that at present some 15,000 students come under their instruction and guidance in 30 schools located in Massachusetts, Connecticut, New York, New Jersey, Maryland, Kentucky, Virginia, California and Alabama.

In Maryland, the Brothers operate Mount Saint Joseph High School, Our Lady of Good Counsel High School in Olney and St. Mary’s Ryken High School in Leonardtown.

Outside of the United States, Brothers conduct schools in Bolivia and in Africa.

Other works of the Xaverian Brothers include Campus Ministry, Youth Retreats and Social Service in the Dioceses of Richmond, Raleigh, and Birmingham and at Fordham University, Spalding College, and St. John’s University. The Brothers also teach at an Indian school, St. Francis Mission, St. Francis, South Dakota.
MOUNT SAINT JOSEPH MISSION STATEMENT

Mount Saint Joseph is a Catholic college preparatory school for young men sponsored by the Xaverian Brothers. Faithful to the tradition of Xaverian education, Mount Saint Joseph strives to be a community of growth and learning characterized by enduring personal relationships, an emphasis on spiritual formation, a challenging academic program, and a commitment to justice and peace.

MOUNT SAINT JOSEPH PHILOSOPHY

Mount Saint Joseph is a Catholic college preparatory school for young men sponsored by the Xaverian Brothers. As teachers we live our role as ministers in Catholic education, faithful to the Gospel of Jesus Christ, leading by example as we see to the spiritual, intellectual, social, emotional, and physical development of our students.

As a Xaverian Brothers Sponsored School, founded in 1876 by Brother Bernadine, CFX, we view the education we provide as ministry. As such, we focus on three important dimensions in our work: 1) proclaiming Gospel values for the purpose of understanding the message of Jesus about life; 2) creating a community of faith in which all members of the school can experience that message and celebrate its meaning; and 3) preparing students to understand life in light of that message and to use their talents in building a world characterized by justice and love of one another.

Faithful to the tradition of a Xaverian education, Mount Saint Joseph strives to be a center of growth and learning marked by:

- enduring personal relationships;
- the centrality of spiritual formation;
- moral development;
- a challenging educational program;
- a commitment to justice and peace.

Responsive to the varied educational backgrounds of our students we utilize a variety of instructional methods and approaches to facilitate their learning. We view active collaboration with parents in the educational process as pivotal to the success of each student. We strive to make ongoing review, reflection, and evaluation part of our response to the needs of our students.
We promote participation in our program of athletic and extra-curricular activities which complements our educational endeavor. We attempt to foster by word and example the self-discipline necessary for success at every level in the school community, and we encourage the development of personal responsibility so that all students can become contributing citizens in our world.

To teach our students to grow in their faith and to think critically remains the task before us. We take up this challenge in the hope that our students will understand and integrate in their own lives the spiritual values of the Xaverian charism: humility, trust, zeal, compassion, and simplicity. Using their talents in the service of God and one another, our students truly can make a difference for good in our world.

**MOUNT SAINT JOSEPH BELIEF STATEMENTS**

We believe that we who teach at Mount Saint Joseph are called to understand and live our role as ministers of the gospel of Jesus Christ which we proclaim by our attitudes, actions, and manner of relating to others, especially our students.

- We believe in and respect the dignity, talents, and potential of each member of our community and in the diversity which exists therein.

- We believe in providing a variety of programs geared to the development of the whole person in order to provide our students with the opportunities for growth.

- We believe in the development of critical thinking skills that will prepare students to respond to societal changes and trends.

- We believe in educating students in Gospel values and the social teaching of the Catholic Church so that they are capable of making informed judgments about the issues which confront them, particularly those of justice and peace.

- We believe in developing and providing programs that allow students to give service directly and indirectly to others, in particular to the poor and marginalized.

- We believe that we are distinguished by a pursuit of a spirituality characterized by the values of humility, trust, zeal, compassion, and simplicity which are fundamental to the Xaverian charism.
• We believe in creating a school community that allows young people to feel welcome and secure, challenging them to reach their potential so they can make a positive contribution to the betterment of society.

STUDENT CODE OF BEHAVIOR

Purpose:

One of the objectives of Catholic education is the formation of the whole person: spiritually, morally, intellectually, physically, and socially. The guidelines that follow are designed to assist each student to develop himself in this formative process. The aim of these guidelines is the achievement of a common good for the Mount Saint Joseph community. In choosing to attend the Mount, the student and his parents make a choice for the values espoused by the school’s philosophy. At the minimum, Mount Saint Joseph strives to educate and form our students in the development of respect for the dignity of the human person, integrity, cooperation and care, courtesy, self-discipline, and intelligent and appropriate decision-making. Observance of certain regulations is expected of each student, regulations which cannot cover every situation that arises but which serve as guidelines in those areas where the cooperation of everyone is pivotal to the accomplishment of our goals.

RESPECT FOR THE DIGNITY OF THE HUMAN PERSON

Mount Saint Joseph expects its students to grow in respect for each and every person in the school community and in the community at large. The Mount student demonstrates this respect by: being aware of everyone’s right to a good name and reputation, being aware of and caring for each other’s feelings, being tolerant of the differences found in the community, and caring for each other’s personal safety and property. This respect extends to visitors to our community and to opponents in athletic contests and is demonstrated in both speech and behavior. It is the expectation of the school that such respect is accorded to others in the community at large whether the student is representing the Mount or not. It is the expectation of the school that faculty and staff and students be accorded the utmost respect by students in all situations involving students and faculty and staff on or off campus.

Mount Saint Joseph is committed to the personal development of each of its students, and part of this commitment calls for making every effort to provide a school environment that is safe and free from alcohol and other drugs. The Mount is aware of the difficult situations presented by the use/abuse of alcohol and other drugs, and the school provides programs specifically designed to address the difficulties that arise from such abuse. Specifically, Mount Saint Joseph provides the services of counselors and other personnel trained in the Student Assistance Program, which seeks to educate and assist those most in need of help with possible abuse of alcohol and other drugs. This program and all counseling for involvement with alcohol and other drugs is kept in the strictest confidence unless the involvement is life threatening or requires further referral on a professional basis. The counselors take advantage of opportunities to explain this Student Assistance Progmm to our students, and the counselors join the administration in presenting the program to the parents. Students willing to address their issues in this program may remain in good standing at school provided that
they follow through with the recommended treatment, do not bring any illegal substance or paraphernalia to campus or a school-sponsored event, or do not become involved in the use of or exchange of any illegal substance or paraphernalia on campus or a school-sponsored event. Should a student enter treatment for their difficulties, the school will assist the student in continuing his studies and will work with all professionals in continued treatment of the student and his difficulties. Mount Saint Joseph reserves the right to search school property, a student’s belongings and areas under a student’s control to enforce school policies, rules, and regulations, and/or to otherwise preserve a safe and orderly learning environment.

NOT ACCEPTABLE:

- Use/abuse, possession, or distribution of alcohol or other drugs
- Use/abuse, possession, or distribution of steroids and other performance enhancing drugs
- Affiliation, involvement, or membership in groups which promote attitudes and behaviors not in keeping with the teachings of the Catholic Church on the sanctity of human life, including but not limited to satanic cults, racist groups, gangs, etc.
- Speeding or reckless driving on or off school property, on the way to and from school, school sponsored events, and events in which we are involved as a school, including but not limited to, away athletic contests (violation may result in suspension or revoking of on-campus parking privilege)
- Marking or defacing one's physical person or property or that of another with words and symbols that promote attitudes and behaviors not in keeping with the teachings of the Catholic Church on the sanctity of life
- Behaviors that endanger one’s spiritual, physical, and/or emotional health, safety, and reputation
- Behaviors that endanger the spiritual, physical, and/or emotional health, safety, and reputation of another person
- Gambling of any kind, bringing anything to school that would be used for or promote gambling, including, but not limited to, playing cards for money, pools and brackets for athletic tournaments or contests such as the NCAA basketball tournament, dice, etc.
- Stealing another’s property
- Harassment of another person, verbal or non-verbal, including, but not limited to, bullying of any kind, including online bullying, hazing of members of athletic teams or other groups or any behavior viewed as hazing by the school, using one’s status to unfair advantage to belittle another
- Threatening another person, verbally or physically
- Fighting, on or off campus
- Defacing or vandalizing property, including littering
- Possession of any type of weapon
- Exchange, distribution, or selling of goods/items without the explicit permission of the school.

CONSEQUENCES OF VIOLATION:

A single violation against this section of the code is considered serious, and a student may be dismissed when evidence of the infraction points to endangerment of other students or school personnel. A first violation subjects the student to immediate suspension with his parents being called to take the student home, followed, after an appropriate interval, by a conference with the Assistant Principal, Director of Students, the student and his parents, the student’s counselor, and others determined appropriate by the Director of Students.
As conditions for remaining at the Mount, the student is placed on disciplinary probation and is required to meet regularly with his counselor. The school reserves the right to require outside professional counseling as a condition for remaining at the Mount. The student's behavior and attitude will be monitored and reviewed by the Director of Students who will then discuss the student's status with his counselor at the end of each probationary period. A recommendation regarding the student will be made to the principal who will then make the final decision as to whether or not the student is to continue his education at the Mount.

Mount Saint Joseph reserves the right to dismiss the student at any time if progress and cooperation are lacking, or if there are further violations of the school code. Should the Mount become aware of behaviors that endanger a student’s own spiritual, physical, or emotional health, safety, or reputation or those of another person when the student is not directly under the jurisdiction of the school, the Mount reserves the right to inform the student and his parents. Should knowledge of such behavior, even though it occurs outside the jurisdiction of the school, negatively affect the school community, the Mount reserves the right to take disciplinary action, including dismissal.

COOPERATION AND CARE/COURTESY

Mount Saint Joseph expects its students to demonstrate care for self and for each other as they strive to grow in their self-esteem, in their understanding of their personal talents, and in their belief that they indeed can make a positive difference, with God’s help, to the community at large. Each student is expected to demonstrate personal pride and care for his health, appearance, and dress. Students are expected to demonstrate a helping attitude toward others and to cooperate with the school’s rules and regulations which are needed to create an orderly learning environment. Specific expectations include: getting the needed sleep and following a proper diet in order to meet the demands of the educational and co-curricular program; abiding by the dress/grooming code; abiding by the school procedures and rules for the day to day operation of the school; abiding by the rules established by classroom teachers, moderators, and coaches. Students are to realize that their first obligation is to their studies. This obligation is to be met with the utmost respect for authority in the school. The number of hours that they work at an outside job should not interfere with the demand of their course of studies. Students have a right to expect to be treated with care and to expect that the common rules will be enforced uniformly, consistently, and fairly. Students are expected to address and to speak to each other and to adults in a courteous manner at all times, and they have the right to expect the same courtesy extended to them.

NOT ACCEPTABLE:

- Insolence/disrespect to faculty, staff, any authority in the school
- Infractions of the dress/grooming code
- Inattentiveness in class; sleeping in class; any misbehavior in class which disrupts their own learning or that of another
- Chronic lateness or absence
- Infractions of the rules for day to day operation of the school
- Misconduct in class, in the hallways, in the cafeteria, at assemblies, at school-sponsored events on or off campus
- Unawareness of the code or of the rules for daily operation
- Unawareness of rules of classroom teachers, moderators, or coaches
- Work schedule that interferes with the school schedule
• Chronic infractions leading to detention
• Loud shouting, crude or vulgar language
• Any behavior that does not reflect gentlemanly courtesy
• Use of cell phones during school hours for any reason without the explicit permission of the school
• Use of cell phone cameras or other cameras at any time without the explicit permission of the school

CONSEQUENCES:

A student is subject to detention at the minimum for each offense. Should there be a pattern of such offenses or evidence of lack of cooperation or defiance of the rules, the student is subject to suspension and/or dismissal. The Director of Students will conduct a conference with the student and his parents and his counselor to outline consequences and the expected behavior. Repeated offenses will put a student on disciplinary probation, with his progress monitored and reviewed by the Director of Students. A recommendation will be made to the principal regarding the student’s status at Mount Saint Joseph.

INTEGRITY

Mount Saint Joseph expects students to be honest with themselves in order to come to an appreciation of who they are with their own unique strengths and limitations. It is the school’s responsibility to assist in this formation, and it is the school’s expectation that students grow in taking responsibility for their own attitudes and actions. Mount Saint Joseph expects students to be honest in their academic and co-curricular activity and to develop a true spirit of study, learning, and work. They are expected to do the class work and assignments as directed by their teachers. They are expected to follow the directions of their moderators and coaches in the co-curricular programs, especially with regard to training and conditioning rules in our athletic program. Our students have a right to expect an honest assessment of their performance, a careful and challenging development of their talents, help if they are experiencing difficulties, and understanding and acceptance for being honest.

NOT ACCEPTABLE:

• Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for the completion of any course*
• Fabrication: intentional or unauthorized falsification or invention of any information or citation in an academic exercise*
• Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another violate any provision of the school’s policy on academic integrity*
• Plagiarism: the deliberate adoption of ideas, words, statements of another person(s) as one’s own, without acknowledgement*; this would include the downloading of information from the computer without proper acknowledgement
• Copying another student’s work and presenting it as one’s own
• Allowing another student to copy one’s work
• Copying or receiving answers to questions or quizzes
• Procuring or distributing copies of quizzes, tests, or exams, or the answer to the same
• Forging another’s signature
• Lying or misrepresenting the truth
• Lying about one’s physical condition
• Lack of home study, including, but not limited to reading and writing assignments
• Lack of cooperation with the directives and expectations of teachers, moderators, coaches, and other school personnel
• Violations of gentleman-like behavior in academic or athletic activities or competitions

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CONSEQUENCES:

A single violation of the code in this area is considered serious as it undermines the integrity of the student, inhibits his development, and impedes the growth of his moral decision-making process.

When a student has been caught cheating for the first time, the teacher will report the violation to the Assistant Principal, Director of Studies. A note will be sent home verifying the incident, and the parents are expected to sign this note and have the student return it to school by the indicated date. The teacher and the Director of Studies will assess the consequences which will be proportionate to the offense and may include the giving of zero credit on an assignment, quiz, or test. Further consequences may ensue if so determined in the conference. The nature of the cheating offense may be cause for dismissal. Should a student be guilty of a subsequent offense, he will be referred for more serious disciplinary consequences which may include dismissal if this behavior is not corrected.

Any infraction of the code of integrity is considered serious, and the first offense will require at a minimum a meeting with the student, his counselor, and the Director of Students and, when appropriate, the respective teacher, moderator, or coach. The student’s parents are to be notified of the offense, the consequences, and the date by which consequences need to be served. Consequences will be proportionate to the offense, with repeated offenses calling for suspension and a mandatory period of probation.

SELF-DISCIPLINE

The purpose of the Student Code is to assist students in developing self-discipline and appropriate decision-making skills. This requires that the student knows what is expected of him in terms of attitudes, behavior, and performance. Each student must learn to accept responsibility for his own attitudes, actions, and achievement. Mount Saint Joseph commits itself to helping students in this developmental process, realizing that his commitment flows from our philosophy which points out that the tasks before us are “to teach our students to grow as Christian disciples and to teach them to think with a critical mind.”

Self-discipline requires that a student learn to do the right thing for the right reason. Because of the developmental nature of our entire educational program, each student is expected, as he progresses through this program, to demonstrate self-control and responsibility for his behavior. He is expected to develop the maturity needed to live up to the expectations of the Mount community without having to be constantly reminded of rules and regulations or directly supervised.

The following rules and regulations serve to back up the Student Code with specifics which, while they cannot cover every situation that arises, serve as guidelines in those areas where the cooperation of everyone is needed.
ABSENCE/LATENESS

- On the morning of an absence, a student is responsible for having his parents call the Director of Students’ office (410-525-1333) to report the absence and the reason. Such a call should be made before the beginning of homeroom at 10:20 AM.
- Upon his return to school following an absence, the student must present a note signed by his parents to the office of the Director of Students which states the cause of the absence. The student will receive an absence slip which should be presented to all teachers whose classes were missed as well as the homeroom teacher. The student must take care of this business in sufficient time to get to his first period class on time.
- Student absence due to illness lasting more than five (5) days requires a doctor’s note for verification and return to classes. In the case of extended absence due to illness, the parent is asked to inform the office of the expected duration of the absence and to call if there is a change in the information reported. All assignments missed during extended excused absences are to be obtained through the student’s guidance counselor.
- Absence for appointments with medical professionals are to be scheduled outside of school hours. Should such an appointment be completely unavoidable, a note from the student’s parents must be presented to the Director of Students a minimum of twenty-four hours in advance, and the note should include the doctor’s name and phone number, the time of the appointment, and the expected duration of the time spent away from school.
- Students absent more than fifteen (15) days may lose credit for his classes. Upon reaching a significant number of absences, the student may be required to meet with the Director of Students before returning to class. Decisions on the loss of credit are the jurisdiction of the school administration.
- A student is considered absent for the day should he arrive for a day of class after 11:30 AM or be dismissed from school before 11:30 AM. Students who are absent from school may not participate in any extra-curricular school event on the same day or on the weekend following a Friday absence. Exceptions to this must be cleared with the Director of Students.
- Missing class for court may be considered an unexcused absence.
- Should a student require permission for early dismissal for an appointment, on the day of the appointment he is to bring a note from his parent and report to the secretary of the Director of Students before 8:00am to pick up the appropriate dismissal card which indicates the time at which he is to be excused. At the appointed time, he presents the card to his teacher and meets his ride in the circle. Upon returning to campus, he signs in at the same office and is given a slip admitting him back to class.
- An unexcused absence from class (commonly called a cut) will result in three days detention for the first offense. Repeated offense of this nature will result in suspension and may incur dismissal if not corrected.
- Students not present in their first period class, seated and ready to begin work, at 8:00 AM sharp, must report to the office of the Director of Students to obtain a late slip, return to class immediately, and present the late slip to the class room teacher. A student who is late for school or class will incur a consequence for every third unexcused lateness. Frequent lateness for school or class may incur suspension or dismissal.
- It is the expectation of the school that students and their parents will take the necessary precautions to see to it that they arrive on time to school. Oversleeping, traffic, and the like are not considered valid excuses for arriving late to school.
• Students who are chronically late harm their own education and unnecessarily drain the energy of the faculty. Upon reaching a significant number of latenesses, the student will be required to meet with the Director of Students to agree to conditions for his return to class. Decisions on removal from class or loss of credit for excessive lateness rest with the school administration.

ARRIVAL/DEPARTURE

• Students are expected to allow enough travel time to arrive at school on time for their first class each day, beginning at 8:00 AM. Students should plan to arrive by 7:50 AM. Students unscheduled for first period should be in the cafeteria by 8:00 AM. Students arriving early should report to one of the open supervised areas on campus: cafeteria, Library, Guidance Center, classrooms at 7:50 AM.

• Students who drive to school must display the appropriate parking pass (secured in the Director of Security office) and must park in the designated areas. Parking permits are issued to juniors and seniors and to sophomores with extenuating circumstances when space limitations allow. Reported reckless driving on or off campus of any kind results in forfeiture of parking privileges. Permits are to be obtained on the first day the vehicle is brought to school. Parking/driving violations incur a $15.00 fine, detention, or both. Fines must be paid within twenty-four hours of their receipt.

• Students are to remain on campus until the final buzzer following afternoon announcements each school day. Students seeking permission for early dismissal present a signed note from their parents to the secretary of the Director of Students upon arrival at school. The early dismissal pass is to be presented to his teacher or the secretary upon departure.

• Students are to arrive and remain in dress code until 2:45 PM each school day.

• Students off-campus without permission during the school hours will be suspended from school. Repeated offense of this nature may result in dismissal.

• Seniors whose last class ends with the 6th period or 7th may depart at that time.

• Students who are waiting to be picked up by their parent/guardian may not leave campus after dismissal and return for their ride.

• All students not involved in an after school activity must wait for their parents in the library, guidance office or the cafeteria under the supervision of the after school prefect.

• Students are never to be in the Smith Center or Memorial Gymnasium either during the school day or after school without the direct supervision of a teacher or a coach.

CAFETERIA

The Cafeteria is open for student supervision both 90 minutes before school begins and 90 minutes after school ends (this includes school delays and early dismissals due to inclement weather). Breakfast is served for 30 minutes prior to the start of each school day.

CELL PHONES

The cell phone can be disruptive to the academic life of the school and can be used improperly in the academic setting. Students may carry cell phones with the following conditions:

• Cell phones must be out of sight and turned off during school hours, unless permission has been granted by faculty or staff; the phones may not be put in alternative ringing modes (including “silent”) or accept messages during the school day. (See Parent Information/Communication with Students on page 28)
• Students may use their cell phones on campus only before 8:00 AM or after the school day ends, unless the student has the permission and the supervision of a staff member. Student cell phone use during these times may only take place outside of the buildings.
• Students who use cell phones inappropriately (on and/or visible during the school day) are subject to disciplinary action, and their phones will be confiscated for pick up at a later time; a repeated offense of this nature will result in losing the right to carry the cell phone at school.
• While on school sponsored activities or programs, such as retreats, cell phones will be collected and kept in the possession of faculty moderators until the completion of the activity or program.

Mount Saint Joseph accepts no responsibility for an individual student’s cell phone.

CHILD ABUSE

According to Maryland law, school personnel are required to report cases of suspected child abuse to the Department of Social Services. Cases of suspected child abuse should also be reported to the Principal’s Office where assistance will be given in notifying the appropriate agency. A report of suspected child abuse is regarded as a request to begin an investigative process and should contain the following:

- name and address of the child and parent/guardian;
- age of the child;
- nature, extent, evidence of suspected abuse or neglect.

Under the statute, child abuse includes:

- any physical injury to a child under eighteen (18) which is the result of cruel or inhumane treatment by the child’s caretaker;
- any sexual abuse of a child under eighteen (18) by the child’s caretaker, whether physical injuries are sustained or not.

Further details of the law may be obtained from the Principal’s Office. Immunity from civil liability or criminal liability is provided to all who report in good faith.

COLLEGE VISITATION DAYS

• Juniors and seniors are allowed to visit colleges and universities outside of the Baltimore metropolitan area with the approval of the Director of Students and their guidance counselor, provided the following guidelines are followed:
  - The student must have a good attendance record.
  - The student must be in good academic standing.
  - Juniors are eligible during the second semester of their junior year prior to Easter. Seniors are eligible until the end of the first semester of their senior year. Any exceptions are with the approval of the Director of Students only.
  - At least one week prior to the visitation date, the student must complete a form from the Guidance Office requesting the visitation. This form must be signed by the student, his parents, and his guidance counselor and submitted to the Director of Students for approval.
  - When the student returns to classes after a college visit, he is required to follow the normal attendance procedures, as well as providing documentation from the college he visited (usually from the Admissions Office).
  - College visitation days are allowed once to juniors as an excused absence and twice to seniors as an excused absence.
  - No student may attend local college fairs during the school day when the fair has scheduled evening hours for students to attend.
DANCES

The Student Council of Mount Saint Joseph sponsors several mixers during the school year. All of these dances are operated under a “limited access” policy, that is, only young men from Mount Saint Joseph may attend along with young women from area high schools. During the school year, the Mount also sponsors four special dances, limited to Mount students and their dates: Homecoming Dance, Junior Prom, and Senior Prom. Attendance at school social functions is optional, however, students attending these functions must be in school on the day of (Friday) or the day before (Saturday) any of these dances. Any student attending the mixers agrees to abide by the following guidelines in addition to the regular school rules and regulations:

• At each mixer, all students, male and female, must present picture identification from their high school.
• Mixers begin at 7:00 PM and end at 10:00 PM.
• All students must arrive at the mixer by 8:00 PM, and students may not leave the dance before 9:30 PM. Exceptions to the arrival and departure regulations must be cleared with the Director of Students twenty-four hours in advance and must be accompanied by a note signed by parents.
• Students may not bring bags, backpacks and the like into the gymnasium or cafeteria during the dance.
• All students must follow the directions of the chaperones and security personnel at the dance.
• Appropriate behavior at dances.
• Dress Code for Guests: Mount Saint Joseph students and all guests must follow the dress code that is printed on the back of the tickets. No one will be admitted to the dance who is in violation of that code.

DISCIPLINARY MEASURES

Mount Saint Joseph extends the privilege of admission to students who agree to cooperate with school personnel and who agree to develop the attitudes and values of a Xaverian Catholic education as it is outlined in this handbook. Students who attend agree to obey the student code of behavior and to abide by the rules and regulations contained in this handbook. Mount Saint Joseph reserves the right, at any time, to withhold the privilege of attendance or to dismiss for serious violations of these expectations. The intention here is simple: to assist our students in the development of their moral character and in the development of their own self-discipline. Our disciplinary measures are:

• Detention – The student remains after school in the designated room/area under the supervision of the proctor for one hour; during this time the student follows the instruction of the proctor for the duration of the detention; failure to report to detention when assigned results in further sanctions. The school reserves the right to have the student join a counseling group in school, to require the student to meet regularly with his counselor, and to refer the student for professional help outside the school as a stipulation for continuing at the Mount. The school also reserves the right to suspend the student, put him on probation, and dismiss him.

Each detention is accompanied by an email to the parent from the discipline office. The accumulation of a significant number of detentions may result in suspension and a probationary period to follow during which time necessary conditions for improvement must be met in order for the student to continue at the Mount.

• Saturday Detention – This is required for students who commit either serious
infractions or repeated minor infractions of the student code of behavior or fail to serve their detention within the 48 hour time frame. Parents will be notified when a student is required to attend Saturday detention. Failure to attend will result in further sanctions. Saturday detention begins at 8:00 AM and lasts until 10:30 AM unless otherwise specified. Students in Saturday detention will follow the instructions of the proctor. Students will be charged $25.00 for having to attend Saturday detention, and they must arrive by 8AM with a $25.00 check made out to Mount Saint Joseph High School.

Suspension – This is a sanction imposed primarily on students who fail to correct inappropriate behavior or who seriously violate the code of behavior and the rules and regulations of the school. When a student is suspended, his parents will be notified by the Director of Students. During the period of suspension, which is at the discretion of the Director of Students, the student will be required to stay at home or in school, forfeiting his right to classroom instruction, thereby jeopardizing his quarter grade. During the period of suspension, the student may not participate in any school activities. Upon removal from suspension, the student is required to make arrangements at the teacher’s convenience to make up missing work and tests. Failure to do so would result in loss of credit. Before reinstatement, the Director of Students will have a conference with the student, his parents, and his counselor to review specifics for improvement in behavior and attitude. The school reserves the right to require group counseling, to have the student meet regularly with his counselor, and to require the student to receive outside professional counseling. The student returning from suspension is placed on probation for a period of time determined by the Director of Students who will monitor the student’s progress along with his counselor. A final recommendation will be made to the principal as to whether or not the student is to continue at the Mount.

A student may be suspended for reasons including, but not limited to, disrespect to school personnel or another student, truancy, cutting class, difficulties with civil authorities, chronic failure to abide by school rules, excessive detention, lack of study, misconduct on public transportation, serious misbehavior or violation of the student code and the rules and regulations of the school.

• Probation – Students who experience difficulties in adhering to the student code of behavior may be placed on probation.

Students receiving an excessive number of detentions during the school year are warned that the frequency of their offense calls for an alert to parents and students that their behavior is in need of correction. Should the behavior continue, the student is placed on probation with specific conditions spelled out for his compliance. His behavior will be monitored by his counselor and the school administration in a collaborative effort to change the negative behavior. Should the behavior persist, the students and his parents will meet with the principal and Director of Students and his counselor to determine his status at Mount Saint Joseph. Students on probation are required to meet regularly with their counselor, and their records are evaluated periodically to determine if their status as a student should change.

Mount Saint Joseph reserves the right to dismiss a student on probation if the school administration determines that there is a lack of serious cooperation and progress. Should a student violate the school rules and regulations during his time on probation, he is subject to immediate dismissal from the Mount.

• Dismissal – Mount Saint Joseph reserves the right to dismiss at any time a student whose attitude or behavior is judged harmful to himself and/or other students. The school also reserves the right to dismiss at any time a student who openly defies the values embodied in the Mount Saint Joseph philosophy or
who seriously violates the student code of behavior or the rules and regulations that accompany that code. A student is subject to dismissal for reasons including, but not limited to, habitual or flagrant disrespect of school personnel or another student, chronic lack of serious study, fighting, stealing, vandalism, involvement with alcohol and other drugs, possession of weapon of any kind, repeated misconduct in public forums (e.g., public transportation), possession/distribution of stolen property, conviction of a crime.

Repeat offenses by a student will result in progressive discipline. In all disciplinary matters, the school reserves the right to insist upon counseling, either in-house or outside referrals.

DISMISSAL FROM CLASS

- Any student dismissed from class must report to the office of the Director of Students immediately upon leaving the classroom.
- The penalty for dismissal from class is Saturday detention. The nature of the offense causing the removal from class may result in further penalty. The Director of Students is the sole arbiter of the dismissal and the subsequent penalty.
- The Director of Students will take information from the student and the teacher involved and contact the parents of the student to inform them of the dismissal from class and the time and date of the Saturday detention.
- Repeated offense of this nature will result in suspension and may incur dismissal.

DRESS/GROOMING

It is the expressed desire of the school, with the cooperation of the parents, to develop proper dress and grooming habits in our students, habits which will enhance their personal appearance. At Mount Saint Joseph, as in the professional world, conventional attire is the norm. The following is intended as a minimum guideline to have our student body dress in a more professional fashion which might facilitate an equally professional approach to academic work.

We require a solid color, oxford style dress shirt (no writing or large logos), TUCKED in at the waist and buttoned at the neck, with a tie (no bow ties) knotted at the neck. Seniors may wear oxford shirts with patterns, except for flannel or Hawaiian prints. Polo shirts (short sleeved and collared) purchased from the MSJ school store may be worn during the 1st and 4th marking periods with the shirts being TUCKED in at the waist. Undershirts of a solid color are not permitted to show designs through dress shirts (no tie dye). Dress or Docker-style pants of a solid khaki, brown, olive, navy, gray, or black color (no pastels or bright colors) must be worn with an unadorned black, brown, or cordovan leather dress belt (studs, rope, etc. not acceptable). There should be no pants with rivets (jeans style), pockets or loops down the leg, or frayed/cut bottoms. No wallets with chains. Black, brown, or cordovan leather dress shoes must be worn with socks (white or same colors as pants options) that are visible. The shoes may not be canvas, athletic, ankle high/boots, slippers, moccasins, clogs, or the like. Sperry-like sneakers (thick white sole) and bright colored soles are not permitted.

Only solid color v-neck or 1/4 zip sweaters are permitted classroom coverings. Jackets/outerwear may be worn as weather warrants them, except in classrooms or the cafeteria line. No other covering, including but not limited to those with sweatshirts (with or without hood and/or zipper), thermal, or denim material, is permitted. A long sleeve shirt under a short sleeve dress shirt or polo is not permitted. Baseball caps may not be worn on the academic side of campus. In inclement weather conditions, hats / caps (not of the baseball variety) may be worn ONLY outside of the building.
We require that students be clean-shaven (no beards, goatees, or moustache). Hair is to be trimmed neatly on all sides with the length not to exceed the top of the collar in the back, the eyebrows in the front, and the earlobes on the side. There is to be no coloring, no dyeing, no braiding/twisting of any kind, nor are there to be any designs shaved into the head. Sideburns are not to exceed the bottom of the ear. Hair should not extend over one inch above the scalp line. Unconventional hairstyles, including but not limited to mohawk-types, are not permitted. No body piercing jewelry of any kind is permitted, nor is any subcutaneous adornment. Tattoos or body scarring are not permitted. Previously existing tattoos must be covered at all times, including participation in athletic events. No earrings, ear clips, or hole spacers (covered or uncovered) are permitted. Chains and necklaces, if worn, are not to be visible. Sunglasses may not be worn during school hours. It is never acceptable for students to wear any paraphernalia that is not in good taste and in keeping with the Catholic Church’s teaching on the sanctity of human life. Any clothing deemed unacceptable or worn at a time/place that is not permitted will be confiscated for pick up at a later time. (This holds true for dress down days as well.)

The final decision as to what constitutes acceptable dress and grooming rests with the Administration. The penalty for a third violation of these norms will be detention. Where the violation is manifestly voluntary on the part of the student, further penalties may be given. No warning need be given. Students and parents who have questions regarding the acceptability of certain types of clothing or grooming should consult with the Director of Students before appearing in school with them. Serious violations of dress and grooming may result in the student’s loss of class instruction/academic credit until the issue is corrected.

The dress code is in effect from 7:15 a.m. until 2:45 p.m. on regular school days. Students are expected to arrive at and depart from school fully and properly dressed. This would include any student on campus after school awaiting an activity or pick-up. Storing the student’s school attire in lockers and changing clothes at the locker or in the lavatories is not permitted, except for those students involved in intramurals or school-sponsored athletics. Students may not change clothes in parking lots or other public areas on campus. If a student realizes he has arrived to campus out of dress code, he must report to the Director of Students Office immediately to receive a Dress Code Pass without penalty. If this becomes habitual, the student will be subject to disciplinary action.

**DRIVING/TRANSPORTATION**

- Students who drive to school must park their cars in designated areas on campus. Parking on campus is a privilege, not a right. Students are to register their car with the Director of Security by the end of the first week of school. Once registered, students obtain a parking permit (cost is $15.00) which is to be displayed, hanging from the rear view mirror in full view through the front windshield.
- All school rules and regulations are in effect in all parking areas.
- Seniors receive first consideration for available parking on campus. Only seniors park in the lot beyond the right field area next to the baseball field. Consideration is next given to juniors with sophomores being considered depending on the availability of space.
- Students driving to school are expected to show respect for safety and the rights of others. Excessive speed on campus will result in the revoking of parking privileges. Reckless driving on campus and to and from campus will also result in the revoking of all parking privileges. Violations of safe driving practices will also incur disciplinary penalties at the discretion of the Director of Students.
• Parking citations are issued for disregard of our regulations and incur a fifteen dollar ($15.00) fine and detention. Repeated offense of this nature will result in the revoking of parking privileges and disciplinary penalty.
• Should a student need to return to his car in the parking lot during the school day, he must first see the Director of Students for permission.
• Students may not loiter in any of the parking areas at any time.

DRUG AND ALCOHOL POLICY

Any student who brings any illegal substance or paraphernalia to campus or to any school-sponsored event, including but not limited to, dances, athletic events, club activities, retreats, may be dismissed from Mount Saint Joseph immediately. No matter what the grade level, or previous involvement in or contribution to the community at large, no matter the previous disciplinary record or academic record, the student may not be allowed to continue as a student at the Mount. This policy is intended to protect those who choose not to use/abuse alcohol or other drugs. Those who possess, use, or distribute alcohol or other drugs or paraphernalia on school property or at school events demonstrate that they do not share the values of the school community and may forfeit their opportunity to continue as a student at Mount Saint Joseph. The school reserves the right to search school property, a student’s belongings and areas under a student’s control to enforce school policies, rules, and regulations, and/or to otherwise preserve a safe and orderly learning environment.

The school’s responses to violation of this policy include: 1) suspension from school; 2) possible dismissal from the Mount; 3) drug and alcohol assessment and testing; 4) group counseling; 5) outside professional counseling; and 6) a suspension from all activities including but not limited to extracurricular activities, dances and any activity held outside regular school hours.

FERPPA Policy

Mount St. Joseph High School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal Law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Mount St. Joseph High School are as follows:

• Parents have the right to inspect and review the student’s education records maintained by the School. Parents should submit to the Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

• Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents who wish to request an amendment of the student’s records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent’s right to request a hearing.
Parents generally have the right to consent in writing to disclosures of information from a student’s education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

- To School officials who have a legitimate educational interest in the information. A School official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
- To other schools to which the student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for and on behalf of the school.
- To accredit ing organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated “directory information” without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following directory information.

- Student’s Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Dates and place of birth
- Dates of attendance
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Principal in writing by August 28, 2014.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount St. Joseph High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
EMERGENCY DRILLS/EVENTS/PROCEDURES

In the event of an emergency or emergency drill, students are to follow instructions given by the teacher and/or staff member in charge. It is important that all members of the Mount community take seriously the instructions for emergency drills. All are to move as quickly and quietly as possible as soon as the alarm sounds. All alarms must be responded to immediately whether this be an individual building alarm or the general campus alarm or an announcement coming from the school PA system. Complete silence is to be maintained throughout the event.

Fire Drills
- When the fire alarm sounds, all windows in the rooms are to be closed, with students leaving the classroom according to the instructions of their teacher, following the route posted on the room wall.
- Upon exiting the specific building, all follow the specified route to the indicated location. All remain until attendance is taken and the signal is given to return to the buildings.
- Instructions for fire drills are located near the door in each room on campus.

Lockdown Drills
- A lockdown is called for when a situation exists where a known or perceived threat is on or near the campus, such as an intruder, a threatening weather condition like a tornado or hurricane, a police action in the surrounding community, or anything else which makes the secure interior of the building safer than the exterior.
- When the alert sounds, windows and blinds in the room are to be closed, lights are to be turned off and the doors are to be locked.
- Students should sit low to the floor away from windows and doors while remaining quiet until further notice.

Failure to comply with the regulations for these drills on the part of a student would subject the student to any and all of the penalties of the school.

GUESTS/OUTSIDE SPEAKERS

All visitors to the school must report to the school office before visiting the school in any capacity. Visitors are asked to wear an identification badge provided by the school office during their stay on campus and to return said badge to the school office prior to their departure. All members of the school community are asked to direct visitors to the campus to the school office to follow the above procedure. This applies regardless of the capacity of the guest to the school.

All speakers from outside the school must receive the appropriate approval from the administration prior to setting a date to speak at the school. There are no exceptions to this regulation.

HEALTH ISSUES
- Before attending Mount Saint Joseph, all students must have on file in the Nurse’s office a current Certificate of Immunization, according to the regulations of the State of Maryland. It is the parents’ responsibility to see to compliance with this regulation. Failure to comply prevents admission to class for the student.
• Any student participating in athletics must have a physical on file with the Nurse’s office PRIOR to initial participation in tryouts/practice for the season in question. Failure to comply prevents participation for the student.
• Any student who becomes ill during the school day must first report directly to the Nurse in the Health Suite. Once treated, he will be given a pass by the School Nurse to present to his teacher upon returning to class. Students becoming ill before class must report to their teacher prior to reporting to the office of the Nurse. Students whose illness/sickness cannot be treated expeditiously by the Nurse will have their parents notified by the Nurse so that they may be picked up and taken home or to their physician. Students may not contact their parents and/or leave campus without release notification by the Nurse.
• When a student is taking medication, prescribed or not, parents are to notify the Nurse in writing.

INCLEMENT WEATHER

Any changes in the operation of school due to inclement weather will be announced over WBAL radio (1090 AM), and Mount Saint Joseph follows the lead of Baltimore County in this regard. We will not necessarily be mentioned by name in the announcement. Should Baltimore County secondary schools cancel due to inclement weather, the Mount will do likewise. Should Baltimore County secondary schools open one or two hours late due to inclement weather, the Mount will do likewise. Should Baltimore County secondary schools alter their schedule by more than two hours, the Mount will open two hours late. Should Baltimore County secondary schools already have the day off due to vacation or the like, the Mount will follow Howard County schools.

LOCKERS

• Lockers will be assigned to each student. Locker numbers will be issued based on homeroom location and will be published on the student’s final schedule mailed in August.
• Students are to use only the school issued BLACK locks for their ACADEMIC lockers. These locks must be purchased from the MSJ school store.
• No student may change his assigned locker without the permission of the Director of Students. No student may store his books or belongings in the locker of another student.
• Students may go to their lockers before and after school and in the five minutes before and the five minutes after the beginning times for each class period only. Permission is required to be at one’s locker during any other times. When a student has received permission to be at his locker while class is in session, he must see to it that he goes about his business at the locker quickly and quietly and without causing any disturbance to classes in session.
• In the gym, students must use a school issued PURPLE lock (purchased from the MSJ school store), keeping all their belongings locked in their physical education or team locker. No student may store his belongings in the locker of another student. Students must advise the teacher or coach should he have any valuables that need safe-keeping.

LOST AND FOUND

All found items, books, clothing, calculators, jump drives, cell phones, mobile devices and the like are to be turned in to the Main Office in Ryken Hall. Students may claim lost items in the Student Activity Office in Ryken Hall. Any student found in unauthorized possession of another student’s belonging(s) will be subject to disciplinary measures. At the end of each marking period, all unretrieved items will be donated to charity.
MERCHANDISING/SALES

Any merchandising or sale on campus needs the explicit permission of the principal or the Business Manager. No person or entity may undertake the sale or merchandising of any item without such permission. No person or entity may advertise such a sale without such permission.

PARENT INFORMATION/COMMUNICATING WITH STUDENTS

Mount Saint Joseph upholds the provisions of the Buckley Amendment regarding the rights of non-custodial parents. In the absence of a court order to the contrary, the non-custodial parent will be provided access to the academic records regarding their son. It is the responsibility of the custodial parent to provide the school with any legal documents pertinent to the sharing of information regarding their son.

Phone messages to students during the school day should be kept to a minimum and requested only for serious emergency. Parents needing to communicate with their sons during the school day must contact the school’s receptionist at 410-644-3300. Students’ cell phones should not be contacted during school hours.

PHOTOGRAPHS/VIDEOTAPING

Parents/guardians are advised that photographs or videotape of students may be used in publications, website or other materials produced from to time to time by or on behalf of Mount St. Joseph High School. Parents/guardians who do not wish their son to be photographed or filmed should notify the Principal in writing. Please note that the School has no control over the use of photographs or film taken by media that may be covering an event in which your son participates.

PUBLICATIONS

The official publications of the school are the yearbook, the TOWER; the school newspaper, the QUILL; and the school literary magazine, the CARPENTER. The school also publishes a quarterly alumni magazine, THE MOUNT. All material appearing in these publications is subject to the approval of the principal. The publication of any other books, papers, journals, etc., officially sponsored by the school must receive the specific approval of the principal. The school reserves the right to censor any publication under the auspices of the school or any of its activities, directly or indirectly sponsored.

Specific permission is required from the principal before any literature or materials are distributed on campus by anyone.

RETREAT MAKE-UP

All students attending a one-day retreat (e.g., freshmen and sophomores) sponsored by the school will be allowed the following two school days to make up any missed work, tests, etc. All students attending a two-day retreat (e.g., juniors) sponsored by the school will be allowed the following four school days to make up any missed work, tests, etc. This would apply to weekend retreats as well. In practice, this means not requiring tests to be taken, work to be turned in for credit, etc. until the make-up period has expired.

SCHOOL RINGS

During the junior year, Mount students in good standing may order their class rings to be blessed and presented at the Junior Ring Mass. The ring represents the tradition that our students share with all of the Mount alumni who have gone before them. One school ring bears an etched Mount Tower on one side with the seal of the Xaverian Brothers on the other. The date 1876 sits above the Tower while the
graduation date of the students is above the Brothers’ seal. The purple stone sits in
the center of the ring with Mount Saint Joseph High School surrounding it. A student
may select an approved etching to go beneath the purple stone. The other school ring
is signet style and bears the new seal of the school on its face. The year of graduation
is etched on the side or inside the ring. No other rings are approved, nor are any
variation of the above approved by the school. School rings may only be ordered from
the companies approved by the school.

HARASSMENT

Mount Saint Joseph is committed to ensuring that Mount Saint Joseph employees
and students are provided with a work and learning environment that is free from
discriminatory intimidation, insult, ridicule or other forms of harassment. Sexual
harassment or harassment based on race, color, gender, national origin, age, sexual
orientation or disability is unlawful under both federal and state law. Any
employee or student who believes she/he has been the victim of harassment should
report such conduct to the Principal. Mount Saint Joseph will promptly conduct an
investigation of the complaint. To the fullest extent possible, Mount Saint Joseph will
keep the complaint, the investigation of the complaint, and the results of the
investigation confidential. If an investigation confirms that harassment has occurred,
Mount Saint Joseph will keep the results of the investigation confidential. If an
investigation confirms that harassment has occurred, Mount Saint Joseph will take
corrective action. If the harasser is an employee, the corrective action may include
such discipline, up to and including immediate termination of employment, as is
appropriate.

For your guidance, Mount Saint Joseph will describe the type of conduct that may
be regarded as impermissible harassment. As sexual harassment raises issues about
conduct that are, to some extent, different than the issues presented by other types
of harassment, sexual harassment will be defined separately.

A. Harassment based on race, color, gender, national origin, age,
sexual orientation, disability, or other protected group status.

Harassment is verbal or physical conduct that denigrates or shows hostility or aver-
sion toward an individual because of his/her relatives, friends, or associates, and that:

(i) has the purpose or effect of creating an intimidating, hostile, or offensive work
environment;

(ii) has the purpose or effect of unreasonably interfering with an individual’s
work performance; or

(iii) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes, but is not limited to, insults, slurs or threatening,
intimidating, or hostile acts, relating to a person’s race, color, gender, etc. or written
or visual material that denigrates or shows hostility toward a person or group because
of race, color, gender, etc. and that is displayed on Mount Saint Joseph’s premises or
is circulated in the school.

B. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other physical or verbal
conduct based on sex will constitute sexual harassment under any of the following
circumstances:

(i) when submission to such is made, explicitly or implicitly, a term or condi-
tion of employment, instruction, or participation in school activities.

(ii) when submission to or rejection of such conduct by an individual issued by
the offender as the basis for making personnel or academic decisions.
(iii) when such conduct has the purpose or effect of unreasonably interfering with the individual’s work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” foul or obscene language or gestures, display of foul or obscene visual material, and physical contact such as patting, pinching, or brushing against another’s body.

**SMOKING**

- Students who smoke cigarettes or who use smokeless tobacco are encouraged to quit for the obvious health reasons. The Guidance Department and the school nurse stand ready to assist any student in terminating this habit.
- Students may not smoke on campus (including in their cars).
- Smoking and the use of smokeless tobacco are not permitted at any school event on or off campus, including athletic events and retreats. A student is subject to suspension for violation of this policy. Students participating in athletics found in violation of this policy are subject to dismissal from their respective team.
- No tobacco products are allowed on school property.

As stated earlier it is intended that the above guidelines assist each student in his spiritual, moral, intellectual, physical, and social development as a person. At its core the Student Code of Behavior carries with it the following expectations a student may have of the Mount along with the responsibilities a student incurs by accepting membership in this community.

**Expectations:**

- Instruction in the Catholic faith expressed in message, community, worship, and service
- Participation in prayer, worship, retreats, and service programs
- Christian environment based on Gospel values in which the dignity and development of the total human person is recognized and nurtured
- Curriculum with proven educational value combined with competent faculty who possess professional qualifications
- Counseling that assists in adjustment issues, college admission and placement, academic monitoring, and which provides quality guidance on personal issues
- Disciplined atmosphere conducive to learning
- Fair assessment of performance and achievement as well as accurate record keeping subject to inspection and review
- Respectful treatment which includes due process when in need of appeal
- Activities which provide for spiritual, physical, and mental development

**Responsibilities:**

- Act like Christian gentlemen
- Obedience of the rules and regulations of the school
- Evidence of a desire to learn which also assists in ensuring an atmosphere of earning for others
- Treatment of all members of the Mount community with respect and treatment of all of their property and that of the school with respect
- Learn the skills and content of all courses taken; study, and complete assignments on time
- Participate in the life of the school beyond the classroom
PROGRAM OF STUDY/STUDENT SERVICES

General Requirements:

1. Graduation:

To receive an academic diploma, a student must satisfactorily complete the following:

All Students

Required Subjects:

Theology .................................................. 4 credits
   (40 hours of Community Service to be completed as a course
   requirement for Religion III and 20 hours of community service
   must be completed as course requirement for Religion IV.)

English ................................................. 4 credits

Foreign Language ................................. 2 credits
   (2 years of the same language)

Mathematics ........................................ 3 credits
   (Algebra I, Geometry, Algebra II)

Science ................................................ 3 credits
   (Biology required)

Social Studies ..................................... 3 credits
   (World Civilization, I, II, U.S. History)

Physical Education/Health ...................... 1 credit

Fine Arts. ............................................. 1 credit

Technology ........................................ 1 credit

Elective Subjects .................................. 2 credits

Total Academic Requirements ................ 24 credits

In his senior year a student must earn at least five credits to qualify for graduation. It is his responsibility to confirm that his schedule includes six subjects each semester.

In his junior year a student must attempt at least six credits.

In order to graduate, a student must have paid all outstanding debts and have returned all school equipment.

2. High School Record:

A student’s high school record (transcript) is sent upon request of the student and his parents to colleges of his choice or to other agencies that may request such information. Included in this record is a listing of all academic work taken at Mount Saint Joseph and other high schools, along with a final grade for each course and a calculation of the student’s grade point average and rank in class. The student’s activity involvement at Mount Saint Joseph and a record of absence and tardiness are included on the transcript. Additional information such as standardized test scores, Advance Placement exam scores, and evaluations in the form of letters of recommendation and the like are forwarded at the request of the student and his parents.
3. Selection of Courses:

Course selection is done under the direction of the Studies Office. The programming of individual courses is done in consultation with the departments. Students select courses during the second semester of each school year. Students select their courses with the approval of their parents, teachers, and counselor. Any change in the course of studies for a student requires the approval of the Studies Office. Once school has begun for the year, if a student decides to make a change in his schedule during the approved time period (first 2 cycles of the semester), there will be a charge of $50.00 unless the change is due to the school’s error. The school reserves the right to deny a course request. Course changes must be completed at the conclusion of the first two cycles of classes.

The Principal and the Director of Studies are at liberty to change any student’s program. All difficulties concerning studies and courses should be discussed with the counselor or the Director of Studies before the end of the term.

Entering students are placed into classes on the basis of past achievement, standardized test scores, and interviews.

4. Report Cards, Honor Roll, Grade Point Average & Class Rank:

Report cards are distributed four times a year. They are either mailed to the home of the student or sent via email. A student needs at least a D to pass for the year in any subject. At the end of the year, the student will have four period marks, two exam grades, and a final average.

Final grades for each course are determined as follows: The grade for each of the four quarters is worth 20 percent, the mid-term exam is worth 10 percent, the final exam is worth 10 percent. This formula is used so that the bulk of the percentage of the student’s final grade in the course comes from his day-to-day effort in the class.

The marking system for Mount Saint Joseph is:

Numerical Equivalents

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>excellent</td>
</tr>
<tr>
<td></td>
<td>92-100</td>
</tr>
<tr>
<td>B</td>
<td>good</td>
</tr>
<tr>
<td></td>
<td>84-91</td>
</tr>
<tr>
<td>C</td>
<td>average</td>
</tr>
<tr>
<td></td>
<td>77-83</td>
</tr>
<tr>
<td>D</td>
<td>poor</td>
</tr>
<tr>
<td></td>
<td>70-76</td>
</tr>
<tr>
<td>F</td>
<td>unsatisfactory</td>
</tr>
<tr>
<td></td>
<td>below 70</td>
</tr>
</tbody>
</table>

Honor Roll

As a college preparatory school, Mount Saint Joseph strives to help each student reach academic excellence. Those students whose quarterly report cards indicate achievement at the designated honor roll levels will receive honor cards and any other appropriate recognition.

The honor roll is divided into three categories:

- PRINCIPAL’S LIST All A’s
- FIRST HONORS All A’s except for one B
- SECOND HONORS No grade lower than a B
Grade Point Average

Grade point average is computed cumulatively, using the final grade for each course. Points are assigned to each letter grade ranging from a 4 for an A to a 1 for a D.

Rank in Class

Rank in class is determined on the completion of the Junior year using a total of quality points for all graded courses. Honors courses contribute an additional point and advanced placement courses contribute two points, in accordance with NASSP guidelines.

5. Promotion, Failure and Summer School:

Students must earn six credits in order to be promoted to the next grade.

In the event that a student receives an F for an academic year, he must follow the recommendation of the Director of Studies regarding summer school. Any failure of a required subject must be made up in summer school. If the student is unable to take courses as assigned, he should contact the Director of Studies immediately.

If a student is required to attend summer school, he must follow the course or courses that have been approved by the school. If the student does not follow exactly the work that has been assigned, Mount Saint Joseph will not guarantee that it will grant credit for the course.

Credit is granted for passed review courses. Official transcripts are required. If a student fails three or more classes, he will be asked to leave Mount Saint Joseph High School.

6. Scholastic Eligibility:

A student who fails two or more subjects is ineligible to participate in any extracurricular activity. This prohibition extends to all aspects of involvement, including practice. The student may receive tutoring and can apply for reinstatement the following quarter.

A student who fails one subject in a quarter must follow the procedure outlined below in order to be able to participate.

1. The student must approach the Director of Studies in order to discuss the academic situation and request to be allowed to participate. The Director of Studies will consult with the Athletic Director, Moderator/Coach, and the student’s Counselor in order to determine if the student would benefit from participating in extracurricular activities. The Director of Studies will inform the student and his parents of the decision.

2. If it is agreed that the student would benefit from participation, the student will meet every week with the Director of Studies through the remainder of the quarter. Tutoring in the subject may also be arranged by the Director of Studies. If the student does not meet, or if they indicate no progress or insignificant progress, the student shall lose his eligibility.

The above policy applies to the first quarter of each year as grades from the fourth quarter of the previous year are used to determine eligibility for extracurricular activities in the beginning of each school year. Eligibility for each athletic season will only be affected by the grades of one marking period.
Participation, in regards to any transfer policy, is defined as practicing or scrimmaging during the regular season, beginning with the 1st practice date or playing in any interscholastic competition.

1. Eligible Students
Commencing with date of enrollment at a member school, a full-time student, who is in good standing according to the policies of the particular school and subject to the other limitations herein prescribed, is eligible to participate in league competitions in the MIAA. Students are considered full time and part of the school community when they take a majority of their academic classes on campus within their school, during the traditional school year.

Foreign based students who attend an MIAA member school will be eligible for participation presuming that they meet all MIAA guidelines for eligibility and are attending a member school in conjunction with programs administered by the Council on Standards for International Educational Travel (CSIET). Information regarding CSIET programs may be obtained by calling (888) 787-2970 or visit their website at www.csiet.org. To prove their eligibility, the student athlete must provide:
   a) Birth Certificate, Visa or Passport verifying date of birth
   b) Secondary School academic credentials
   c) Documentation of athletic experience in their native country
   d) Eligibility Verification Form

2. Age Limitations
A student who has attained his/her 19th birthday before August 31 of a given academic year is not eligible to participate.

A student who has attained his/her 19th birthday on or after August 31st of a given academic year may participate only on the Varsity level.

3. Limits of Participation
A student may not represent any school, regardless of its affiliation to this Association, in any one sport at any competitive level for more than four years. Additionally, students may only be enrolled in grades 9-12 for participation in association athletic programs.

A student may not represent more than one school during any academic year in interscholastic athletics regardless of its affiliation to this association. A student athlete may appeal this guideline based on a move of his primary residence of at least 30 miles.

A student who has graduated from a secondary education program, either domestic or foreign, is not eligible to participate.

4. Amateur Status
To be eligible to participate in contests of this Association, a student must be an amateur. As such, he/she may not receive, directly or indirectly, any salary, stipend, incentive, payment, award, gratuity, gift, educational expenses or expense allowance as a result of participation in any sport or sports team. In order to preserve students’ eligibility for college athletics, MIAA athletes are required to adhere to the policies for avoiding “professionalism” as defined by the NCAA.

5. Transfer Students
A transfer student is one who changes enrollment from one school to another. A transfer student who changes schools during the school year and has partici-
pated in interscholastic athletics at any level at his former school is ineligible to participate in interscholastic activities for the remainder of that school year. Additionally, that student, if he/she was a varsity athlete at their previous school, is ineligible for participation in that (those) sport(s) for one calendar year from the date of enrollment. A student athlete who is by definition a varsity athlete at a member school may not become eligible to participate at another member school in the next academic year by enrolling in a non-member school for a period of less than one full academic year. Further, a students' ineligibility to participate is based on his/her participation for the prior year only. A student who plays on a varsity team during one year and does not participate in the year prior to transfer will be eligible to play provided all other transfer criteria are met. Please refer to the definition of a “varsity athlete”.

A transfer student who migrates from one member school to another and was a varsity athlete at his / her previous school is ineligible to participate in that sport at the new school for one calendar year beginning with the first date of enrollment at the new school. If that student was an undersquad athlete (freshman or junior varsity) at his previous school, he / she may transfer without penalty unless transferring under stipulations in paragraph 2.

An Open Enrollment Period will be offered for non-member student athletes. From June 1 through September 1, student athletes transferring from any non-member school to a member school, may transfer to and participate in interscholastic athletics, at any level, without penalty. In order to qualify under this guideline, all appropriate paperwork must be completed and the enrollment contract deposit must be paid on or before September 1. The MIAA reserves the right to request copies of any enrollment contract. The student athlete must physically be attending classes on the first day of fall classes or by September 1. If the opening of the member school is after September 1, the required paperwork and deposit must be complete on or before the September 1st date.

30 Day Rule - A transfer student, regardless of prior participation, who transfers between September 1 and May 30 of any academic year, may not participate in a league competition of this Association until 30 days after the date of enrollment at the new school, which date may not precede the last day of the student’s attendance at the prior school.

Date of Enrollment - Date of enrollment is defined as the first day the student is physically attending classes.

Varsity Athlete - For transfer purposes, a varsity athlete is defined as a student who has competed in any way in a varsity interscholastic competition. Varsity gam participation is based on participation in grades 9 thru 12 only. A student athlete is limited to four years of participation in any one sport in grades 9 thru 12.

The only exceptions to this transfer policy are the following:

a) if a student were to change their primary residence; a change in primary residence means a move of more than 30 miles from their present residence.

b) if a student’s present school eliminates the athletic program in which he/she is participating.

c) a student who attends a boarding school for one full academic year, or who resides at a temporary residence to attend another school, may transfer to a member school without penalty regardless of prior participation.

This transfer policy is effective as of June 1, 2009 and is non-appealable.

A transfer student, regardless of prior participation, may not participate in the MIAA until an Eligibility Verification form is submitted to the league office and approval is granted. Additionally, a student athlete transferring from one member school to another may not participate in interscholastic athletics until all financial obligations at the previous school have been satisfied.
6. Ejection Rule

A player who is ejected from a non-league game or contest (for other than physical or verbal abuse of a game official) is automatically suspended from participation in that team’s next scheduled game or contest. A player ejected before, during or after any league contest, the result of which affects the standings or playoff seedings of the competing schools, is suspended for the next scheduled league contest. A player ejected during a school’s final league or non-league contest must serve his suspension during his team’s next scheduled league contest to include a league championship, tournament or playoff game. If the individual’s school is not participating in the league championship tournament, the suspension carries over to the first league or non-league contest in the next year. In the event of an individual performing in a tournament, it is the next scheduled time he is to compete. The two yellow card rule (soft yellow) in soccer does not fall under this ruling. The two technical foul rule in basketball does not warrant an additional game suspension, unless the 2nd technical foul would warrant an ejection on its’ own.

A player ejected, before, during or after a contest, for the physical or verbal abuse of a game official or for an ejection involving an altercation with an opposing player which results in attempted or actual physical contact with that player is automatically suspended for the next schedule contest, and may not participate again until a review of the ejection incident is made by the executive director. The executive director, after conferring with the individual’s head of school, athletic director and executive committee, may impose additional penalties. The Executive Director will publish ejection decisions (offense/punishment) to all member schools. The additional penalties are non appealable. Penalties issued by officials for unsportsmanlike or dangerous physical contact to another player may come under the review of the executive director or executive committee for additional sanctions.

When a senior athlete is ejected in the final game of a fall or winter sport, the senior athlete must serve his suspension in the next interscholastic competition(s), regardless of season or sport.

A coach who is ejected, before during or after a contest is suspended for the next two (2) subsequent contests which carry over to the next year. The executive director at the request of the coach or athletic director may review the ejection incident and waive the suspension for the second contest. This request for review may be made only in writing. The executive director’s decision is non-appealable. The executive director, after conferring with the individual’s head of school, athletic director and executive committee, may impose additional penalties for a coach ejected for physical or verbal abuse of a game official. The additional penalties are non-appealable. Coaches ejected from game(s) may not be present at the game site – both for the day of the ejection and any subsequent game(s).

It is the responsibility of the individual’s athletic director to enforce this rule and notify the executive director, for documentation purposes only, of the ejection and subsequent suspension.

The game officials’ decisions regarding an individual’s ejection from a game or contest are final and binding; no appeals will be entertained.

Failure to enforce the suspension by allowing the ejected individual to participate in the subsequent contest results in the automatic forfeiture of the game or contest in which the de facto suspended individual participated. ANY PLAYER ISSUED A RED CARD OR CITED FOR FLAGRANT FOUL, MISCONDUCT OR UNSPORTSMANLIKE CONDUCT AFTER TIME HAS EXPIRED WILL SERVE A SUSPENSION AS UNDER NORMAL GAME TIME EJECTIONS. NO EJECTION IS APPEALABLE REGARDLESS OF THE CONDITION CITED BY THE OFFICIALS TO JUSTIFY THE EXPULSION. THIS WOULD INCLUDE SERIOUSNESS OF THE FOUL OR MISINTERPRETATION OF THE RULES.
Discretionary Disqualification:
Upon a finding by the executive director that a player, coach, and/or team while coaching or competing for an MIAA member school, engaged in flagrant misconduct while on the premises where a game is conducted, said player, coach and/or team may be disqualified from participating in the next scheduled game or games following said determination. The degree of penalty shall be within the discretion of the executive director after conferring with the executive committee and based upon the nature and extent of such flagrant misconduct. Previous flagrant misconduct shall be a contributing factor in determining the degree of penalty.

Action by Member School:
If it is determined that an MIAA member school’s administration, faculty, coaches, teams, students, or team followers engaged in flagrant misconduct and/or conduct which violates one or more provisions of the Constitution, By-Laws or General Regulations, that member school may be directed by the executive director after conferring with the executive committee to impose appropriate discipline upon such person(s) or to take other rectifying action for such conduct. The MIAA may suggest the member school to take specified rectifying action and/or to impose specified appropriate discipline upon such person(s) as a condition for not imposing penalties upon the member school for flagrant misconduct and/or violations of the Constitution, By-Laws or General Regulations.

7. Officials
All schools must use officials sanctioned by this Association for all home games. In exceptional circumstances, the executive director has the competence to waive this regulation.

8. Recruitment
In conformity with the purpose and spirit of this Association, the following principles govern the manner in which member schools influence and encourage a student to become affiliated with a school:
   a) No school, through any of its officers, representative or by any other means, shall directly or indirectly offer inducement to a student of any school, regardless of the student’s age or academic grade, to terminate enrollment at said school and migrate to another for athletic purposes.
   b) It is considered appropriate for a school’s admissions department to provide a student information about its school; however coaches and other members of a school’s athletic department are prohibited from contacting or communicating with a student or the student’s parents/guardians until such time as an inquiry regarding the student’s possible admission to the school has been initiated by the student’s parent/guardian through the admissions department. This policy does not preclude attendance by coaches or member school representatives to non-high school athletic events for the purpose of screening prospective student athletes. On the occasion that a prospective student athlete or his parents seek information from a member school’s representative attending a non-high school event, the school’s representative may answer preliminary questions about the member school. The school’s representative should indicate to the prospective student athlete and his parents that further contact by an athletic department representative can not be made until the admissions department at the member school is contacted by the parents.
   c) Athletes being recruited to member school teams, who have not yet officially attended a day of class and regardless of age or grade, may not practice or participate with a member school team during the regular season. Additionally, they may not participate in any out of season practice or game which primarily involves players from the member school’s team. This does not apply to incoming 9th grade or transfer students who have signed enrollment contracts and are trying out for a fall team.
d) The Association endorses only need-based financial aid and recommends that assistance to students be granted only on the basis of demonstrated financial need. Any member school that awards financial assistance not based upon determined need to students who participate in Association contest is required annually to submit a disclosure statement of such assistance, detailing both the recipients and the amount of aid granted, to the Executive Director for inclusion in the Annual Report of the Association.

ANY QUESTIONS RELEVANT TO THESE TOPICS SHOULD BE ADDRESSED TO THE ATHLETIC DIRECTOR

9. Guidance Program:

The Guidance Counseling Department provides a comprehensive program designed to address student needs in the areas of academics, career, and personal/social. In accordance with the American School Counselor Association standards and the mission of Mount St. Joseph, counselors work with students individually and in groups to assist students in any aspect of school life where help might be needed. Programs called seminars are in place in the junior and freshman year to deal with particular issues.

The department also administers a complete testing program geared toward each particular year (PSAT for sophomores and juniors, SAT for juniors and seniors).

Special circumstances - It is a school policy that, once a student has been judged to be in serious emotional distress (suicidal ideation, severe depression, other behavioral disorders, etc.) and the parents have been notified of this condition, the principal may require that the student’s return to the school be contingent upon an appropriate evaluation by a qualified professional. The professional will assess the student’s capacity to return to school without jeopardizing the safety of himself or others. Furthermore, the professional will be asked to provide the school with a prognosis, recommendation, and a projected treatment plan.

10. Testing Policy

Mount Saint Joseph does not have a standard policy for administering tests on particular days for each subject.

Students are encouraged to inform their teachers when there are three or more tests scheduled for the same day.

Where possible, teachers may change the testing day so that students would have a maximum of two tests per day.

11. Transcripts:

A transcript of a student’s record will be sent to any college designated by him. Please do not overload the School Office in May or June and expect to have the transcript sent immediately. The first transcript will be sent free. There will be a charge of $2.00 for each additional transcript sent.

12. Transfers:

Withdrawal from Mount Saint Joseph must be accompanied by parent consent. The Principal must be notified in writing. School records are sent to the school of choice.
13. Credit By Examination:

Mount students may earn credit through examination only under special circumstances and with the approval of the Studies Office. It is customary that standardized tests are employed to determine eligibility for such credit.

14. Religious Activities:

Of primary concern to us as Catholic educators in the Mount Saint Joseph community is the religious and spiritual formation of our students. As stated in the sponsorship philosophy of the Xaverian Brothers:

“We are further committed to providing for the students in our schools opportunities for personal growth in the knowledge and practice of their faith through religious studies, community worship, retreats, and service projects.”

To assist this growth process the school provides for a four year curriculum of religious studies, frequent liturgical celebrations, retreats, and religious counseling. It is expected that all students participate actively in the liturgical celebrations. Participation in the retreat program is required of all students in the first three years. The Senior retreat is optional.

15. Service Learning

At a Xaverian Brothers-Sponsored school such as Mount Saint Joseph, the call to service is an important element of the learning experience. The purpose of service learning is to expand one’s knowledge with hands-on, person-to-person contact with people in need. Conducted outside the classroom, service learning is an experience which greatly expands the student’s knowledge.

Service learning at the Mount is an integral part of the junior and senior religion curriculum. Students are required to complete certain aspects of their service learning during each quarter of a given year. In addition, all service learning at Mount Saint Joseph will have academic and reflective components in terms of papers or other assignments. We encourage all members of the school community to become involved with the service learning experience.

16. Library

The Library is available for student use from 7:00 AM to 5:30 PM, Monday through Thursday, and 7:00 AM to 4:00 PM on Friday. The library has over 20,000 print and non-print sources to assist the students with their assignments and leisure reading activities. Reference and research assistance is available from the librarian. The Library environment is quiet and encourages independent study.

17. Student Acceptable Computer Use Policy

The use of Mount Saint Joseph’s technology, including school computers, devices and internet access is a privilege, not a right. This policy, as well as other responsibilities noted in the Student Handbook, is applicable to any infraction involving technology whether the equipment is owned by the school or student. Violations may result in disciplinary action. Devices must be registered with Mount Saint Joseph High School prior to connecting to the school network.
At Mount Saint Joseph High School, students are granted the privilege of access to computers, peripherals, a local area network, the Internet, and other technology tools to enhance their educational experience. Students are expected to exercise their privilege to use these resources as well as their own devices in a manner consistent with the mission of the school, existing school policies and the policies of our Internet service providers, as well as all Federal, State and Local laws. Any activity that is unethical, illegal, disruptive, offensive or mischievous is inappropriate. The student is ultimately responsible for his conduct on the system, and will be held accountable for his actions while using any facet of the computer system at Mount Saint Joseph High School.

TECHNOLOGY USE GUIDELINES FOR ALL CONSTITUENTS (STUDENTS AND ADULTS)

Educational Purpose/ Appropriate Use Technology is to be used to enhance student learning. Devices used on campus are to be used to serve that purpose. While in the classroom, the teacher will set the parameters for how technological devices will be used for educational purposes. Students will follow the rules and polices set forth by their individual teachers, including if the teacher determines that the class will put away devices for part or all of the class. These rules apply to homeroom time and all supervised times during the time students are on campus. Students must ask permission from teachers to use any messaging, recording, photo or video features during the class period or during the school day. During the transition time between classes, students should not be using their devices.

Students are not allowed to use their devices for personal communication during the school day (8:00 AM-2:30 PM), either to call or message other people without the permission of a classroom teacher or supervising adult on campus. If a student needs to make a phone call or contact a family member, he must use the phone at the Main Office.

If students are found to be using technology for non-educational purposes at any point in the school day, the faculty or staff reserves the right to direct students to use the technology for an intended educational purpose or to turn off the technology. Refusal to do so by a student or students will result in disciplinary action.

Internet Use:
Internet research is an integral part of the educational process. The school expects students to use the search engines, databases, and other Internet tools in support of their academic and extracurricular activities.

Mount Saint Joseph High School recognizes that some Internet resources do not serve the school’s educational purposes. Access to materials not considered to be of educational value in the context of the school setting is therefore restricted. Mount Saint Joseph uses an Internet filtering system to help protect students from access to inappropriate materials. If a student unintentionally accesses inappropriate materials, he should contact a teacher, library staff, or a member of the MIS Department immediately and report the incident. Any attempt to intentionally bypass the school’s filtering system, including the use of proxy servers, is considered a violation of the Acceptable Use Policy.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intel-
Ilectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Teachers or administrators in their normal responsibilities and duties may be required to contact parents and/or students outside of the school day. A teacher or administrator is free to contact parents using his or her home phone or a personal mobile phone. However, a teacher should not purposely distribute a home phone number or a personal mobile phone number to students, unless absolutely necessary as a coach/teacher/moderator, and all such instances must be approved by an administrator.

Any contact made with a student beyond the scope of the school, should be professional in nature and be for informational, organizational, safety, or emergency purposes. If a teacher or staff member receives correspondence from a student that is personal in nature, then he or she must report this correspondence to an administrator immediately. Acceptable correspondence with students includes the appropriate use of social media. A teacher or staff member may not communicate with students using online social media for personal or social purposes. Any faculty or staff use of social media with students must be for academic or school related purposes and must be approved by an administrator.

**Limitation of School Liability**

Mount Saint Joseph High School is not responsible for a student’s exposure to inappropriate or unacceptable material and cannot guarantee the accuracy or quality of any information found on the Internet. The school is not responsible for damages which may occur as a result of interruption of service, or loss of data, or financial obligations which result from unauthorized or improper use of the network or the Internet.

Privacy and other Maryland Laws concerning recording and photography:

According to Maryland Law, it is illegal for anyone to audio or video record another person or persons’ conversations or to photograph them without their consent. Students must ask permission of their individual teacher before they record any audio or video or take any photographs with their device. Students who violate this policy in any way are subject to disciplinary action from Mount Saint Joseph High School as well as legal action through the Maryland legal system.

**SPECIFIC STUDENT GUIDELINES:**

**User Name and Password:**

All students are issued a user name and a password. Network activity is tracked by user name; therefore, this information must be kept private and confidential. It is expected that students keep passwords secure and private. Any violation of this Acceptable Computer Use Policy attributed to a student’s user name will result in disciplinary action being taken.

**School Network, Equipment and Facilities:**

Each student user has access to the technology resources provided by Mount Saint Joseph High School. Each student’s network account provides limited centralized
storage on the MSJ servers and should be cleared periodically. The computers, local hard drives, network drives, user accounts, personal drive space and their contents are all property of Mount Saint Joseph High School. As such, this property will be checked by the network administrator in order to maintain system integrity and to ensure that the resources are being used for educational purposes and in accordance with the school’s mission. MSJ’s network administrator and school administration have the right to review all files on all servers. Privacy of information stored on school property should not be expected.

**Additional Rules and Regulations**

Before using the computers at Mount Saint Joseph High School, users must sign a statement as evidence that the student has read, understands, and intends to comply with these policies and all other related policies. The presence of food or drink in the vicinity of the computers or computer related equipment is forbidden. USB drives are preferred but students are also encouraged to use their network space on the "H" drive. If a student is concerned that his password is no longer secure, then see the system administrator for a new password immediately.

**Wireless and Wi-Fi Policies:**

Wireless networks use a finite and shared part of the radio spectrum. To ensure that all members of the community have fair access to this system, the school will regulate this airspace. The school reserves the right to limit and restrict access to the wireless airspace on campus. Students must register their wireless devices with the MIS department.

No one may install their own wireless access point on the campus as it may interfere with the school-installed units. Because the wireless infrastructure differs from the wired network certain limits on bandwidth will be maintained. In order to ensure reliable access to the wireless network, air space must be free of devices that cause interference. The airspace on the Mount Saint Joseph campus will be monitored for interfering devices. Should any such device be found, the school will notify the party of the issues concerned with the use of that device and require the devices to be removed/shutdown. User responsibilities and statement of prohibited uses which govern the wired network will also apply to the wireless network.

Students must adhere to the following guidelines and are prohibited from doing the following on school computer or mobile devices or on a student’s personal mobile device:

- Students are responsible for the ethical use of devices, especially in regards to the integrity of assignments and work produced utilizing the student’s electronic device. Students are to not use devices as a method of cheating, plagiarizing or copying work from another person.
- The sending, receiving, downloading or distributing any offensive, profane, threatening or pornographic material is strictly prohibited.
- Students are also subject to all Federal, State and Local laws as they pertain to copyright infringement, harassing or threatening language, theft and/or sexually oriented materials, as well as any other illegal activities.
- Sharing a password with another student or logging on to the network with another users account is prohibited.
• Accessing another student’s H: drive is prohibited.
• Damaging, changing, or tampering with any school or other person’s device’s system, hardware, or software is prohibited.
• Adding, deleting, or altering files on school property without the Technology Department’s permission is prohibited.
• The use of a device’s camera, and/or microphone, is prohibited unless permission is granted by a teacher. In Maryland, it is illegal to record a conversation without the consent of all parties involved. If permission is granted, however, the camera, and/or microphone, is only to be used as directed or outlined by the teacher for that particular period.
• Introducing any form of computer virus to any school computer or any other device on campus is prohibited.
• Using the internet, text message, cell phone message, or email to solicit or conspire about illegal activities is prohibited.
• The use of a proxy server, or any other method designed to circumvent Mount Saint Joseph’s firewall and filters, is strictly prohibited.
• Games, or other activities not related to the task of the class, are prohibited during class time.
• Using the computer, device, or internet for commercial gain, unauthorized political purpose, or to advocate any belief that is contrary to the teachings of the Catholic Church and Mount Saint Joseph High School’s mission.

Violations of the Acceptable Use Policy:
Violations of this Acceptable Use Policy will be handled in the same manner as all other disciplinary issues or issues involving academic integrity. All violations will be referred to the Director of Students or the Director of Studies and MIS Department. Student sanctions may include the revocation of student access to all technology resources, detention, suspension, or expulsion.

Students or faculty members who have discovered a possible violation of the Acceptable Use Policy should report it promptly to the Director of Students Office. The alleged violator will be referred to the proper authority for investigation. If a teacher or administrator has a reasonable suspicion that the student is using a device contrary to this policy, or in violation of any other school rule, the device will be confiscated and turned over to the administration for inspection, specifically the Director of Students.

18. Commencement Speaker
The student speaker at graduation is chosen through an oratorical contest. Seniors will be invited to write a speech for graduation and to present that speech to a panel of faculty and members of the senior class. This panel will choose the student who will give his speech at graduation.
## August 2014

Please remember that the school calendar is always subject to change. Follow updates to the school calendar at www.msjnet.edu under Quicklinks>School Calendar.

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- **August 26**: Day 1 - Freshmen Full Day of School - Day 1
- **August 27**: Day 2 - Sophomores - Photo ID's Taken
- **August 28**: Day 3 - Juniors - Photo ID's Taken
- **August 29**: HOLIDAY SCHOOL CLOSED
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<td>LABOR DAY - HOLIDAY</td>
<td>School Resumes Seniors - Photo ID’s Taken</td>
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<td>SPECIAL SCHEDULE - Summer Reading Discussion Group Day</td>
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<td>SCHOOL CLOSED</td>
<td>7PM - Upperclassmen Back-to-School Night - Aud.</td>
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<td>Day 3</td>
<td>SPECIAL SCHEDULE - Opening Mass</td>
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<td>2-4PM - Mothers’ Club Welcome Tea - Cafe.</td>
<td>7PM - Freshman Back to School Night - Aud.</td>
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<td>Dance 7-10:10 PM Gym</td>
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<td>3PM-5PM - Fall Play Auditions - Aud.</td>
<td>2 Hour Late Schedule 3PM-5PM - Fall Play Auditions - Aud.</td>
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<td>Junior Ring Measurements</td>
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<td>7PM - Parent NCAA Information Night - Cafeteria</td>
<td>7PM - Upperclassmen Back-to-School Night - Aud.</td>
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**September 2014**

Please remember that the school calendar is always subject to change.

Follow updates to school calendar at www.msh.net under Quicklinks > School Calendar.
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<td>Day 3</td>
<td>Senior Portraits 8:00 AM-1:00 PM Auditorium</td>
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<td>College Fair 7:00-9:00 PM Smith Center</td>
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- **November 2014**
- Please remember to check the school calendar at [w.mujner.edu](w.mujner.edu) for updates.
- **HOLIDAY SCHOOL CLOSED**
- **Thanksgiving Holiday**
- **Freshman Day of Service**
- **Fall Drama Production** 2:00 PM Auditorium
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<td>Junior Ring Ceremony 6:00 PM St. Joseph Monastery</td>
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**January 2015**

Please remember that the school calendar is always subject to change. Follow updates to the school calendar at www.mjspn.org under Quicklinks/School Calendar.

- **Day 1**: Classes Resume
- **Day 2**: Class of 2019 Interviews 3:30-8:30 PM
- **Day 3**: Class of 2019 Interviews 3:30-8:30 PM
- **Day 4**: O'Neill Program Retreat
- **Day 5**: Martin Luther King HOLIDAY
- **Day 6**: Freshman Day of Service
- **Day 7**: 2 HOUR LATE SCHEDULE
- **Day 8**: Freshman Day of Service
- **Day 9**: Class of 2019 Interviews 3:30-8:30 PM
- **Day 10**: End of 2nd Quarter
- **Day 11**: Class of 2019 Interviews 3:30-8:30 PM
- **Day 12**: Junior Retreat
- **Day 13**: Class of 2019 Interviews 3:30-8:30 PM
- **Day 14**: Class of 2019 Interviews 3:30-8:30 PM
- **Day 15**: O'Neill Program Retreat
- **Day 16**: SEMESTER HOLIDAY
- **Day 17**: SKI TRIP
- **Day 18**: O'Neill Program Retreat
- **Day 19**: O'Neill Program Retreat
- **Day 20**: O'Neill Program Retreat
- **Day 21**: O'Neill Program Retreat
- **Day 22**: O'Neill Program Retreat
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- **Day 26**: O'Neill Program Retreat
- **Day 27**: O'Neill Program Retreat
- **Day 28**: O'Neill Program Retreat
- **Day 29**: O'Neill Program Retreat
- **Day 30**: O'Neill Program Retreat
- **Day 31**: O'Neill Program Retreat
February 2015

Please remember that the school calendar is always subject to change.
Follow updates to the school calendar at www.mspnet.edu under Quicklinks>School Calendar.

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- Junior Retreat
- MIAA Wrestling Tournament Smith Center
- PROFESSIONAL DAY

**Additional Events:**
- Monday, January 5, 2015: 12:30 Dismissal Senior Project Proposals
- Monday, January 19, 2015: MoJo Rock 7:00-10:00 PM Auditorium
- Monday, January 26, 2015: Alumni Association Bull Roast 6:00-11:00 PM Memorial Gym

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**January 2015 Calendar**

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<td>Sophomore-Junior Parent Gala (Night 7:00 PM at Central)</td>
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<td>National Honor Society Induction Ceremony 7:00 PM Auditorium and Cafeteria</td>
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### Notes
- Please remember that the school calendar is always subject to change.
- Follow updates to the school calendar at www.majnet.edu under Quicklinks>School Calendar.
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<td>GOOD FRIDAY</td>
<td>Jack Cooley Baseball Tournament 9:00 AM-5:00 PM Baseball Field</td>
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<td>Career Day No School for Seniors</td>
<td>Fathers’ Club Spring Cleanup 8:00 AM</td>
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<td>Classes Resume</td>
<td>Freshman Day of Service</td>
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<tr>
<td>My Brother’s Keeper</td>
<td>Spaghetti Dinner 6:00 PM Cafeteria</td>
<td>Foreign Language Placement Test 3:30 PM St. Joseph Hall Classrooms</td>
<td>2 Hour Late Schedule</td>
<td>Day 2</td>
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<td>Foreign Language Honor Society Induction 7:00 PM Auditorium</td>
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Please remember that the school calendar is always subject to change. For updates, please check www.msaeast.org under Quicklinks/School Calendar.
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<td>AP Ooogy/AP Environmental Science 8:00 AM</td>
<td>AP Calculus AB/ AP Calculus BC 8:00 AM</td>
<td>AP English Literature and Composition</td>
<td>AP Computer Science, Spanish Language and Culture, 6:00 AM</td>
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<td>AP Biology/AP Music Theory 8:00 AM</td>
<td>AP US Government 8:00 AM/ AP French Language and Culture 12:00 PM</td>
<td>AP English Language and Composition 8:00 AM</td>
<td>Senior Recognition Dinner 7:00 PM Martin's West By Invitation Only</td>
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<td>24</td>
<td>25</td>
<td>MEMORIAL DAY - HOLIDAY</td>
<td>Day 4</td>
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<td>Solutions Showcase Presentations 2:00-10:00 PM</td>
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<tr>
<td>31</td>
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<td></td>
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<td></td>
<td>Graduation 2:00 PM Cathedral of Mary our Queen</td>
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</table>

Please remember that the school calendar is always subject to change. Follow updates to the school calendar at www.msnet.edu under Quicklinks: School Calendar.
June 2015

Please remember that the school calendar is always subject to change.
Follow updates to the school calendar at www.msjed.net under Quicklinks/School Calendar.
# Course Offerings 2014-2015

## Course Offerings

### Theology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>111</td>
<td>Freshman Theology</td>
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<tr>
<td>122</td>
<td>Sophomore Theology</td>
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<tr>
<td>133</td>
<td>Junior Theology</td>
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<tr>
<td>144</td>
<td>Senior Theology</td>
</tr>
<tr>
<td>141*</td>
<td>Spirituality and Service</td>
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<tr>
<td>143</td>
<td>Honors Senior Theology</td>
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### English

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>210</td>
<td>Freshman English (Honors)</td>
</tr>
<tr>
<td>211</td>
<td>Freshman English (College Prep)</td>
</tr>
<tr>
<td>220</td>
<td>American Literature Survey (Honors) - Sophomores</td>
</tr>
<tr>
<td>221</td>
<td>American Literature Survey (College Prep) - Sophomores</td>
</tr>
<tr>
<td>230</td>
<td>British Literature Survey (Honors)</td>
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<tr>
<td>231</td>
<td>American Literature Survey (College Prep) - Juniors</td>
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<tr>
<td>233</td>
<td>Honors African-American Literature</td>
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<tr>
<td>235</td>
<td>British Literature Survey (only if completed #231)</td>
</tr>
<tr>
<td>236</td>
<td>African-American Literature</td>
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<tr>
<td>240</td>
<td>English IV (Honors) - World Literature</td>
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<td>241</td>
<td>World Literature Survey (College Prep)</td>
</tr>
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<td>242</td>
<td>Writing About the Humanities</td>
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<tr>
<td>250</td>
<td>AP English - Literature</td>
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<tr>
<td>260</td>
<td>AP English - Language</td>
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<tr>
<td>270</td>
<td>Grammar and Usage</td>
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<td>Grammar and Usage (Original Credit/Summer School)</td>
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### Foreign Language

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<tr>
<td>301</td>
<td>French I (Honors)</td>
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<tr>
<td>302</td>
<td>French I (College Prep)</td>
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<tr>
<td>304</td>
<td>French II (Honors)</td>
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<td>French II (College Prep)</td>
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<tr>
<td>307</td>
<td>French III (Honors)</td>
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<td>308</td>
<td>French III (College Prep)</td>
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<td>310</td>
<td>AP French/French IV Honors</td>
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<td>320</td>
<td>DePaul Language</td>
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<td>321</td>
<td>Italian I (Honors)</td>
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<td>322</td>
<td>Italian I (College Prep)</td>
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<td>Spanish I (Honors)</td>
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<td>Spanish II (Honors)</td>
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### Mathematics

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<td>Spanish II (College Prep)</td>
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<td>349</td>
<td>Spanish III (Honors)</td>
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<td>352</td>
<td>AP Spanish</td>
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<td>353</td>
<td>Spanish IV (Honors)</td>
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<td>362</td>
<td>Italian II (College Prep)</td>
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<td>363</td>
<td>Italian II (Honors)</td>
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### Mathematics

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<th>Course Code</th>
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<tbody>
<tr>
<td>410</td>
<td>Advanced Geometry/Algebra II (Honors)</td>
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<td>411</td>
<td>Algebra I (Honors)</td>
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<tr>
<td>412</td>
<td>Algebra I (College Prep)</td>
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<tr>
<td>413</td>
<td>Algebra I (teacher’s approval)</td>
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<td>420</td>
<td>Honors Algebra II/Trigonometry</td>
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<tr>
<td>421</td>
<td>Honors Geometry</td>
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<td>422</td>
<td>Geometry (College Prep)</td>
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<td>423</td>
<td>Geometry (teacher’s approval)</td>
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<tr>
<td>430</td>
<td>Honors Calculus with Analysis</td>
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<tr>
<td>431</td>
<td>Honors Algebra II</td>
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<td>Algebra II (College Prep)</td>
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<td>Honors Trigonometry/Analysis</td>
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<td>442</td>
<td>Trigonometry/Analysis</td>
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<tr>
<td>443</td>
<td>Introduction to College Algebra</td>
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<td>Trigonometry (Original Credit/Summer School)</td>
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<tr>
<td>450</td>
<td>AP Statistics</td>
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<tr>
<td>451</td>
<td>Honors Calculus I</td>
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<td>455</td>
<td>Applied Calculus (teacher’s approval)</td>
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<td>498</td>
<td>Geometry (Original Credit/Summer School)</td>
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### Science

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<tr>
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<td>Chemistry (teacher’s approval)</td>
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<tr>
<td>520</td>
<td>Biology (College Prep)</td>
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<tr>
<td>526</td>
<td>Honors Biology</td>
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<tr>
<td>530</td>
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<td>535</td>
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<td>536</td>
<td>Environmental Science (College Prep)</td>
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<tr>
<td>537</td>
<td>AP Environmental Science</td>
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<tr>
<td>540</td>
<td>Honors Physics</td>
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<tr>
<td>545</td>
<td>Conceptual Physics</td>
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56
# Course Offerings  2014-2015

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<td>AP Biology</td>
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<td>AP Chemistry</td>
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<td>AP Physics “C”</td>
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<td>Honors Anatomy and Physiology</td>
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<tr>
<td>Anatomy and Physiology</td>
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<tr>
<td>Honors Genetics and Biotechnology</td>
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## SOCIAL STUDIES

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<td>Global History (College Prep)</td>
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<tr>
<td>US History (Honors)</td>
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<td>US History (College Prep)</td>
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<td>US History (Honors-Original Credit/Summer School)</td>
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<tr>
<td>American Government</td>
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<tr>
<td>AP US History</td>
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<td>AP Modern European History</td>
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<td>American History, 1939 to the Present</td>
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<tr>
<td>AP Psychology</td>
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<td>AP Microeconomics</td>
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## PHYSICAL EDUCATION

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<td>Physical Education (1/4 credit)</td>
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<tr>
<td>Health I (1/4 credit)</td>
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<tr>
<td>Physical Education (1/4 credit)</td>
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<td>Health II (1/4 credit)</td>
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<td>Physical Education III (1/2 credit)</td>
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<td>Weightlifting (1/2 credit)</td>
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## BUSINESS

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<tr>
<td>Personal Finance and Investment Strategies (1/2 credit)</td>
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<tr>
<td>Business, Finance and Entrepreneurship</td>
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<td>Business Law (1/2 credit)</td>
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## COMPUTERS

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<td>(Original Credit/Summer School)</td>
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<td>Computer Application and Information Technology</td>
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<tr>
<td>Personal &amp; Business Computer Applications (1/2 credit)</td>
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<tr>
<td>Robotics Engineering (Honors)</td>
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<tr>
<td>Honors C++ Programming &amp; Computer Aided Design</td>
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<tr>
<td>Web Design and HTML (1/2 credit)</td>
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<tr>
<td>AP Computer Science – A</td>
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<td>Honors Visual Basic Programming</td>
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## FINE ARTS

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<td>Developmental Art</td>
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<td>Independent Projects</td>
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<tr>
<td>Advanced Painting &amp; Drawing</td>
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<tr>
<td>Advanced Placement Studio Art</td>
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<td>Guitar III</td>
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<tr>
<td>Piano Class, Level One (1/2 credit)</td>
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<tr>
<td>Piano Class, Level Two (1/2 credit)</td>
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<tr>
<td>Symphonic Band</td>
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<td>Introduction to Fretted Instrument I (1/2 credit)</td>
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<tr>
<td>Guitar II (1/2 credit)</td>
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<tr>
<td>Introduction to Music (1/2 credit)</td>
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<td>Symphonic Percussion</td>
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<tr>
<td>Introduction to Drama (1/2 credit)</td>
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<td>Introduction to Graphic Design</td>
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<td>Digital Photography</td>
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<tr>
<td>Piano III/Music Theory (1/2 credit)</td>
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<td>Advanced Digital Art</td>
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## DEPAUL/COUNSELING

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<tr>
<td>DePaul Program (Sophomore)</td>
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<tr>
<td>DePaul Program (Junior)</td>
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<td>DePaul Program (Senior)</td>
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<tr>
<td>Academic Support</td>
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<tr>
<td>Freshman Seminar</td>
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<td>Junior Seminar</td>
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## ADDITIONAL ELECTIVES

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<tr>
<td>Honors Latin I</td>
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<tr>
<td>Philosophy</td>
<td>830</td>
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<tr>
<td>Semester Classes or every other day in the cycle</td>
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<tr>
<td>Students must schedule 712 with 714 and 716 with 718</td>
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Annual Awards

The Brother Theodore James Ryken, CFX Award – 
Award for Excellence in Religious Studies

The Brother Placidus Evans, CFX Award – 
Award for Excellence in English

The Brother Henry Savage, CFX Award – 
Award for Excellence in Spanish

The Brother Cuthbert Thibault, CFX Award – 
Award for Excellence in French

The Brother Walter Dolan, CFX Award – 
Award for Excellence in Mathematics

The Doctor William L. Knell Award – 
Award for Excellence in Science

The Brother Vianney McDonald, CFX Award – 
Award for Excellence in Social Studies

The Brother Isidore Kuppel, CFX Award – 
Award for Excellence in Art

The Brother Peter Gaskin, CFX Award – 
Award for Excellence in Music

The Brother Conrad Callahan, CFX Award – 
Award for Excellence in Business

The Charles M. Connor, Sr. Award – 
Award for Excellence in Computer Science

The Saint Francis Xavier Award – 
Award for Outstanding Character, Leadership, and Scholarship

The Alumni Association Award – 
Award for Extra-curricular Achievement, and Exceptional School Spirit

The Parents’ Club Award – 
Award for Service to the School

The Brother Carlos Magruder, CFX Award – 
Award for Outstanding Dedication and Devotion to Mount Saint Joseph

The Brother Eugene Lyons, CFX Award – 
Award for Outstanding Gentleman, Scholar, and Athlete

The Brother Donald Coffey, CFX Award – 
Award for Exceptional Commitment to Christian Service

The John S. Connor Award – 
Award for Academic Excellence

The John M. Plevyak Award – 
Award for Outstanding Christian Gentleman

The Judith Kraft Award – 
Award for Fostering Enduring Personal Relationships

The Brother James Kelly, CFX Award - 
Award for Living Out the Xavierian Charism

Brother Bernardine Ridders, CFX Award – 
To the senior(s) who has given the most of himself 
to make the Mount an exceptional school
1. Tuition Payment Plans:

The Board of Directors of Mount Saint Joseph High School has authorized three tuition payment plans for the 2014-2015 school year.

Plan #1: PAYMENT OF FULL TUITION DIRECTLY TO THE SCHOOL

$850.00 Deposit with attached Tuition Payment Plan Election Form by April 11.

$12,600 Payment due directly to the school by July 1.

**any balances not paid in accordance with the above plan will be subject to service fees of 1 1/2% per month.

Plan #2: FINANCING OF TUITION WITH M&T BANK

$850.00 Deposit with attached Tuition Payment Plan Election Form by April 11.

Parents may elect to finance all or any part of $12,600.00 with M&T BANK by completing and returning the attached Tuition Payment Plan Election Form to the school by April 11. Any part of the $12,600.00 not financed with M&T BANK is due directly to the school by July 1.

**any balances (other than amount financed) not paid in accordance with the above plan will be subject to service fee of 1 1/2% per month.

Plan #3: PAYMENT OF ONE-HALF TUITION DIRECTLY TO THE SCHOOL AND FINANCING ONE-HALF TUITION WITH M&T BANK

$850.00 Deposit with attached Tuition Payment Plan Election Form by April 11.

$5,875.00 Payment due directly to the school by July 1.

$6,725.00 Financed with M&T BANK by completing and returning the attached Tuition Payment Plan Election Form to the school by April 11.

**any balances (other than amount financed) not paid in accordance with the above plan will be subject to service fee of 1 1/2% per month.

*Special Feature of Plan #3 ONLY. If monthly loan payments are timely made and any outstanding loan balance is prepaid by January 2, 2015 to M&T BANK, the school will refund all normal interest payments made by parents or guardian provided the tuition account with the school is otherwise in good standing.

2. Charges:

a. Tuition:
   Tuition for the scholastic year .................................................. $13,450.00

b. Fees (not refundable):
   Graduation Fee (Tux included) .................................................. 400.00
   Registration Fee ................................................................. 400.00
   (Paid when student is first admitted to the school for the year 2014-2015)
Retreat Fees:
Senior Retreat (Optional) ................................................. 200.00
Senior Leadership Retreat (Optional) ................................. 200.00
Junior Retreat Fee .......................................................... 200.00
Sophomore Retreat Fee ...................................................... 25.00

Special Fees:
Advanced Placement Exam ................................................ TBA
Course Changes .............................................................. 50.00
Drivers Education ............................................................. TBA
Academic Support Program ................................................ 4,000.00
DePaul Program ............................................................... 7,500.00

Books
Price lists will be published by July 15, 2014.
NOTE: Refunds are not offered on fees and books.

3. Tuition Policy:
All tuition payments are due to the school annually by July 1.

Any student whose tuition loan, obtained through the TUITION FINANCING PROGRAM (A “Tuition Loan”), is in default or whose tuition account is not otherwise current shall not be entitled to attend classes or sit for semester exams until such default is remedied or such delinquent tuition, including applicable service fees, is paid.

The school will not honor requests for transcript materials to be sent to other secondary schools or colleges for any student whose Tuition Loan is in default or whose tuition account is not otherwise current.

Processing of preliminary course selections, participation in schools activities, issuance of quarterly report cards and conferring of diplomas will not be offered to any student whose Tuition Loan is in default or whose tuition account is not otherwise current.

Individual families facing financial difficulties, which may affect the ability to pay tuition, are requested to contact the school’s Business Office as soon as possible.

4. Scholarship-Financial Aid:
The parents or guardians of any students receiving scholarship or financial aid grants through the school must select one of the Payment Plan options for the balance of tuition due the school. Failure to pay the balance of tuition when due may result in forfeiture of the scholarship or financial aid grant.

Procedure if choosing to use Plan #2 and the amount of scholarship or financial aid grant is not yet known: complete and return the Tuition Payment Plan Election Form indicating the Plan selected. Place a checkmark at the bottom of the Tuition Payment Plan Election Form indicating that the loan amount will be provided after the scholarship or financial aid grant is announced.

5. Refund Policy
The parents or guardian of a student who withdraws or is dismissed from school after August 1, 2014 but before beginning of the second semester shall be billed for and obligated to pay tuition for the entire first semester. The parents or guardian of a student enrolled in school and in attendance for any portion of the second semester shall be billed for and obligated to pay tuition for the entire year.

6. General Payment Policy
All drafts, checks and money orders should be made payable to Mount Saint Joseph High School and should include student name.
A $25.00 processing charge will be assessed for any check returned by the banks.

A late charge equal to 1 1/2% per month will be assessed for payments past due more than 30 days.

7. Student Insurance:

Mount Saint Joseph High School does not have a student insurance program. It is the responsibility of the parents to obtain insurance for their sons during the school day, for athletics and for extra-curricular activities. For those who have no insurance, a separate student accident insurance policy issued from the Archdiocese may be obtained by calling the business office. This policy does not cover football.

8. Campus Book Store:

HOURS OF OPERATION:
The school store is open year round. Cash, Check, Visa, Mastercard and American Express cards are welcomed. Limited items are available on the MSJ website, with secure on-line ordering.

Store hours can be clicking on bookstore at www.msjnet.edu. They are also posted on the store front for students.

SCHOOL RELATED ITEMS:
Uniform polo’s, gym uniforms and locks may be purchased in the store, along with limited school supplies, such as pens, pencils, flash drives, rulers, protractors, etc. The store also maintains a substantial stock of clothing and gift items; all are welcome to shop. During the school year, visitors are to stop in the Main Office to obtain a pass prior to visiting the book store.

PURCHASING TEXT BOOKS
Text book purchasing will be available through www.mbsdirect.net.

BOOKS ON LOAN:
Mount St. Joseph High School maintains an inventory of text books that are the property of the Maryland State Department of Education (MSDE). These books are on loan to student for the duration of the course that requires MSDE text. These texts are numbered for inventory tracking. They are clearly labeled with a sticker noting “Property of MSDE”. Whether the texts are distributed in class or the school store, each student will be held accountable for the text book number assigned. If the text becomes lost, stolen or damaged, the student will then have to pay the replacement cost for another text. The rules for replacement are strictly enforced. Please keep in mind that the text books issued by the MSDE are free and the savings are directly passed on to you. Any missing or uncollected books must be replenished or replaced by the following school year.

STUDENTS SHOULD PRINT THEIR NAME AND CURRENT YEAR IN EACH BOOK, whether State issued or purchased.

MSJ will no longer maintain a stock of books during the school year. Therefore, replacement of lost, stolen, misplaced and damaged books will be the student’s responsibility. If you need any additional information regarding text books, contact the store at extension 332.

CUSTOM ORDERS & SPECIAL REQUESTS:
The school store is available for custom team apparel orders. Anyone wanting specific team/club/event apparel must obtain the coach/chair approval first. A team liaison (parent, student, coach) is to contact the school store to coordinate the details of quantities, sizing and artwork for the items requested.
EXTRA-CURRICULAR PROGRAMS

Purpose:
Mount Saint Joseph realizes that all students should be given the opportunity to develop good habits, initiative, leadership, talents, and skills outside of the formal atmosphere of the classroom. Therefore, the school provides an abundance of extra-curricular activities.

Opportunities:

1. Student Council Election Eligibility:

   Executive Committee

   President
   • senior
   • served as class officer during sophomore and/or junior year
   • academic eligibility
   • has not served more than two detentions (excluding lateness) during junior year
   • has not served more than four detentions for lateness during junior year

   Vice President
   • senior or junior
   • served as class officer or committee chair during sophomore and/or junior year
   • academic eligibility
   • has not served more than two detentions (excluding lateness) during junior year
   • has not served more than four detentions for lateness during junior year

   XBSS liaison
   • Senior who attended XBSS retreat as a junior

   Class Officers

   Senior, Junior, and Sophomore Class President and Vice President
   • academic eligibility
     • has not served more than two detentions (excluding lateness) during junior year
     • has not served more than four detentions for lateness during junior year

2. The National Honor Society:

   Members in the school chapter of the National Honor Society are chosen from
those sophomores and juniors who have a weighted GPA of 3.3 or better. Seniors considered must have a 3.0 weighted GPA. Students must be nominated by a member of the faculty; nominees are reviewed by a committee of faculty. Selection is made on the basis of high standard of CHARACTER, LEADERSHIP, SCHOLARSHIP, AND SERVICE.

The twofold purpose of the Honor Society is to give recognition to those students who possess these qualities in addition to rendering service to Mount Saint Joseph and its community.

The Criteria

Leadership

The leadership criterion is considered highly important for membership selection. Some Faculty Councils may wish to interpret leadership in terms of number of offices a student has held in school or community organizations, although it is important to recognize that leadership also exists outside elected positions including effective participation in other cocurricular activities offered on campus. Other Faculty Councils may define leadership in less objective terms. Leadership roles in both the school and community may be considered, provided they can be verified.

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive attitudes
- Demonstrates academic initiative
- Successfully hold school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

Service

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student’s attitude toward service can be reviewed.
The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

**Character**

Character is probably the most difficult criterion to define. The Faculty Council should consider the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor.

National Honor Society is a member of the Character Counts! Coalition. Through this activity, the society supports and recommends the use of a multi-faceted definition of character known as the “Six Pillars of Character.” A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. Schools are encouraged to take this model, modify it to meet their local needs, and utilize it frequently in the work of their chapter.

In addition, it can also be said that the student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
• Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
• Actively helps rid the school of bad influence or environment

**Character Guidelines**

The National Council has approved the following recommendations for use when considering “character” of candidates:

A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. A Faculty Council is encouraged to document, for purposes of their own decision-making or if questioned by the principal, any sub-standard performance in the area of the character criterion. Such documentation might include such sources as:

a. Administrative records of the school
b. Counseling records for the guidance office
c. Conduct/behavior grades or ratings (including comments) on report cards
d. Professional records of individual faculty members (grade books, etc.)
e. Comments based on professional evaluation and action of individual faculty members on candidate evaluation forms

3. **Student Publications:**

For many years the students of Mount Saint Joseph have published a school newspaper, the Quill, and a school yearbook, the Tower. A literary magazine, The Carpenter, is published yearly.

4. **Music:**

The school band falls under the curriculum of the school. The Music Department gives its students experience in concert, stage, dance, and jazz ensemble.

5. **Forensics and Dramatics:**

Activities in speech and debate have been classified under the curriculum of the school. In addition, the school has a Forensics Society and a Drama Club.

6. **Other Activities:**

Various other activities, such as the Academic Team, The Carpenter, Jazz Band, Cultural Awareness Club, Drama, Environmental Club, Foreign Language Club, Forensics, History Club, Intramural Program, Leadership Club, Lifesavers Club, National Honor Society, The Quill, Ski Club, Student Activities Council, The Tower, and WMSJ.
7. Athletics:

Knowing that athletics are helpful to the extent to which they aid in the development of the individual and of team spirit, and believing firmly that they make a very necessary contribution in both these areas for both participants and spectators, the school presents a very comprehensive program in fifteen different sports, intramural and interscholastic. Boys of all classes and of all sizes are given the opportunity to enjoy the wholesome rivalry of organized games.

No athletic scholarships are given.

The following athletic teams are sponsored by Mount Saint Joseph:

Baseball: . . . . . . . . . . . . . . . . . . . . . . Varsity, JV and Freshman
Basketball: . . . . . . . . . . . . . . . . . . . . Varsity, JV, and Freshman
Cross Country: . . . . . . . . . . . . . . . . . . . . Varsity and JV
Football: . . . . . . . . . . . . . . . . . . . . . . . . Varsity, JV, and Freshman
Golf: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Varsity and JV
Ice Hockey: . . . . . . . . . . . . . . . . . . . . . . Varsity, JV, and Tier I
Lacrosse: . . . . . . . . . . . . . . . . . . . . . . . Varsity, JV, and Freshman
Rugby: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Varsity and JV
Soccer: . . . . . . . . . . . . . . . . . . . . . . . . . Varsity, JV, and Freshman
Swimming: . . . . . . . . . . . . . . . . . . . . . . . Varsity and JV
Tennis: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Varsity and JV
Track: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Varsity and JV
Volleyball: . . . . . . . . . . . . . . . . . . . . . . . Varsity and VJV
Water Polo: . . . . . . . . . . . . . . . . . . . . . . . Varsity and JV
Wrestling: . . . . . . . . . . . . . . . . . . . . . . . . . Varsity and JV

Driving to and from athletic or extra-curricular events by students will only be allowed with expressed permission of the moderator or coach and prior written permission of parents/guardians.
## SCHEDULES

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Alma Mater Song

Hail, Mount St. Joseph High!
Hail, Alma Mater!
Hail, guardian of our youth!
Hail, Alma Mater!
Thy sons are we,
Ever to be,
Faithful to thy name.
Hail, Alma Mater!
Hail, all hail!

Mount Marching Song

Purple and cream mean victory,
O, see our colors in array;
Watch our team go down the field,
For we are out to win today – (Rah, Rah!)
But if unto defeat we fall,
We'll be loyal just the same,
And we'll fight, fight team
For the Purple and the Cream,
And Mount St. Joseph, bless her name.

Gael Fight Song

The Gaels are on the march again
To set the bells of victory ringing
The Gaels are on the move again
And to the Mount they're glory bringing
The Gaels are on the drive again
And soon the foe shall sadly see
The Gaels are on the go again
to VIC – TO – RY
The Fighting Gael symbolizes two important aspects of Mt. St. Joe – First, the Xaverian brothers share a rich Irish heritage. Second, the spirit of Mt. St. Joe is a spirit that never backs down in the fight for academic and athletic excellence, human rights, human dignity, and Catholic social justice.
The Sign of the Cross
In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

The Our Father
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. Amen.

The Hail Mary
Hail Mary, full of grace. The Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

The Glory Be to the Father
Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now and ever shall be, world without end. Amen.

Memorare
Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee I come, before thee I stand, sinful and sorrowful; O Mother of the World Incarnate, despise not my petitions; but in thy clemency, hear and answer me. Amen.

Offering of Our Works
O my God, I am about to perform this action for your love; permit me to offer it to you in honor of and in union with the actions of Jesus Christ, and grant me the grace to do it so as to render it acceptable in your sight. Amen.

(Manual of Prayers of the Xaverian Brothers)
Life is an apprenticeship. We are standing on the shoulders of giants who helped to describe the character of our universe long before we came along. We may like to think we are born knowing all we need to know and what we don’t know will come to us through happenstance. But if we want to learn, truly want to learn, we must break through the protective veneer of false pride and allow the masters of the past and present to enter our lives.

– from First You Have to Row a Little Boat by Richard Bode
FINE ARTS BUILDING - Lower Floor Plan
BROTHER DONALD COFFEY, CFX
LIBRARY

FOUNDERS' HALL
FOUNDERS’ HALL