

DEPARTMENT OF ATHLETICS
SAINT JOSEPH HIGH SCHOOL

**HANDBOOK FOR
STUDENT-ATHLETES
AND
PARENTS/GUARDIANS[®]**

Welcome to Saint Joseph Falcon Athletics

Dear Parent / Guardian and Prospective Athlete:

Welcome to Saint Joseph High School athletics. The student-athlete experience at Saint Joseph is an exciting time for our student-athletes and families. We hope to create the most comprehensive and holistic student-athletic experience in central New Jersey for our young men. Our administration, athletic staff and coaches are excited to be part of your student-athlete's pursuit of excellence in the classroom, in their respective athletic arenas, and in the Brothers of the Sacred Heart community.

This handbook is designed to give student-athletes, parents and guardians a thorough understanding of our athletic program, its policies, and a guide for staying in good standing with the athletic department. The athletic department handbook serves as a supplement to the school's Handbook which all students and parents submit at the beginning of the school year. Please be familiar with the school's handbook as well as the athletic department handbook, as its policies and practices are expected to be adhered to, in addition to additional amendments by your sport-specific coaches.

Each year our teams begin with lofty team goals of competing for GMC championships, Non-Public A South championships, and whatever additional individual and group goals fit the particular sport. It is our sincere hope as an athletic department that in addition to these team goals, that our student-athletes experience the brotherhood and camaraderie of being a member of one of our programs, the life lessons and sacrifice athletics allows our athletes to learn on the field, and to enjoy growing friendships and relationships with their teammates and classmates.

It takes a village to move an athletic program forward. It takes strength from our student-athletes, their parents/guardians, our coaching staffs, our development office, and our administration to create an atmosphere where our student-athletes excel. It requires buy-in from the student-athlete community to support each other across sports, and it takes our athletic population supporting the rest of our students to truly uphold and grow the tradition and legacy of our athletic program at Saint Joseph High School. We are excited you will be taking the challenge with us.

The four years as a high school student-athlete will pass quickly. We ask that all of our stakeholders enjoy this very exciting time, adhere to the policies that will ensure we have a sustainable and repeatable positive experience for our student-athletes, and become a supporter of not just your individuals' interests and ventures, but of our collective goal to have excellence spill over into every program, every student-athlete, and every individual in our Saint Joseph High School community.

Go Falcons!

Mike Murray Jr., Director of Athletics

Philosophy

Philosophy and Mission Statement: Saint Joseph High School Athletics

The primary goal and objective of the Saint Joseph High School athletic programs is to promote the mission of the school through an athletic program that adheres to the highest standards of excellence, integrity, faith, and accountability. Our student-athletes comprise a large segment of the student population at Saint Joseph High School, it is paramount and expected that the individuals that lead our programs in competition will also be leaders in the academic community, our community of faith, and will exemplify the best qualities of the young men of Saint Joseph.

Our coaching staffs are tasked with building a culture of teamwork, accountability, self-esteem, and respect. These are skills developed in practices and in competition, and will be grounded in the charism of the Brothers of the Sacred Heart.

As members of the Saint Joseph High School athletic program, students and coaches are expected to demonstrate proper respect for each other, other teams and coaches, teammates, officials, spectators and equipment. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing field, as they are, at all times, representatives of their team, our school and community. Being a member of the athletic program is a privilege to be earned and maintained throughout the season. Each time participants step into a school or onto the practice field and anytime in a game they are expected to represent themselves in a responsible, sportsmanlike manner

It is the understanding of Saint Joseph High School that the life lessons learned through competition, team-building, and brotherhood are the lasting lessons taken from competition. We believe the athletic mission and the pursuit of excellence in athletics is a critical part of the overall holistic education of the young men entrusted to our care.



Team Selection Process: Becoming a Falcon

The athletic landscape at Saint Joseph High School is competitive at every level. Team selection varies across sports as some sports do not have cuts and others have to make quite a few to meet roster requirements. Trying out for a club associated with Saint Joseph High School can be a grueling process.

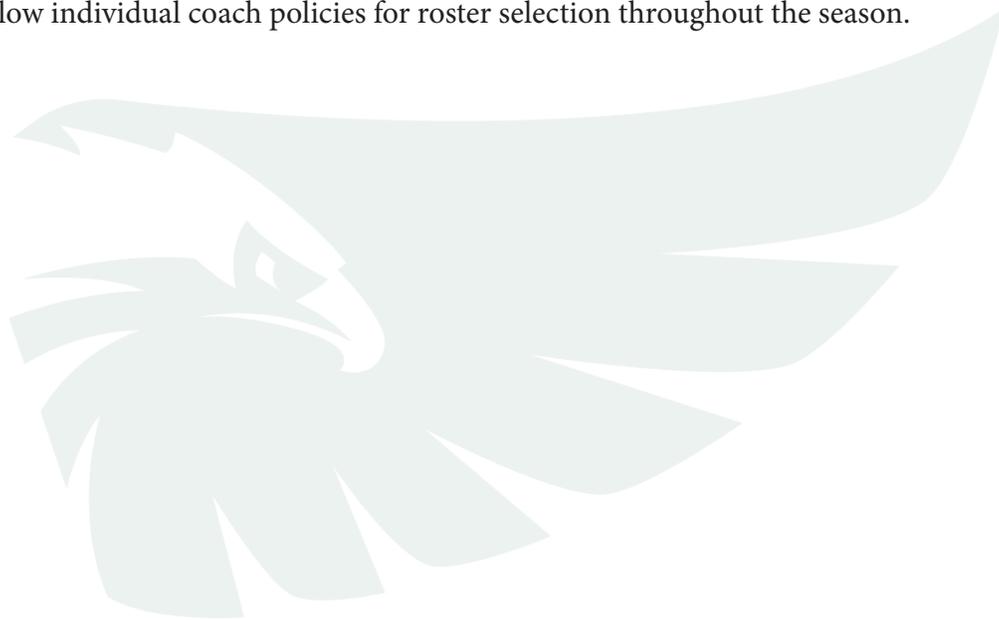
To help our student-athletes, there are a few policies we employ throughout the tryout process. Each individual trying out for a team will be given at minimum three (3) days of tryouts or six hours of evaluations, whichever comes first. At the conclusion of those minimums, coaches will conduct any cuts to the team in person. We do believe a personal conversation with the individuals, that make the team or that unfortunately do not, is the best way to do so. At that time, players can ask areas they fell short and can work on them for the next season.

Coaches at the freshmen age level will try and keep rosters as large as feasible to allow student-athletes to develop. In many cases, the Freshmen class is the largest trying out for a sport. The news of not making a team is understandably upsetting and disappointing, we want all of our student-athletes to handle the news appropriately and maturely.

Generally, a bit of time passing assists all parties in discussing the matter with less emotion and more collaboration. We have a one-week rule between a player being cut and the student-athlete and parent reaching out to set up a meeting with the coach to discuss the individual and what areas can be approved upon to hopefully gain selection in the year prior. Usually, this timeframe allows initial frustrations to subside and a constructive conversation can be had.

The athletic department and coaches are instructed to not respond to e-mails sent prior to this window being closed. Coaches will be happy to share the evaluation with the student-athlete in the in person meeting, or to do so after the week moratorium.

Following cuts, most coaches will take additional time to set their level-specific rosters, which are fluid based on sport. Please follow individual coach policies for roster selection throughout the season.



Squad Selection

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Saint Joseph, we encourage coaches to keep as many studentathletes as they can without compromising the integrity of their sport. Obviously, time, space, facilities, equipment, available coaches, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, SJHS strives to maximize the opportunities for students without diluting the quality of the program.

Team Selection Policies

- Responsibility
- Choosing the members of athletic teams is the sole responsibility of the coaches of those teams.
- Junior Varsity and Freshmen team coaches shall take into consideration the policies as established by the Head Coach in that particular program when selecting final team rosters.
- Prior to the beginning of the tryout procedure, the coach shall provide the following information to all candidates for the team.
 1. Length of the tryout period
 2. Criteria used to select the team
 3. Number of team members to be selected
 4. Practice commitment required if the student-athlete is selected for the team
 5. Game commitments required if the student-athlete is selected for the team
 6. How team selection will be announced

Procedure

- When a team cut becomes a necessity, the process will include two important elements. Each candidate shall:
 1. Have completed a minimum 6 hours or 3 days of try-outs!
 2. While it is inappropriate to post "cut lists," each player will meet with the coach to discuss his deficiencies.
- Coaches will answer any questions the student-athletes may have regarding their performance.
- Coaches will discuss alternative possibilities for participation in the sport or other areas in the activities program.
- If the coach foresees difficulties arising as a result of squad cuts, then he should discuss the situation with the Athletic Director.

Purpose of This Handbook

The purpose of this manual is to maintain the efficient operation of the Athletic Department by communicating clearly with the many individuals who guide and support its programs. By outlining standard policies and procedures in writing, the Department seeks to better coordinate and unify the efforts of all its teams and coaches.

Athletics are an integral part of the educational program at Saint Joseph. Our athletic program is designed to allow each student-athlete the opportunity to learn the values of teamwork, respect, and self-discipline through sports.

Students and parents who choose to participate in sports are expected to support and to abide by the regulations in this handbook as well as rules and policies outlined in the Saint Joseph High School Student Handbook.

While striving to promote their own teams and activities, all members of the Athletic Department should cooperate with one another to present a unified spirit to student-athletes and the entire community. This spirit sets a strong example, which our young men will then follow. Each sport, each student-athlete, and each coach deserves the mutual support and respect of the entire staff and administration.

Questions about this manual or about other Athletic Department policies should employ subsidiarity that is from student-athletes or parents to coaches, to head coaches, to the Athletic Director, and, if necessary, to the Principal.

Mission:

Saint Joseph High School is to cultivate a desire for life-long learning, nurture the integration of faith and academic inquiry, and instill values of integrity and compassion in the tradition of our founders, the Brothers of the Sacred Heart.

Scholarship: We believe that through education, each student can become an effective thinking, experiencing and sensitive person. Saint Joseph High School will provide educational opportunities to prepare the student for lifelong learning and continued intellectual, spiritual, and physical growth.

Discipline: We believe that through firm, consistent, and caring guidance, each student can develop the mental maturity and moral character to adopt patterns of behavior that are consistent with Christian values and traditions. Saint Joseph High School will provide a nurturing and supportive environment with appropriate limits conducive to the development and maintenance of self-discipline and responsible behavior.

Responsibility: We believe that through promoting the concept of responsibility, each student can develop the confidence to think critically, make deliberate decisions and be accountable. Saint Joseph High School will provide opportunities for each student to utilize those talents and abilities necessary for the improvement of self and the world in which we live.

Saint Joseph High School Athletic Department

Statement of Philosophy

The Athletic Department of Saint Joseph High School will strive to provide a variety of experiences for its students that enable each participant to learn lessons in sportsmanship, teamwork, competition, leadership, cooperation, self-discipline, goal setting, fair play, and Christian identity. Athletics play an important role in helping the individual to develop a healthy self-concept as well as a healthy body. Athletic competition is an important part of our school spirit and helps all students- participants and spectators to develop pride in their school.

The Athletic Department must always operate in accordance with the school's mission and display objectives and policies that support the ongoing educational process at Saint Joseph High School.

Coaches at Saint Joseph High School will be tasked to:

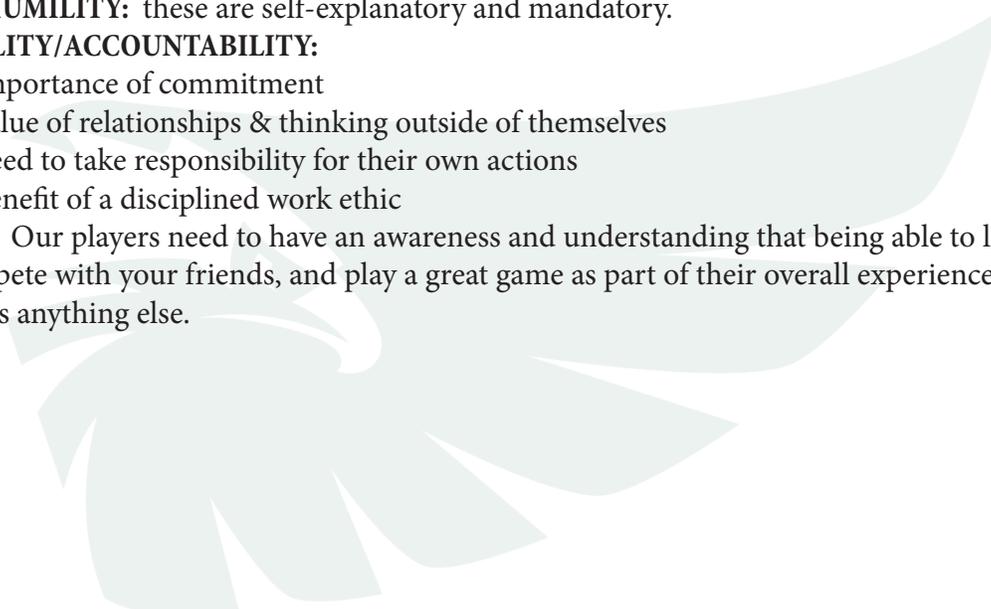
- Form men of Faith
- Form men of Character
- Coach Saint Joseph High School student-athletes and teams to compete at the highest level.

Saint Joseph Falcon Values and Guiding Principles

We believe that developing consistent and repeatable success is simple: do things the right way all of the time. Focus on fundamentals, honesty, integrity, and consistent hard work.

Our program has five core values that we use to measure our success:

1. **COMPETITION:** To challenge each student-athlete at levels he has yet to experience, to promote the effort and enthusiasm that competition fosters. Competition will ensure that our program and its players “earn” it. This is how we will earn the respect our peers in the school community and of our opponents.
2. **PREPARATION:** Our program will be the most prepared. “Proper preparation prevents poor performance”.
3. **RESPECT & HUMILITY:** these are self-explanatory and mandatory.
4. **RESPONSIBILITY/ACCOUNTABILITY:**
 - The importance of commitment
 - The value of relationships & thinking outside of themselves
 - The need to take responsibility for their own actions
 - The benefit of a disciplined work ethic
5. **FUN:** Yes fun. Our players need to have an awareness and understanding that being able to laugh around your teammates, compete with your friends, and play a great game as part of their overall experience at Saint Joseph's is as important as anything else.



Guidelines for Spectator Conduct

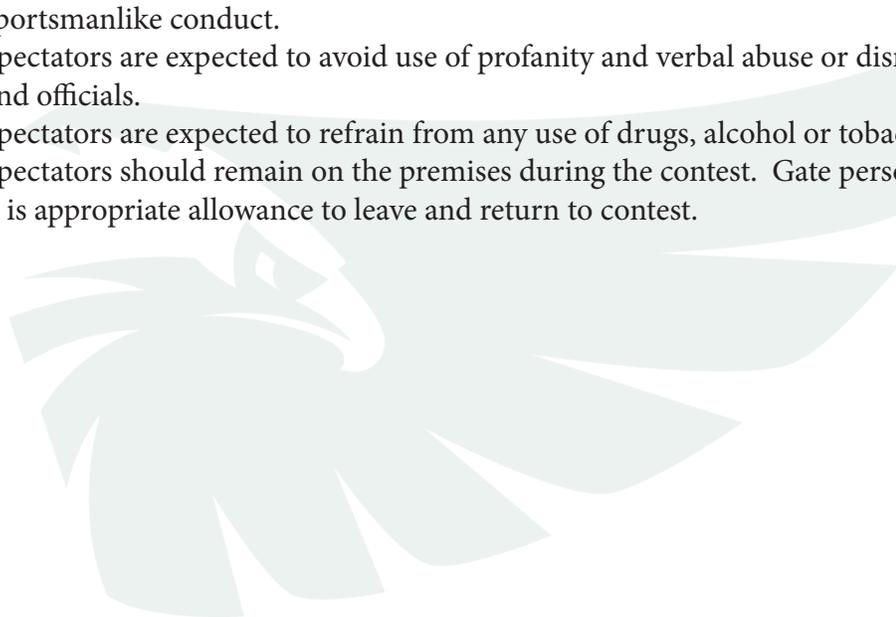
Spectators at athletic events are always welcome and are considered an important, supportive component of the athletic program. Student-athletes from both teams should expect and receive respect and support from spectators, regardless of their affiliation with the student-athlete or the school. Appropriate behavior on the part of spectators is always appreciated and provides a good behavior model for all in attendance.

To assure that student-athletes are not distracted, discouraged, or “urged” to promote questionable play by spectator conduct at home and / or away games, any spectator using or shouting inappropriate or abusive language will be removed from the sports venue and may be charged with disorderly conduct based on the local police policies. Furthermore, if groups of student or adult spectators shout profanities or use abusive language, the Director of Athletics or his designee will announce to the spectators, or direct the Site Director to announce that continued inappropriate behavior or verbal and / or gesture’s abuse will cause the game to be halted and possibly ended.

Any spectator committing a physical or verbal action that in any way could affect the safety of Saint Joseph High School players, contest officials, opponent players and coaches or other spectators will be removed from the sports facility / venue and will be charged with disorderly conduct. These practices included home games at Saint Joseph High School, our off-campus venues, as well as our opponent’s venues.

Acceptable and Expected Behavior at Events Include the Following:

- o Spectators are encouraged to applaud during introduction of players, coaches and officials.
- o Spectators are expected to accept all decisions of officials.
- o Spectators are expected to treat competition as it is; a game.
- o Spectators, along with coaches and players, are expected to honor and applaud opposing participants to recognize them for outstanding performance or coaching.
- o Spectators are expected to applaud at the end of contest for performances of all participants.
- o Spectators are expected to show concern and respect for an injured player, regardless of team.
- o Spectators are expected to encourage fellow members of the audience to display only sportsmanlike conduct.
- o Spectators are expected to avoid use of profanity and verbal abuse or disrespect of opponents and officials.
- o Spectators are expected to refrain from any use of drugs, alcohol or tobacco products.
- o Spectators should remain on the premises during the contest. Gate personnel will determine if it is appropriate allowance to leave and return to contest.



STUDENT-ATHLETE SECTION



A Welcome to our Student-Athletes

Our athletic department at Saint Joseph is excited to have you as a Falcon. With champions across our fourteen athletic programs, whichever sport(s) you participate in will certainly have a high bar set and challenges to be met head on. As you enter our programs, we hope that you set the highest expectations of yourself on the field, in the classroom, in the community, and in every facet of your life as a facet. As our world has become increasingly shrunk and public, your athletic events here will be highly publicized and watched closely. Our student-athletes have a very public forum to showcase the best of Saint Joseph High School. It is the expectation of the athletic department that you take that responsibility seriously. At all times before, during, and after competition, our programs are expected to adhere to the highest standards of conduct and decorum, consistent with the Saint Joseph High School handbook, the Brothers of the Sacred charism, and the spirit of our school. While there will be plenty of instances where your individual goals and efforts are rewarded, it is paramount that student-athletes remember they are part of a unit, a team, and a brotherhood that can advance the mission of this school through athletics.

Guidelines for Participation

In order for a student to participate in an athletic tryout, practice, or contest, the following regulations must be satisfied:

- Completed and current Saint Joseph High School physical and supporting health and athletic forms submitted correctly through Magnus Health.
- A student must be in good academic standing. NJSIAA rules and regulations regarding eligibility are found on their website (www.njsiaa.org) and can be found in Appendix Section A. In addition, any student whose cumulative Grade Point Average (GPA) falls below 2.0 for any interim status report, marking period, or as identified by the Dean of Studies will be placed on Academic Probation. Students placed on Academic Probation must attend the Formation Program daily prior to attending athletic practices and will meet with the Guidance Department to develop an Academic Action Plan until good standing has been regained.
- Additional Status Reports will be sought for any student-athlete who has been entered into the Academic Probation Program to ensure compliance.
- A student must be in good disciplinary standing. Participation in interscholastic athletics is a privilege, not a right. The privilege is achieved by adhering to prerequisite standards in academics, attendance, and personal conduct. Disciplinary Probation, as described by the Dean of Studies, may restrict or limit participation in athletics.
- A student must be in school in order to compete in a contest or a practice on a school day. Students arriving late to school must arrive by the end of 3rd period in order to participate in school practices and competitions. Exceptions are for extraordinary reasons and may be made by the Director of Athletics or Dean of Studies. An attendance list is disseminated to the teachers to inform them of students being tardy.

Student-Athlete Responsibilities

Student-athletes at Saint Joseph High School are expected to take control of their student-athlete experience. While the support of our school community, parents, and family is critical to overall success as a student-athlete, part of the curriculum for our student-athletes is taking accountability in the following areas:

- Know your team's schedule of events and relay team information accurately to your teachers, parents, and guardians.
- Understand the sacrifice of your commitment to the team and be sure to avoid scheduling conflicts with your personal life during season.
- Communicate clearly with your coaches on any extenuating circumstances or special family/college events that need to be addressed as scheduling conflicts. Understand that you will still be accountable for the coaches' policies on missed games/practices, but coaches appreciate the clarity and advanced notice.
- Adhere to all rules and regulations set forth by your coaching staff, the athletic trainer, and the athletic department
- You and your teammates are responsible for the cleanliness and upkeep of your facility. The Brothers of the Sacred Heart schools believe in clean and uncluttered space to work and the small details. Pick up trash near and on your field, make sure equipment is stored properly, this is a team effort.
- Regardless of role on team from Captain to role player, do your best to excel in the role and help develop a positive team culture. Everyone must row the boat in the same direction to accomplish team goals.
- Demonstrate integrity in victory and defeat. The conflict we experience in athletic arenas prepare us for bigger and "real" challenges later in life. These are important skills we must master.

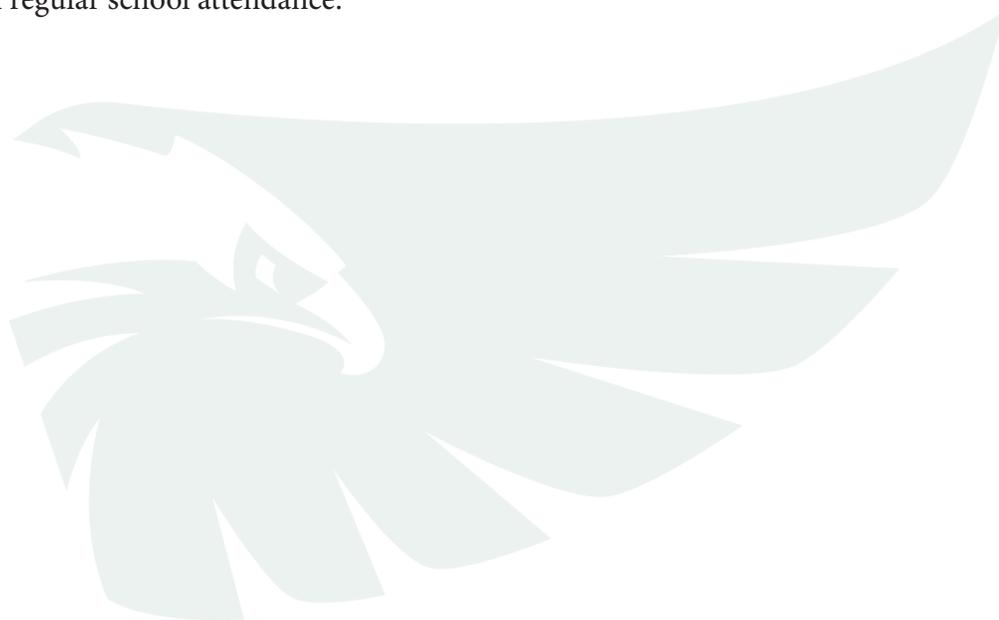


Expectations of our Student-Athletes

The athletic department is an extension of the greater school community at Saint Joseph High School and is a portion of the holistic Christian education provided by a Brothers of the Sacred Heart school. Participation is a privilege and not a right and members are selected for their sports as a matter of due process by each of our coaching staffs. Each of our student-athletes must be aware and adhere to the school code of conduct, but more-over should strive to be positive examples in the larger school community, as athletics competition and events allow a large platform to showcase the best of Saint Joseph High School.

In general, the student-athlete is expected to:

1. Be considerate and mindful to opponents, officials, and visiting fans at all times.
2. Understand that social media and public outlets are viewed by not only members of our school community, but members of the GMC media, college recruiters, and others. All media should be appropriate and positive to promote our teams and athletes. At no point should our student-athletes engage opponents on social media or make commentary on officials. We set the bar.
3. Play hard and keep a positive attitude.
 - a. Be humble when successful and be gracious in defeat. A true sportsman does not offer excuses for failure.
 - b. Maintain a high degree of physical fitness. Remember; you are what you eat, so eat to compete.
 - c. Be willing to expand your influence and experience in the student-athlete community, challenge yourself to add another sport, to stay in proper academic standing, and to be a leader in the school community.
4. Play for the love of the game.
 - a. Recognize that you represent the school and should follow the guidelines set forth by your coaching staff as well as the Dean of Men's Code of Conduct during and after school.
 - b. Maintain satisfactory academic standards and become the best student as well as athlete that you can be.
5. Maintain regular school attendance.



Violations

In case of a violation to the contracts our student-athletes sign with the school, the student-athlete may be suspended, and subsequently expelled, from practices and games at all levels of competition. All student-athletes should read and understand all disciplinary policies. In these cases, due process procedures will be followed:

- o If an alleged infraction/violation occurs, the coach will notify the Director of Athletics and/or Dean of Students, Ms. Jessa Bergin, and conduct a prompt and thorough investigation of the alleged misconduct or violation and determine if a disciplinary action is warranted.
- o If after the above investigation, a determination is made by the Dean of Students to suspend the student-athlete, the suspension shall take place immediately. The school administrator will give written notice to the student-athlete, stating the reasons for the suspension to the student-athlete and the student-athlete's parents / guardians and the Director of Athletics. The Director of Athletics will notify the head coach of the suspension.
- o If the seriousness of your violation warrants the school's Disciplinary Committee, the policies and procedures that govern from the Saint Joseph High School handbook shall govern.

If a student-athlete is ejected from a contest, the head coach and Athletic Director shall communicate the state-required discipline plus any additional sport-specific discipline prior the next scheduled team event, or at the completion of the disciplinary review by the school.

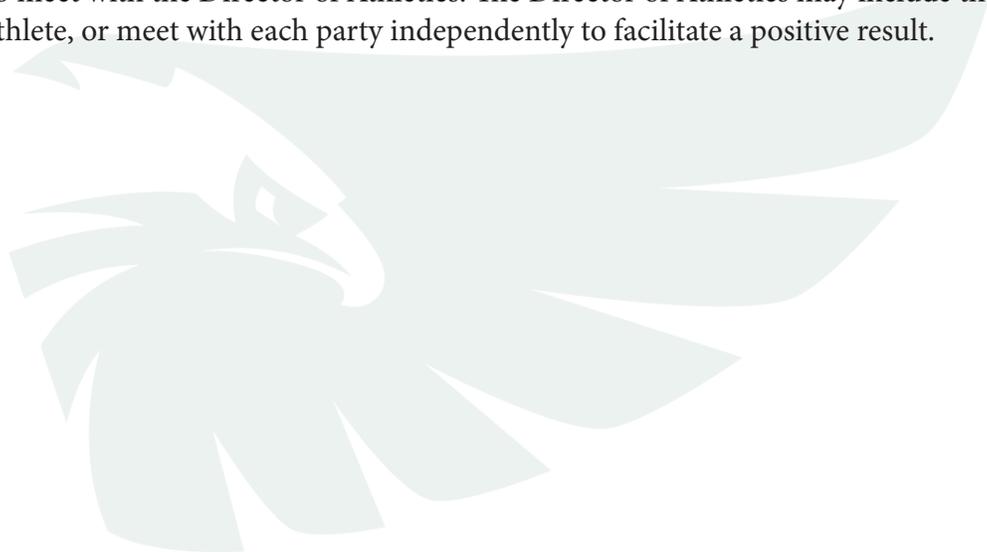


Student-Athlete Conflict Resolution Ladder

Conflict resolution is an important element of the communications model for student-athletes involved in athletic programs. Issues or problems may arise between or among student-athletes and/or the coaching staff. We live in a day in age where the peaceful and mature handling of these periodic issues is the minority. We have laid out the program below to help assist our program in dealing with any issues that arise with maturity and proper perspective. The following steps in this process must be followed by all involved to ensure that the issue can be resolved in a timely manner and by those experiencing the problem. Issues should be resolved at the lowest possible level in the team organization, so that the parties directly involved address and resolve it before others have to be involved. Teams are built like families and should be able to manage conflict from within. By following the steps below in the order they are presented, the process guarantees that each person in the athletic program organizational chart has the opportunity to resolve the issue. Any issues that arise above and beyond the normal course of an athletic season, that should be handled by the Dean of Students/Director of Athletics, should be communicated to the Head Coach immediately so that the Head Coach can bring the issue to the administration as soon as possible to get to a positive resolution and continue to have Saint Joseph Athletics be a place of sanctuary for our student-athletes.

When a conflict, issue or problem arises, the following steps adhered to in addition to those specified by the head coach of the program:

1. In cases involving an issue between or among student-athletes on the team, the team captain(s) should be given the first opportunity to resolve the issue without going to coaching staff. If resolution cannot be reached, then the student-athlete should request to meet with the team captain(s) and the appropriate members of the coaching staff to seek resolution.
2. In cases involving an issue between a student-athlete and a member of the coaching staff, the student-athlete facing the issue should ask to meet with his coach. These meetings should be solution-driven and a two-way straight of honest dialogue. If you go to the coach to express your honest feelings, the expectation should be to get honest feedback in return.
3. If the issue cannot be resolved or has not been resolved at the coaching level, then the student-athlete should request to meet with the Director of Athletics. The Director of Athletics may include the Head Coach with a student-athlete, or meet with each party independently to facilitate a positive result.



Mandatory Attendance in School to Participate

A student must be in school in order to compete in a contest or a practice on a school day. Students must be in school by third period (please note third period time varies on shortened or special school calendar days). Exceptions are for extraordinary reasons may be made by the Director of Athletics or Dean of Students only.

Student-athletes are expected to attend all classes regularly and on time.

Vacation in Season:

Student-athletes are expected to attend all practice sessions and competitions, including those scheduled during vacation periods. Parents and student-athletes are advised to review the athletic program descriptions for specific details on the length of season and practice requirements that may be scheduled for upcoming vacations. The Head Coach of each program has discretion in creating his/her policies for missed games and practices. Although we feel that family vacations are important, we also need to be fair to those that have scheduled vacations around team requirements and have made a full commitment to the team. A minimum loss of two contest participation is mandatory. Each head coach should have in place a policy regarding missed practices and games. Freshman Coaches may have a policy less punitive.

College Visits in Season:

College visitations should be scheduled during the summer break, times allocated by Saint Joseph High School during the school year or at times when the athletics season, including practice and games, are not in season. Our coaches may permit a college visit during season if it is agreed upon with weeks of notice and does not conflict or put the team at a disadvantage. Our coaching staffs are all wonderful advocates for our student-athletes and their pursuit of either an education or athletic opportunity at the next level, and they should be included in any planning. Please know that an excused absence does not guarantee playing time or previous playing status.

School Suspensions:

Student-athletes serving a school suspension are not permitted in any contest or athletic team practice, nor may the student-athlete appear on school grounds, off-site practices or home and away contests.

Protection of Personal Valuables:

Student-athletes should leave all valuables at home; not in the locker room. Student-athletes are responsible for providing their own locks. All lockers must be locked properly. Student-athletes must be responsible for bringing home all of their personal belongings including their school uniform pieces. Oversized storage for equipment is available to all student-athletes by storing their equipment in the dungeon.

Cancellations:

While our athletic department and its coaching staffs work hard to make minimal changes to the delivered team schedules, there are a number of reasons where events, venues, times, etc. may be changed. Each coach has a system of communication set up via text or e-mail to their team rosters. The athletic department will post changes to the program's Remind App Group, to Twitter, on the main Saint Joseph Athletics calendar, and on Schedule Star. It is the student-athlete's responsibility to check all means of communication to stay up to date.

Inclement Weather Cancellations:

The safety of the student-athlete will always be the first priority.

If the heat index reaches 100 degrees, then all activity must be halted immediately. Coaches of outdoor sports must take heat index reading regularly and chart the measurements.

The Athletic Office has issued lightning detectors to the Athletic Trainer. The following guidelines will apply:

If lightning is 0-6 miles or 6-12 miles away, immediately take cover.

If lightning is 12-24 or 24-40 miles away, closely monitor to see if it moves closer.

If severe weather situations arise during a game or event in Brenner Stadium, then the PA announcer will announce where patrons should go for cover.

School cancellation does not necessarily mean that athletic events are cancelled. The coaches and/or Athletic Department will relay the appropriate information as soon as decisions are made.

Leadership Qualities of a Team Captain:

Head Coaches have the discretion and ability to select Team Captains to serve the team. Team Captains are not chosen lightly, and should exhibit the qualities of individuals that will be "leaders of leaders". Captains should be:

- Be a role model for the other student-athletes on the team.
- Be a hardworking, committed, dedicated team player.
- o Demonstrate a positive attitude and show respect for coaches, teachers, adults and peers.
- Exhibit good citizenship and be dependable, loyal, trustworthy, and unselfish.
- Show a great deal of pride in the team, the school, and the community.
- o Be committed to be alcohol and drug free and show social confidence as a drug free student athlete.
- o Have a strong self-image, be mature, be motivated, and have good communication skills.
- Demonstrate good school behavior and maintain acceptable academic progress.
- o Act as a liaison between teammates, coaches and Director of Athletics, as appropriate, and assist in the process of resolving conflicts, issues and problems.

End of Season:

All athletic equipment issued to athletes is the property of Saint Joseph High School unless otherwise noted. Upon completion of a season or termination of participation, all issued equipment must be returned to the school. Failure to return the equipment will result in a bill being issued for the associated costs through FACTS, and diploma/grades being held until the debt is satisfied.

PARENT-GUARDIAN SECTION

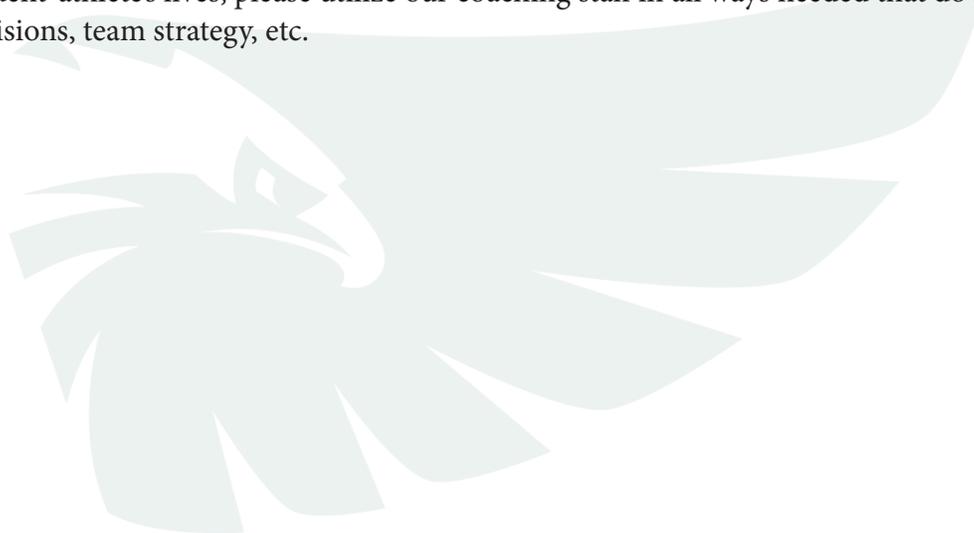


Welcome Message to Parents/Guardians

Saint Joseph High School values the role our parents and guardians play in creating the best possible culture for your student-athlete's athletic career. We are blessed at Saint Joseph to have student-athletes that come to our program with the love and support of a tight-knit family and friends. It is our steadfast goal to have an athletic administration and coaches that mirror that support of our student-athletes on and off the field. For our athletic department to run on all cylinders, we need our parents/guardians as allies in the process of developing our young men. We trust that in being our partners in development that parents will use this handbook to understand our policies, procedures, rules, and regulations and that we can count on parents as allies. Please pay particular attention to the conflict resolution process, as the key to our success will be to find successful resolutions in the times when issues arise. Thank you for your support and making this the place to compete as a student-athlete in Central New Jersey.

Responsibilities of our Falcon parents:

- Parents of student-athletes are encouraged to reinforce their unconditional support for their son (s) by letting them know that regardless of outcome, their effort and dedication to their craft is important. Parents and coaches can serve as conduits of positive feedback, constructive criticism, and good perspective. It is important that parents ground their student-athletes with proper perspective in pursuit of team and individual goals.
- Parents are highly encouraged to communicate to their student-athlete the importance of following the rules established by the coach and the school. Whether this is a lesson for the college classroom/ community, or for those that continue to pursue athletics at the next level, being a good citizen is usually the first step in continuing a positive athletic experience.
- Parents should focus on being helpful to their son (s) by helping him prepare for a game or practice and should steer clear of instruction that may be in conflict with directions coming from our coaching staff.
- Parents must be firm that their son (s) respect team rules, school rules, game officials, and sportsmanship. Self-respect begins with self-control.
- Parents are asked to recognize that the coach is involved as a coach because he genuinely loves his sport and mostly his student athletes that you have entrusted us with. Our coaches are happy to be involved in your student-athlete's lives, please utilize our coaching staff in all ways needed that do not involve playing time decisions, team strategy, etc.



Conflict Resolution Process for Parents

Mirroring the student-athlete section, conflicts should be resolved by the lowest level on the organizational chart as possible. Meaning the student-athletes. Not only is it an opportunity for them to learn about conflict resolution, it also is an opportunity for them to bond when issues are dealt with maturely and with each other. We do have an understanding that student-athletes may not be able to resolve all issues and that additional steps are necessary.

Prior to any further discussion on our steps for conflict resolution, please be advised that no head coach or staffing coach will be addressing playing time concerns during the season with any parents. Our student-athletes may wish to speak with their coaching staff about things they can improve on to earn more playing time, but this will stay between player and coach. Our doors are open to assist your student-athlete in every way possible and will remain that way throughout their career as Falcons. Each individual coach utilizes talent differently; it is important to note we do not have a “Seniors must play” or playing time is guaranteed proviso. Our athletic programs are competitive at each level and playing time and roster spots are earned accordingly.

Please review the conflict resolution steps laid out in the student-athlete section. Please also understand that teammates and coaches are often the greatest advocates for your student-athletes in the building. Before e-mails are fired off to the administration, please follow the listed steps and allow those in positions within your team to assist in getting a meaningful resolution.

Finally, players and student-athletes should utilize an open door policy with the Athletic Director to discuss any issues. In many cases, it may just be relayed to discuss with coach or the best way to discuss a particular issue with a coach. It is a guarantee that no student-athlete should feel worry of a conversation getting back to a coach etc. The athletic director's chair for our student-athlete can be used as a proper sounding board for making the best decisions to enhance their athletic experience as a Falcon.



Relationships between Parents, Student-Athletes, Coaches

It is critical to the success of the entire Department of Athletics that open lines of communication exist between coaches, student-athletes, and parents. Successful communication between Saint Joseph athletic staff and parents/guardians is critical to successful programs. It is important for parents to understand appropriate topics of discussion between coaches, student-athletes, and parents.

In particular, there are three topics that should be “off limits” in discussions between coaches, student-athletes, and parents because these topics and or decisions are the responsibility of the coaching staff. These topics area as follows:

1. Playing time for individual student-athletes should be a decision made by the coaching staff and based on the needs of the entire program.
2. Coaching strategies should be decided by the coaching staff and in keeping with best practices and standards applicable to the specific sports and training.
3. Other student-athletes on the team or in the program should not be discussed or criticized; however, issues between or among student-athletes should be addressed through the documented process for resolving conflicts.

When a parent needs to discuss a specific situation that concerns them about a coach’s behavior, actions, or decisions the parent should make an appointment to discuss the matter with the Director of Athletics. The Director of Athletics will listen to the concern of the parent / guardian and consider a proper course of action.

High school athletics are great. High school athletics are growing. And, high school athletics contribute to the growth and development of each participating student.

Saint Joseph High School is no exception. The new school year will see fourteen sports teams/activities within the Saint Joseph High School Athletic Department. Whether they are New Jersey Interscholastic sports, Saint Joseph High School offers a variety of athletics programs.

Saint Joseph High School expects these programs to contribute to the growth and development of each student-athlete. In fact, we strive to satisfy the following objective through our athletic programs:

- Forming Men of Faith
- Forming Men of Character
- Competing at the Highest Levels

As a parent, what should you expect from Saint Joseph High School Athletics?

1. You should expect Saint Joseph High School to offer a wide variety of athletics and sports. In fact, Saint Joseph High School offers freshman-only teams in several sports, which is not a common practice at all high schools.
2. You should expect Saint Joseph High School to offer athletic facilities and equipment that are modern, safe, secure, and supportive of your son.
3. You should expect Saint Joseph High School coaches to work towards the objectives mentioned above: Faith formation, Character formation, and Competition at the Highest Levels.
4. You should expect your son to face realities such as:
 - The competition from other student-athletes will be higher
 - His playing time will be earned in practice and based on performance on the court, or on the field
 - The pace of workouts, practices, and games will be faster than previous experience.
 - A feeling of being overwhelmed with school work and team responsibilities one day, contrasted by a feeling of joy and satisfaction after the coach has praised him at practice the next day

As your son's school, what does Saint Joseph High School expect from you as a parent?

1. Saint Joseph High School expects you to approach high school athletics with “emotional balance.” You must be able to handle these realities, while at the same time, helping your son to cope with each of these situations:
 - Your son may be “cut”; he may not make the team. You cannot make the team for him.
 - Your son may make the team but may see little playing time in competitions.
 - Your son may see playing time but may not be one of the “stars.”
2. Saint Joseph High School expects you to practice positive sportsmanship before, during, and after contests.
3. Saint Joseph High School expects you to know, understand, and accept these roles:
 - Players play
 - Coaches coach
 - Officials officiate
 - Parents sit in the stands and support their son and Saint Joseph High School.
4. Saint Joseph High School expects you to help us and to help our coaches as we help your son in Faith and Character formation and in Competition at the Highest Levels.

We believe that there is ample access to athletic involvement at Saint Joseph. We offer large numbers of teams and sports, we offer “cut” and “no cut” sports, we offer a multilevel of teams (freshman, JV, varsity), and we offer a number of intramural sports and activities as well.

Saint Joseph High School is a school of young men. Athletics are going to be important which is a reality. At the same time, it is also a reality that only a small percentage of Saint Joseph High School student-athletes will go on to play sports in college with an even smaller percentage receiving an athletic scholarship.

So, at the end of the day, whether your son makes a team or not, whether he plays a little or a lot, whether he is a role player or a star player, his personal growth and development come with his participation in Saint Joseph High School Athletics. That growth and development can be maximized when you as the parent, and we as the school, work together in partnership to help Form his Faith, to help Form his Character and to help him and his team to Compete together at the Highest Levels possible.

Saint Joseph High School Fundraising/ Booster Club Guidelines

Recently the issue of fees and other fundraising activities have come to our attention from the Saint Joseph High School Community. This document will serve as a guideline for Parents, clubs and teams in their request for such activity and Saint Joseph High School administration policy for all.

Specific Team Booster / Parent Club Guidelines:

At the current time, Saint Joseph High School does not have an approved sport-specific or program wide Athletics Booster Club. During the 2017-2018 winter, the Saint Joseph High School Falcons Parent Guild will be established to create a dialogue between the athletic department and the parent community. During the initial guild meetings, Booster clubs will be discussed and brought to the administration. Currently, all fundraising activities and donations, use of the trademarked Saint Joseph logos, should be brought directly to a Head Coach or Director of Athletics.

Donations of large items for program use:

There has been lack of clarity over the ability of individuals or groups to purchase a sport-specific donation or piece of equipment. To clarify this for our Falcon parents and supporters, all donations for a specific purpose can be made in the form of a restricted use donation. Please note, that items of significant value should be brought to the Athletic Director to discuss with school leadership and get proper approvals. Like the rest of this handbook, it is important to follow proper chain of command so that we can continue to grow our athletic program successfully.

Fathers and Mothers Auxiliary Club:

The Mothers Auxiliary and Father Club of Saint Joseph High School are an integral part Falcon Athletics.. They sponsor fundraisers, socials, luncheons, as well as many activities that serve the student body and the entire Saint Joseph community. These two organizations serve as a communications link between parents and the school and enhance support and assistance for school projects and programs. All parents and guardians are encouraged to become active members regardless of their commitment to their son's team.



Fundraising Guidelines

1. All fundraisers must be approved by the President of the School and the Director of Athletics. All groups must request each year, regardless of whether it was approved in past years.
2. All requests should be in one month prior to the start of the season or as soon as any extenuating circumstance (i.e a fundraiser for a natural disaster or for an individual).
3. All fundraising must be voluntary for students and parents.
4. All fundraising must be coordinated through the Athletic Department.
5. Groups and organizations may only participate in a maximum of 2 fundraisers per year.
6. If fundraisers are offered to raise funds for trips students who do not or cannot raise the money must have the same opportunity to go anyway.
7. Fundraising projects will not involve students in door-to-door sales.
8. Parents and Clubs must deposit monies through the Finance Manager.
9. Money raised under the umbrella of Saint Joseph High School Athletics must be deposited through Saint Joseph High School as a restricted donation. No outside accounts are permitted.
10. Parents must be present during all fundraisers.



Guidelines for the Awards of Varsity Letters

1. Conduct adheres to all team rules.
2. Athlete completes the season as a “member in good standing” with coaches, teammates, and the school administration.
3. All school-supplied equipment is returned in good condition at the time requested.
4. The athlete has participated in the minimum number of sport-specific contests as specified by the individual Sport Head Coach.
5. Managers at Saint Joseph High School are awarded Varsity Letters for their commitment of time and resources to the program.

NOTES:

1. Any athlete who leaves the team voluntarily or for disciplinary reasons is ineligible for any award that may be given.
2. If any problems arise due to injury or illness the Athletic Director and Head Coach shall make the final decision regarding the presentation of the letter or pin.
3. Seniors are automatically eligible for a varsity letter upon the recommendation of the Head Coach. All issues associated with team rules and/or letter criteria are subject to review by the Athletic Director and the Dean of Students. Adjustments, if any, can and will be made with the concurrence of the Dean of Students and the Athletic Director.



Appendicies

Below is the document recapping the 2017-2018 Athletics parent meeting laying out points of emphasis for the 2017-2018 calendar.

Saint Joseph High School Athletics 2017-2018

I. Additional Communication:

- a. Twitter: @FalconsSJHS official page of Saint Joseph Athletics. If you moderate or follow individual sport twitter pages, please follow and tag in posts
- b. Remind App Group : Text @sjathletic to 81010 to sign up for group.
 - i. Group will be used to post schedule updates, venues, fan polls, rankings, etc. Delivered via text and e-mail. Available to student-athletes and parents

II. Athletics Calendar

- a. Official Athletics calendar will be updated on stjoes.org in the Athletics section, as well as displaying on the main school calendar with times/locations. (Same Day amendments will be relayed by coaching staff/remind app group).
- b. Any event designated as “All-Day” currently, hasn’t been confirmed for time/place.

III. Magnus Health via PowerSchool

- a. Fall sports participants forms still to be uploaded* (From when PowerSchool was down in August)
- b. Athlete physicals, nurse’s forms, Athletic Procedural Agreement, Weight Room agreement, all scanned or entered through Magnus portal
- c. Student-athlete physicals are good for one year and should be using the most updated forms made available from the nurse’s offices office through Magnus and stjoes.org.

IV. Student-Athlete Eligibility and Co-Operative with Guidance and Dean of Studies

- a. Students must maintain a 2.0 GPA and be in good standing with the school when the school awards credit at the conclusion of the winter semester.
- b. Spring Athletes: If they fail the credit requirements in First Semester, they are ineligible until at least May 1 per NJSIAA rules
- c. Athletic department has forwarded all active rosters to guidance department and dean of studies Ms. Anne Rivera.
 - i. Guidance will be flagging any in danger students on a rolling basis to create academic action plans with Dean of Studies and plans to keep all athletes not only eligible, but exceling.

V. Weight Room schedule/availability:

- a. Directed by Strength Coordinator and Coaching staffs of individual programs
- b. Weight Room is currently open every day under direction of Chris Kulesza

VI. Use of Trademarked Logo/SJ

- a. All requests go through the coaching to staff to athletic administration to use the trademarked logo
- b. Uniforms through Athletic Department, Apparel through the Campus Store and Maureen Quigley

VII. Fundraising/Capital Projects

- a. All fundraising questions or opportunities should be funneled through the Athletic Director of the Development Office: Dr. Brandao and Greg King, Director of Advancement

VIII. Falcon Athletics Community Building/Service Projects

- a. Marisa Tufaro Foundation, Autism Awareness Challenge, Barrons for Ben
- b. Habitudes

Appendix B: School Issued Uniforms/Collection of Uniforms and Code of Conduct for Saint Joseph Venues

Issuing of Athletic Equipment

Each Head Coach is directly responsible for the care and control of all equipment used in his or her program.

- Each Head Coach should employ some form of control system for the smooth assignment and return of equipment each season.
- Coaches should carefully consider the selection of all student managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.
- The head coach, although he may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the issuing of athletic equipment to all team personnel. The coach issuing the equipment must have the training to ensure properly fitting equipment.
- Players are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This instruction is particularly important for safety equipment.
- All student-athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, then the student-athlete will be charged accordingly.
- Periodically, coaches shall inspect equipment and facilities during the season.
 - Helmets, bats, nets, etc. may break or deteriorate and become unsafe during the course of the year.

Deactivate unsafe or defective equipment.

- Facility hazards should be reported to the Athletic Director immediately.
- The Athletic Director may periodically check on the handling of equipment.

Use of Athletic Equipment and Facilities

It is important to emphasize to all student-athletes their responsibilities as squad members to take good care of school equipment and facilities and to report any abuses to their coach or the Athletic Director.

- Athletic Department-issued equipment is to be worn only during practice sessions and interscholastic contests or by permission from the coaches. At no time are student-athletes to wear school-issued equipment or uniforms for:
 1. Gym classes
 2. Work on the job
 3. Social activities
 4. School wear
 5. Out-of-season training or competitions
- Warm-up outfits that are especially designed for contest wear may be worn at the actual contests. These outfits are never to be worn as school jackets or outerwear.
- Athletic equipment will not be loaned to outside groups.
- Never allow student-athletes to use Saint Joseph High School facilities without written permission from the Athletic Director and the proper supervision of coaches.
- After each practice, make sure that all practice areas and locker areas are clean and free of debris and trash.
- Students-athletes are not to wear cleats or dress shoes on the Vincent Maglio Gymnasium floor.
- Do not allow student-athletes to bring food, gum, or drinks onto Brenner Family Field or Vincent Maglio Gymnasium floor.

Collection and Storage of Athletic Equipment

Coaches are responsible for collecting all equipment that is dispensed during the school year.

- If any equipment is lost or has abnormal usage, then the student-athlete shall be charged replacement costs.
 - The coach shall inform the student-athlete that he/she will not receive any athletic awards or report card until all financial obligations are met.

Vincent Maglio Gymnasium

Student-athletes will have use of the Vincent Maglio Gymnasium during scheduled times with their coaches.

Dress Code/Rules

1. The following is required dress code:
 - Green (school colors) or black shorts
 - Shorts from sport teams with Saint Joseph High School logo is permitted
 - White or green (school colors) T-shirts
 - White socks only
 - No dress shoes or flip flops.
2. No jewelry is allowed.
3. If a student-athlete needs to see a teacher after school, then he will be required to obtain a note from that teacher before he can practice or play.
4. If a student-athlete has an injury, then he will be required to present a doctor's note stating what the Student-athlete is restricted from doing. The same will be true for the Athletic Trainer's note.
5. No horse playing will be allowed in the Vincent Maglio Gymnasium. The student-athlete will be instructed to leave. A meeting with the student-athlete and his parents will be held to discuss the student's behavior and the consequences.
6. Coaches will be with their teams at all times when they work out.
7. All incoming freshmen must have pre-registered and have a physical, emergency medical card, and parent release form on file before they may begin the workouts.
8. Student-athletes must secure any personal items in their locker before working out.

Brenner Family Field

- NO activity may take place that could damage the turf, e.g., "tug-a-war" and blocking sleds.
- There is to be NO "step running" through the stands. Do not use the stands for conditioning. The walking/running track is open for conditioning purposes.
- Use the gates to enter the field, no climbing the perimeter gates.
- After every PE class, practice, or game, leave absolutely NOTHING on the field, e.g., a piece of athletic tape, a paper cup, equipment, etc.
- Immediately report any damage to the field to the Athletic Director, facility manager, and administration.

Appendix C: Sports Awards

Letter Award: Each sport has its own criteria for earning a varsity letter and may have an end-of-the-year banquet to distribute awards. A student-athlete may earn one varsity letter and then may receive the appropriate pin for each subsequent year.

State Championships: When a team wins a state championship, members of that team may have the opportunity to purchase state championship rings.

Collegiate signing: The following guidelines need to be followed for a signing ceremony at Saint Joseph.

- The student has signed or will sign a national letter of intent that reflects a commitment to participate in athletics at the collegiate level on an athletic scholarship
- Parents should notify the Athletic Office at least three weeks in advance of the desired date for the ceremony
- Coaches from the college/university should be notified in case they wish to attend.
- Once the parent has contacted the Athletic Office, the Athletic Director will contact the student's primary coach to discuss the date. Internal announcements will be made so as many students and teammates as possible may attend. Once the date is finalized, the Athletic Office will generate a press release.

Appendix D: NCAA Clearinghouse

SJHS is fortunate to have many student-athletes go on to play sports in college. Student-athletes who hope to earn athletic scholarships and plan to attend an NCAA institution must be processed through the NCAA Clearinghouse. These students will need to register with the NCAA. The College Counseling Department has all of the information needed to complete the process.

NCAA
www.ncaa.org
877-262-1492

Appendix E: Drug/Alcohol Policy

SAINT JOSEPH HIGH SCHOOL ALCOHOL AND OTHER ILLEGAL DRUGS POLICY

Saint Joseph High School's mission and philosophy require the school to promote a healthy lifestyle. Thus, the Code of Conduct strictly forbids students to possess, use, or distribute alcohol or other illegal drugs. While this policy focuses primarily on student conduct on school grounds or at school-sponsored functions, the school also "reserves the right to take disciplinary action, including dismissal" should serious misconduct occur outside of school. Saint Joseph High School will use whatever means available to work toward a drug-free campus. These steps include working with the Metuchen Police Department, increasing our own surveillance and random checks of students and their possessions.

- Any student determined to be selling, promoting the sale of or in any way trafficking alcohol, prescription drugs, other illegal chemicals or any substance or paraphernalia deemed inappropriate or unsafe by Saint Joseph High School Administration may be dismissed from Saint Joseph. His parents will be notified of the offense. When possible, any confiscated illegal substances will be surrendered to the authorities.

- Any student judged to have willingly and knowingly received alcohol, prescription drugs, other illegal chemicals or any substance or paraphernalia deemed inappropriate or unsafe by the Saint Joseph Administration, whether or not in exchange for money, while at school or a school-sponsored event, may be considered for immediate dismissal.
- Any student determined to be under the influence of or in possession of alcohol, prescription drugs, other illegal chemicals or any substance or paraphernalia deemed inappropriate or unsafe by the Saint Joseph Administration will face serious consequences. "Possession" includes materials found in his locker, car, backpack, etc. His parents will be notified of the offense. Any confiscated illegal substances will be surrendered to the appropriate authorities.
- A student who commits a second violation of use or possession may be eligible for dismissal. If such a student should be allowed to remain at Saint Joseph, then he may forfeit his privilege to participate in any extracurricular activities.

If the student is allowed to remain at Saint Joseph, then consequences may take two forms: discipline and counseling.

Discipline

The disciplinary consequences for such misconduct may be suspension from school; extended time in detention; in-house social suspension until all detentions are served; and/or a 60-school day ban from all participation in extracurricular activities. Failure to comply with these disciplinary consequences may result in automatic and immediate dismissal. Should he be allowed to return, the student may be placed on probation.

The 60-school-day ban from participation in all activities begins on a day proximate to the offense and set by the Saint Joseph Administration. During the 60 days, the student may not be allowed to participate in any activities in any manner (practice, dress, travel, organized workouts, rehearsals, etc.) The student may serve the entire 60-school-day ban before he is eligible to resume participating in activities.

In this context, "school day" means a day that counts as an instructional day in the school calendar. This time does not include weekends or holidays during the school year or summer vacation. Thus, a student who has not completed the 60 days by the end of one school year may be ineligible to participate in any school activities that summer and at the start of the next school year until the 60-day ban has been completed.

Counseling

The student will be subject to an assessment process that begins with school counselors. The school may also require an assessment conducted by an independent, school-approved specialist, paid for by the family. Once the assessment process is complete, the student must sign an agreement outlining specific academic and behavioral expectations. These expectations may include drug testing at the parents' expense for the remainder of the student's time at SJHS

