



SAINT JOSEPH'S

HIGH SCHOOL



Student Handbook

This handbook is intended to acquaint students and parents with the policies, program, and regulations of Saint Joseph High School. Enrollment in the student body of Saint Joseph's indicates the acceptance of these policies and regulations by students and their parents. All therefore, are expected to be familiar with the contents of this handbook and to abide by them. Failure to do so will necessitate separation of the individual from the student body and enrollment in some other institution.

PHILOSOPHY AND OBJECTIVES OF ST. JOSEPH HIGH SCHOOL

Saint Joseph High School aims at preparing its students for the accomplishment of their works in this world as a means of attaining their final destiny in the next. For the realization of this objective, we strive to provide for the harmonious development of the student's physical, emotional, intellectual, moral and spiritual powers.

Our curriculum promotes not only the development of intellectual learning, but also the formation of desirable habits, interests, attitudes, appreciations, and ideals. The virtues of patriotism and justice, obedience to authority, and respect for law are being inculcated in the minds and hearts of our students.

The aim of Saint Joseph High School is to develop men and women who will exemplify the highest ideals of Christian manhood and womanhood; to make them ready to meet changing conditions of social life, and at the same time, to hold fast to fundamental principles of religion and morality; to develop a love and an appreciation of the worthwhile, the cultural things in life; to foster a taste for the wholesome in literature, drama, music and art.

ATTENDANCE

Regular attendance at school is necessary to assure success. It guarantees continuity of learning and prevents falling behind in class work, increased indifference and consequent failure.

Pupils, however, should not sacrifice their health for a perfect attendance record nor should they be responsible for endangering the health of others by spreading germs of one kind or another. Parents must determine when a student is too ill to attend school.

Pupils should not remain at home because of the possibility of being late. Lateness is not condoned, but it is preferred to absence. Appointments with doctors and dentists should be made, if possible for after school hours, free days. (Refer to school calendar for free days). Students will not be excused for the purpose of obtaining a drivers permit.

Types of Absence:

1. Excused: Personal illness, quarantine, death in the immediate family, a necessary appointment.
2. Unexcused: Absence for all other reasons.

Every pupil who has been absent is required to bring to the General Office on the first day he returns to school, a note written entirely by the parents. It must contain:

1. Pupil's full name
2. Homeroom - Grade
3. Date(s) of absence
4. Reason for absence
5. Parent's signature

A telephone call to the office each day of absence is required but does not take the place of the note. Please call between 8:00 and 9:30 A.M.

Upon receiving this note, the Attendance Officer will issue an Admittance slip which must be shown to the homeroom teacher and all subject teachers. The admittance slip is then to be returned to the Attendance Officer at the close of the school day. A falsified note renders a student liable to suspension. The office will determine the validity of the note. A pupil failing to have his parents call the school on the day of absence will be assigned a detention, as well as a detention for each day of delay in bringing the proper note.

Pupils who have an excused absence are permitted to make up tests at the teacher's convenience. All classwork is to be kept up with during a pupil's absence unless it is impossible. Parents of pupils who are absent for a prolonged time should contact their Local Board of Education to make arrangements for private tutoring. It is the STUDENT'S OBLIGATION to seek out the teacher and arrange for make-up work.

A pupil with more than 20 days of periodic absence during a school year cannot receive credit for that year's work unless a note is received from a doctor explaining and confirming ALL ABSENCES.

If it is necessary for a student to be excused for all or part of a school day, a note from the parent or guardian should be brought to the office at least a day in advance of the day of absence.

TRUANCY

In New Jersey school attendance is mandatory until the pupil becomes sixteen. Any student absent from school - complete day or part of the day - without a legitimate excuse or knowledge of the parents will incur five (5) days of detention. Repeated truancy will be turned over to the Local Truant officer for disposition and will liable the student to expulsion from St. Joseph's High School.

TARDINESS

A pupil is tardy for school if he is not inside the door of his classroom when the bell rings at 8:20 A.M., unless he has reported and been excused by his teacher. Requests to leave the classroom will be granted for serious reasons only.

If a tardy pupil arrives at his classroom after the roll call, he must report to the office and his homeroom teacher in order to have his name removed from the absentee list.

If a student arrives at school after 8:20 A.M., he is to report directly to the office and will be issued a demerit for all unexcused lateness.

No pupil will be admitted to a subject class late without an admission slip signed by the principal.

CLASSROOM ROUTINE

A student who is not in his place at the sound of the bell indicating the start of the homeroom or class period is late and will not be admitted to class without a tardy slip issued by the office. Demerits are assigned for all unexcused lateness.

The school day begins with the Morning Offering and the Salute to the Flag. The school day ends with an examination of conscience and recitation of the Act of Contrition.

Each class period begins with a prayer of the teacher's choice. Class time is used for testing and instruction. Study periods are the rare exception.

DISCIPLINE

The registration of a pupil at Saint Joseph High School is deemed a recognition on his part and on the part of his parents or guardians, of compliance with all the regulations of the school.

Discipline is an important factor in education. The ultimate goal shall always be self-discipline.

The purposes for discipline in a school are to aid in the character development of the individual, and keep the learning atmosphere as free from distraction as possible. A student who causes distractions does not learn anything himself, makes it difficult for those around him to learn, and adds an unnecessary and unjust burden to the teacher. The student whose chief purpose in life is to "get away" with things rather than cooperate with the good and order of the school, is all too liable to take this same attitude into his adult years, rendering him a useless member of the Church, community or family.

It is the philosophy of St. Joseph's High School to place as much responsibility upon the individual as he or she can bear. With this in mind, the demerit system was established. A student who has pride in himself and in the school will avoid incurring any demerits for the year. These demerits are used to make recommendations - to institutions of higher learning, responsible positions in business and industry, advancement in the Armed Forces, disciplinary probation and expulsion.

SANCTIONS OF THE SCHOOL

1. Detention - A pupil must remain after school on the day appointed.
2. Probation - A pupil remains in the school on a trial basis for a specified time.
3. Suspension - A pupil must remain out of school for a stated period of time.
4. Expulsion - A pupil is dishonorably dismissed.

All sanctions are made part of the permanent cumulative folder of the student.

THE DEMERIT SYSTEM

Demerits can be given by the teachers or members of the Hall Patrol for any infractions of school regulations. A record of all consequences because of demerits is recorded on the student's discipline file. On the last day of each marking period the Dean of Discipline will forward to the homeroom teacher the number of demerits incurred by the student for recording on the student's IBM card. Any student who fails to report for detention will be reported to the Principal. When some urgent matter conflicts with the time of detention, postponement of the detention may be requested

from the Dean of Discipline. After school employment does not constitute an "urgent matter". The student who must leave school on time in order to work has an extra reason for avoiding demerits.

SANCTIONS

1. The first group of five demerits results in one period of detention.
2. The second group of five demerits results in an interview of the student's parents with the Dean of Discipline. This also must be worked off by serving three periods of detention.
3. The third group of five demerits results in a suspension, interview with parents, five periods of detention.
4. The fourth group of five demerits makes one liable to expulsion from school. Parents are given a limited time to indicate "Withdrawal" to avoid noting expulsion on the student's record.

Demerits may be issued for the following:

1. Lateness - A student who reports late for school, or is late for any class during the day.
2. Improper Attire - In addition to demerits, a student will be refused admission to class until the violation is corrected.
3. Attendance Procedures - Students who fail to have a parent notify the school on the first day of absence, or who fail to bring a note from a parent or physician upon returning to school after an absence.
4. Unauthorized travel - Students found loitering in the corridors in the morning before the homeroom period or in the corridors during class time without a hall pass.
5. Disturbance - Cutting classes or any breach of order, whether in class or in any other area of the school. It includes such offenses as chewing gum, littering, foul language, etc. Serious offenses will warrant serious penalties.
6. Disrespect - By far the most serious offense, disrespect shown to authority, whether faculty member or student proctor, will be referred to the Dean of Discipline for action.

SMOKING IS NOT PERMITTED IN THE SCHOOL BUILDING OR SCHOOL GROUNDS. Any student who violates the smoking rule will be suspended and will not be permitted to return to school until accompanied by a parent. Repeated violations will liable the student to expulsion.

DEFACING BUILDING AND FURNITURE

Occasionally one sees a building defaced with chalk marks, pictures and writing on the walls of corridors and lavatories, desks disfigured, etc. Such conduct is a mark of low refinement and not a symbol of smartness as some may feel. Schools are erected and equipped at great cost and sacrifices to the parents. The replacement and the correction of deliberate damage to the school is very expensive. Students guilty of deliberately damaging or defacing the equipment or school building will incur a suspension and will not be permitted to return to school until restitution is made.

CAFETERIA

Students go to the cafeteria for lunch at the time specified on their schedules. Students must use the cafeteria whether they purchase food or bring a packed lunch.

Students wishing to purchase food should form single lines at the counter avoiding shoving, pushing, etc. Each student is expected to observe proper rules of etiquette while at table. Students should speak in polite and conversational tones, neither talking loudly nor calling from table to table.

Before leaving the cafeteria, each student is asked to cooperate by placing his chair against the table and removing the remains of his lunch from the table. All waste paper and remains of food should be placed and not thrown in the containers provided.

During the school day eating or drinking beverages is permitted only in the cafeteria. No food or beverages are ever to be taken outside the cafeteria.

HALL PASSES

No student is to be on the corridors at any time during school hours without a hall pass. Each teacher is provided with hall passes to issue to a pupil who must leave the room at any time during class. Demerits will be given to those who violate this rule.

TELEPHONE CALLS

A public telephone for the use of the students is situated in the cafeteria. No pupil may make telephone calls during school hours without the permission of a faculty member. Pupils are not called to the telephone, but urgent messages are taken by the secretaries for delivery to them.

When parents and others call the school they are asked to give their names and state their business. The secretaries have been instructed to refuse to accept calls unless this information is given. Since they are completely trustworthy there should be no hesitation to give the requested information. The secretaries will use the information to direct your call to the proper authority.

Faculty members will not be called from class to the office for telephone calls. If the teacher is not available, the secretaries will take the name and telephone number and will inform the teacher of the call.

FACULTY MEMBERS ARE NOT TO BE CALLED AT THEIR RECTORIES, CONVENT OR HOMES ABOUT SCHOOL BUSINESS. Please call during school hours.

CHANGE OF ADDRESS

Pupils are asked to notify the business office concerning any change of address or telephone number immediately. It is important that a pupil's record is kept up to date.

SCHOOL CLOSING

The procedures used for the announcement of closing the school because of inclement weather will be announced to the students at an assembly at the beginning of the school year. Students or parents are not to call the school or faculty residences to obtain this information. Faculty members and secretaries have been instructed not to honor such calls.

LOST AND FOUND

A Lost and Found Department is maintained in the office. Articles turned in at the lost and found should be labeled with the name and homeroom of the finder. If they are not claimed within a month, these articles will be returned to the finder.

DRESS

Pupils are requested to dress appropriately in the good taste becoming ladies and gentlemen.

Young ladies wear the regulation school uniforms consisting of the St. Joseph High School plaid skirts, blazer, white blouse, and traditional stockings. (Fish net, textured stockings and the like are forbidden). Chapel veils are worn for religious services.

Eye make-up and extreme hair styles are forbidden. Earrings should not be worn in school. Skirt hemlines above the knees are strictly forbidden. School uniforms and blazers are purchased directly through the suppliers, who send a representative to the school for orders and measurements at certain announced times.

Young men are required to wear suit coats, ties and light colored shirts. Khaki trousers and blue jeans are not permitted. The traditional haircut is also required for young men. The extreme, effeminate, freak haircut, side-burns, beards, moustaches, etc., are absolutely forbidden.

Students who report to school in violation of the dress regulations will be sent home with the instructions to return only when their attire meets acceptable standards. This is equivalent to suspension.

The high school reserves the right to determine the appropriateness of personal appearance.

INSURANCE AND ACCIDENTS

School insurance will be sold in the homeroom at the beginning of the year, the cost to be determined by the insurance company. This insurance is optional but is required of all who intend to participate in interscholastic or intramural athletics, unless written proof of outside coverage is produced.

A pupil who is insured against accidents and has an accident in school, on the way to or from school, or while engaging in a school activity away from school, must notify the office of the nature of the accident and of the time and manner in which it happened. An accident report will be made out and processed.

According to medical regulations, the school may administer first aid only. In case of an injury when additional treatment is required it is to be done by the family physician at the pupil's expense.

It is important that the office know whom to notify and where the parent or guardian can be reached in the event of an accident or injury. While the school will take every measure available to seek medical aid, NO HOSPITAL OR DOCTOR WILL ATTEND AN INJURED STUDENT EXCEPT FOR EMERGENCIES WITHOUT THE PARENT OR GUARDIAN BEING PRESENT.

ILLNESS

A student who must take a medication prescribed by a doctor is to report this fact to the office before the morning homeroom

period. All medications and a note from the doctor or parents attesting to this fact must be left at the office. Medications can be taken only under the supervision of a faculty member. No medications, other than those prescribed by a physician and administered under faculty supervision are permitted to the students.

No student is excused to go home because of illness without first notifying the homeroom teacher and obtaining an "excuse to leave the school grounds" form signed by the Vice-Principal or Principal. Before a student is sent home the school must be assured that there will be an adult in the home to receive the student.

STUDY HALLS

In general, it is not the policy of Saint Joseph High School to use school time for study halls. If, however, a student's schedule requires such a period, for one reason or another, it is to be spent in conscientious, silent study under the supervision of a faculty proctor.

TRANSCRIPTS

A transcript of credits will be sent to any employer or educational institution only upon written request. Transcripts must be forwarded directly to the employer or school and cannot be given to the individual. Upon request, the school will supply at no cost one transcript of credits and recommendation for each student. A fee of \$1.00 will be charged for each additional transcript. No transcripts will be issued unless all financial obligations have been satisfied.

ADMISSION AND WITHDRAWAL

A student is admitted to Saint Joseph High School upon application, but only on the recommendation of his former school, together with proof of satisfactory completion of work at the previous level. A high school placement test is administered to all incoming freshmen to aid in the selection of a proper course.

A student may withdraw from St. Joseph's upon written request of his parents or guardian. A transfer and transcript of credits will be forwarded only after the Bursar's office has issued a statement clearing the student of any financial obligation.

TUITION AND FEES

The following schedule of tuition and fees, determined by the

Diocese of Camden is in effect: A registration fee of \$25.00 is to be paid when the student receives his schedule of classes for the year. This registration fee covers registration procedures and forms, all laboratory fees (science, home economics, drafting, and business) school newspaper, examination fees, retreat, library fee, audio-visual aids, etc.

The tuition is \$175.00, payable in two installments: \$87.50 due on the opening day of school, and \$87.50 due on the first day of the second semester. The second or third child in the family who attends St. Joseph's High School or any other Diocesan High School the tuition charge is \$87.50 each payable in two installments of \$43.75.

It is the wish of the Most Reverend Bishop that no student in the Diocese be denied a Catholic Education because of true financial need. When such a situation exists, His Excellency directs that parents or guardians seek the assistance of their pastor.

There is a graduation fee of \$25.00 which covers the cost of the rental of cap and gown, tickets, diploma and expenses incidental to the Graduation exercises.

To defray the cost of publication, each senior is expected to either purchase a yearbook or to earn the book by securing patrons. Seniors who do not wish to have a yearbook must notify the Yearbook Advisor in writing no later than December 1. Seniors who fail to do so will automatically have a yearbook ordered for which they will be billed.

FIRE DRILLS

By state law fire drills are held periodically. Directions for leaving the building are posted in every room. Students should become familiar with these directions during their first weeks of school. When the fire alarm sounds all students are to evacuate the building according to posted directions in SILENCE. Upon given the signal to return to the building, all students will return in SILENCE to the classroom from where they came.

PHYSICAL EDUCATION

Physical education is a required subject and state law demands that it be passed. Therefore, only those students who have a written medical excuse from their physician will be excused for prolonged periods of time.

Students who come to gym classes without the proper gym attire will receive a failure for that class.

The regulation dress required for the boy's gym class consists of clean white trunks, T-shirts, white socks, and non-scuff, rubber-soled gym shoes. All of these items should be suitably labeled for identification of the owner.

The dress required for girls' gym classes is the regulation maroon gym suit, white socks, and rubber-soled sneakers which will not scuff the gym floor. The last name of the girl must either be sewed or stenciled across the back of the gym uniform. Her sneakers should also be labeled with her name.

The borrowing of another's gym uniform is prohibited.

DANCE REGULATIONS

Dances for the students of St. Joseph's High School are held periodically and are chaperoned by members of the faculty and parents. The year's schedule of dances is made up by the faculty social committee. The hours of dancing are 8:00-11:00 P.M.

REPORT CARDS

Report cards are issued at the end of each nine weeks marking period. It is the policy of St. Joseph's High School to distribute report cards only to parents or guardians.

Parents of a student incurring a failure are expected to confer with the subject teacher at the PTA meeting, or if preferred, to make an appointment with the subject teacher for an interview at a time convenient to parent and teacher.

BOOKS

The best textbooks available have been provided for student use. Textbooks are purchased by the student and they become his personal property. Students are advised to write their names in the books and should strive to keep them from being torn or soiled. At the close of the school year, book-days are set aside so that the student may purchase their textbooks for the following school year from an upper classman. Also, the close of the school year, students are given the opportunity to place orders for any new books they will need for the following year. The placing of an order for new books with the bookstore is a binding contract, and students will be billed for the books they have ordered.

ASSEMBLIES

Assemblies are held at various times throughout the year. All assembly programs will be called to order by the President of the Student Council. At the beginning of the school year a seating plan for all classes is made up and distributed to all teachers. Students are expected to occupy the seats assigned to their particular class. The Minutemen will assist in directing the students to their assigned places.

GYMNASIUM

Students are never permitted to walk on the gym floor in street shoes. Only students wearing rubber soled gym shoes are permitted on the gym floor. Rubber runners are placed on the perimeter of the gym floor and are to be used in passing to and from the gym.

CLUBS

Clubs are formed when sufficient interest and initiative are shown to make the club worth while. Membership in clubs is open to all students, but no one is obliged to join. A student may belong to more than one club if he so desires, as long as he satisfies the requirements in each club.

Each club must have a faculty member as its moderator. New clubs may be organized with the authorization of the Principal. The number of members for each club is limited. Club dues may be charged if the moderator and the members vote in favor of them.

LIBRARY

The library is located on the main floor of the building fronting Mt. Ephraim Avenue. It is open from 8:00 A.M. to 4:30 P.M.

Students who wish to go to the library during a study period or a class period must have a pass furnished by the teacher.

Books are charged for two weeks and may be renewed for an additional week.

A fine of five cents a day will be charged on each book not returned on the due date. Each student is held responsible for all books charged to him and for all fines. Any damaged or lost books must be paid for by the person to whom the book is charged.

No reference books may be taken from the library.

TELEPHONES

A public telephone for the use of the students is located in the cafeteria. This phone may be used before and after school hours. During the school hours permission to use the phone must be obtained from a faculty member.

The general business office will not accept telephone messages for students except for extreme emergencies.

TRAFFIC REGULATION

Students have access to their homeroom with the firm understanding that quiet and good order be maintained.

Loitering in the corridors is not permitted at any time. Corridors are neither social centers nor promenades.

When walking along corridors or going up or down the stairs, students should keep to the right and move in a single file. During the passing of classes, students are expected to follow the directions of the Minutemen and Blue Ribbon Girls.

While passing from class to class along the corridors and stairways students are expected to conduct themselves in such a manner as befits a gentleman or young lady. If classes are being held consideration for them dictates that silence be observed. Silence must also be observed when students move as a group from one room to any other part of the building.

TRANSPORTATION

Students who commute to school via public transportation are expected to conduct themselves as gentlemen and young ladies. Shouting, throwing objects, or other forms of childish behavior are forbidden. Suggestions or commands of the bus driver are to be accorded the same respect as those of a teacher. Students who refuse to observe good order may deny themselves of bus transportation.

For students who have bus transportation provided to St. Joseph's by their Local Board of Education, it is their responsibility to make an application to the Board of Education requesting that transportation be provided for the following school year. The deadline for all applications is April 15.

TRIPS

Students who wish to go on trips sponsored by the school, class teachers or club moderators will be given parental approval slips.

These slips are to be signed by parents and returned to the teachers at least two days in advance of the trip.

The names of all participating students will appear as "excused" on the absentee sheets issued from the business office on the day of the trip.

ALCOHOLIC BEVERAGES-NARCOTICS

Drinking among high school students presents a serious problem in which parents must consider their responsibilities. It is well known that, because of the lack of parental supervision, alcoholic beverages are brought to parties by guests and are served by the guests themselves. Parents have a major responsibility in this matter. They are aware of the hazards of teen-age drinking-- youth is not. New Jersey law prohibits the sale of alcoholic beverages to minors (under 21 Years) and forbids serving it to them. The high school requires full compliance with the spirit and the letter of the law. Students who attend any function sponsored by the high school whether it be a social function, athletic contest, etc. either after consuming or possessing alcoholic beverages liables himself to expulsion.

Likewise the use or possession of narcotics by a student will result in dismissal. All forms of "pep" pills, "goof balls", cough preparations, barbiturates, amphetamines, or any admixture containing any form of opiate, used without doctor's prescription, falls under the high school's definition of narcotics.

GRADUATION STANDARDS

A total of 20 credits shall be required for graduation. The following are required for all students:

- a. Four (4) credits of English
- b. Two (2) credits of U.S. History
- c. Four (4) credits of Religion
- d. One (1) credit in health and physical education. A 1/4 credit is given for each year.

HONOR ROLL

Distinguished Honors are bestowed on a student who earns a 4.0 average for a marking period. First Honors are given to a student who earns an average 3.5 - 3.99 for a marking period. A student who earns an average of 3.0 - 3.49 for a marking period will receive Second Honors. A grade of "c" in any subject automatically

excludes a student from the honor roll.

Averages are determined on the basis of :

A = 4 points	C = 2 points
B = 3 points	D = 1 point
F = 0 points	

FAILURES

A failure must be made up in summer school if the subject is required for any one of the following reasons:

- a. by state law; e.g. U.S. History, Physical Education, English
- b. in the program of studies which the student wishes to continue; e.g. languages, sciences, mathematics to continue in the college prep course.
- c. so that the student may obtain sufficient credits in each of the four years to assure graduation
- d. by diocesan law; e.g. Religion

If a student fails to make up in summer school a required subject, he will not be permitted to return to Saint Joseph's.

If a student fails a subject which is not available in summer school, he must make up the work in a manner determined by the school. Failure to complete the work satisfactorily will prohibit the student's return to Saint Joseph's.

ATHLETICS

Saint Joseph High School is a member of the New Jersey State Interscholastic Athletic Association. Any student is eligible for participation in interscholastic sports providing he meets the requirements for eligibility as determined by the NJSIAA.

Any student incurring two or more failures in a marking period becomes ineligible for participation in any interscholastic sport until all failures are removed.

COURSE OFFERINGS

College Preparatory Course:

This course is designed primarily to prepare students (who have the aptitude and interest) for some type of higher education, such as (1) Liberal Arts College, (2) Engineering College, (3) Nursing School, (4) Teacher's College, (5) Selected Technical Schools. Many students not yet sure of their future educational and vocational

plans elect this course so that they can more readily enter an institution of higher learning after graduation, if they so desire.

A cumulative average of "C" or better is required for a recommendation to an institution of higher learning. Students who will not be able to maintain such an average will act more wisely in choosing a different course. Students who in their present year do not maintain a cumulative average of "C" or better cannot expect to be successful with the more difficult subjects in the succeeding years and therefore will not be permitted to continue in the college preparatory courses.

Secretarial Course:

This course is designed to prepare the student for the business world--private secretary, stenographic work, bookkeeper and general office work.

Students who wish to pursue this program must do average or better work (C or better) in the sophomore year in all subjects and should show evidence of a knowledge of good written and spoken English.

General Course:

The general course is primarily designed for those whose present intention is to enter employment of a general (i.e. not highly skilled) nature after graduation from high school.

N. B.

All students are required to follow a full program of studies in their respective courses. It should be kept in mind that those who strive only to do the minimum, more often than not fall short of their desired goals. Experience shows that in today's business world and the seeking of admission to institutions of higher learning people who worked at their optimum are the ones sought. Mediocrity and apathy ultimately results with a dissatisfaction with oneself and failure.

COLLEGE PREPARATORY

GRADE 9	GRADE 10	GRADE 11	GRADE 12
Religion I English I Science I Human Civilization Phys Ed & Health Algebra I	Religion II English II Geometry Biology Phys Ed & Health II	Religion III English III U. S. History I Phys Ed & Dr Ed & Civ Def	Religion IV English IV U. S. History II Phys Ed & Health 3
ELECTIVE: (Choose One)	ELECTIVE: (Choose One)	ELECTIVE: (Choose Three)	ELECTIVE: (Choose Three)
Latin I French I Spanish I German I	Personal Typing Notetaking Mechanical Drawing French I Spanish I German I CHOOSE ONE: Latin II French II Spanish II German II	Alg. II & Trig Algebra II Chemistry Earth Science German III French III Spanish III German II French II Spanish II Creative Writing	Modern Analysis Trigonometry Physics Physical Science Economics German IV Spanish IV French IV German III Spanish III French III Sociology Philosophy

COLLEGE PREPARATORY -
 Music or Art Major

GRADE 9

GRADE 10

GRADE 11

GRADE 12

Religion I
 English I
 Science I
 Algebra I
 Phys Ed & Health I

Religion II
 English II
 Geometry
 Biology
 Phys Ed & Health II

Religion III
 English III
 U. S. History I
 Phys Ed & Dr Ed & Civ Def

Religion IV
 English IV
 U.S. History II
 Phys Ed & Health III

CHOOSE ONE

CHOOSE ONE

CHOOSE ONE

CHOOSE ONE

Art I
 Music I

Art II
 Music II

Art III
 Music III

Art IV
 Music IV

CHOOSE ONE

CHOOSE ONE

CHOOSE TWO

CHOOSE TWO

French I
 German I
 Spanish I

French II
 German II
 Spanish II

French III
 German III
 Spanish III
 Chemistry
 Earth Science
 Creative Writing
 Algebra II
 Alg II & Trig

Physics
 Physical Science
 Economics
 Modern Analysis
 Trigonometry
 French IV
 German IV
 Spanish IV
 Sociology
 Philosophy

SECRETARIAL

GRADE 9	GRADE 10	GRADE 11	GRADE 12
Algebra I Religion I English I Science I Phys Ed & Health I	Religion II English II Biology Business English Phys Ed & Health II	Religion III English III U. S. History I Typing I Stenography I Phys Ed & Dr Ed & Civ Def	Religion IV English IV U. S. History II Typing II Stenography II Bus Law/Off Practice
CHOOSE TWO (Language Required)	CHOOSE TWO (Language Required)	CHOOSE ONE	
Human Civilization Latin I French I Spanish I German I Art I Music I	J. B. T. Latin II French II Spanish II German II Art II Music II	Art III Music III Accounting for Secretaries	

GENERAL

GRADE 9	GRADE 10	GRADE 11	GRADE 12
Religion I English I Science I Language Arts I Human Civilization Phys Ed & Health I	Religion II English II Applied Biology Business Math Phys Ed & Health II	Religion III English III Bookkeeping I U.S. History I Phys Ed & Dr Ed & Civ Def	Religion IV English IV Business English U.S. History II Phys Ed & Health 3
CHOOSE ONE	CHOOSE TWO	CHOOSE TWO	CHOOSE TWO
Art I Mechanical Drawing Home Economics Music I Preliminary Math	J. B. T. Language Arts II Home Economics II Art II Mechanical Drawing II Economic Geography Music II	Typing I Mechanical Drawing III Record Keeping Sales/Advertising Art III Music III	Bookkeeping II Typing II Mech. Drawing IV Cler. Off. Practice Consumer Economics Art IV Music IV

ALMA MATER

We hail our Alma Mater so dear
Her praises gladly we sing with love
For all the happy hours we spent here
And all the friendships made thro' the years
Let us praise her gracious name
Adding to her glory for evermore.
We share in her great fame
Therefore may she reign
In our hearts always.
Honor must we bring to her
As we pursue our goal.

Kindly she has found
Ways to wisdom's greatest treasure untold
May her hallowed halls resound
As we raise our voices
Non verbis sed virtute, non verbis sed virtute
Proudly we all sing
Hail to the red and white,
Hail to the red and white
Truly we love you.