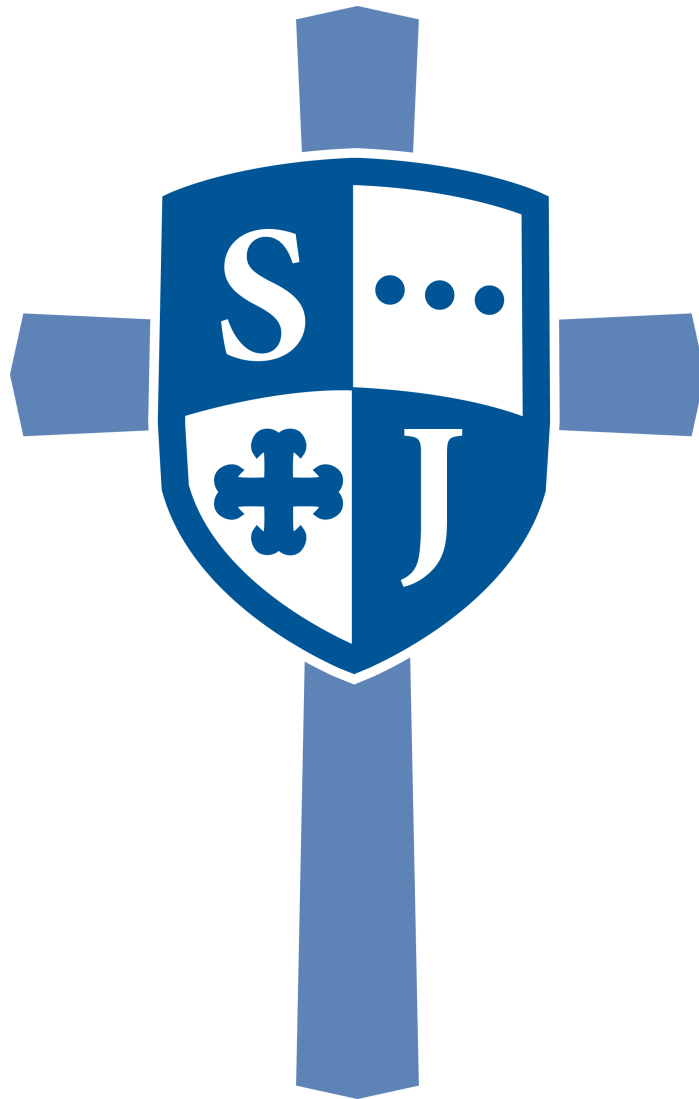




Saint Joseph's
CATHOLIC ACADEMY



Student & Parent Handbook

SJCA PRAYER

Father in Heaven, we ask you to fill us each day with trust in you and faith in your great plan for our lives. Shed your light on the path before us and prepare us to receive every grace and blessing. Enable us to see how you are answering our prayers and help us to become a community of ever-deepening faith.

Come Holy Spirit, grant us the courage and humility to trust in your word and lead others according to your will. Help us to listen to your call and guide us so that we may always be witnesses of love, faith, and purity.

Lord Jesus, we are thankful for our minds with which we discern all of your creation. We give thanks for those who have come before us and on whose shoulders we stand. We are also grateful for all those in our lives from whom we can learn so much. We ask for the gifts of the Spirit that we may use our minds to learn, and our talents to share for your greater glory.

Finally, Lord, we ask that you guide our hearts and hands as we serve each other to build a community that willingly reaches out to others. We pray that, through this, we may serve and grow your Kingdom through the Spirit working in us.

We ask this through Christ, our Lord. Amen.

Student & Parent Handbook

Academic Year 2018-2019

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Saint Joseph's Catholic Academy

Located in Boalsburg, Saint Joseph's Catholic Academy delivers a complete education, emphasizing excellence in mind, body, and soul for both Catholic and non-Catholic students. Small classes taught by exceptional teachers help students achieve their full potential.

SJCA offers a classical sequence of courses at the College Preparatory, Honors, Advanced Placement, and Dual Enrollment levels. The curriculum is designed to prepare students to excel at leading colleges and universities. Career planning services help students realize their unique abilities and help them to select electives in their junior and senior years from courses in science and mathematics, humanities and social sciences, pre-engineering, business, and the arts.

What truly sets Saint Joseph's Catholic Academy apart is an emphasis on faith, scholarship, leadership, and service being interwoven throughout the curriculum. In collaboration with families and the community, SJCA fosters a life of faith and scholarship grounded in Christian spirituality, academic excellence and the Gospel values of integrity, respect, service and justice.

The Academy also fosters values of compassion, integrity, trust, justice, responsibility and courage. Everyone is expected to uphold high standards of behavior in an atmosphere of sensitivity and mutual respect.

Nondiscrimination Policy

Saint Joseph's Catholic Academy is an equal opportunity educational institution and will not discriminate on the basis of race, color, gender, sexual orientation, religion, age, disability, national origin, or ethnic origin in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the American Disabilities Act.

For information regarding civil rights or grievance procedures, contact Sister Donna Marie Leiden, Director of Education, Diocese of Altoona-Johnstown, 933 Logan Boulevard, Hollidaysburg, PA 16648. Phone number is 814-693-1401.

This Code is printed in English, the predominant language of the majority of the students of Saint Joseph's Catholic Academy. If English is not your predominate language and you need assistance in translating this document, please contact the school administration at (814) 808-6118.

Saint Joseph's Catholic Academy has a compelling reason to develop reasonable rules and regulations regarding student conduct. SJCA has an institutional responsibility to provide a safe and healthy environment for all students. The climate of the school must provide for the protection of the rights of students to receive an education. There can be no excellence in education without an orderly instructional environment. Teachers must be able to teach and students must be able to learn in an environment that is free from undue disruption. This handbook is intended to be a clear and understandable message of the critical nature of this mission.

Mission Statement

Saint Joseph's Catholic Academy is a college preparatory Catholic high school committed to forming the next generation of leaders through our four pillars of Faith, Scholarship, Leadership, and Service to God, our students, their families, and the community.

Vision

Saint Joseph's Catholic Academy will serve as a vital component of the community of the Centre County, Pennsylvania region, in general and the Catholic community specifically. We recognize that effective teaching and learning rests upon the identification of unique talents and learning style of each individual. We maintain that the high school years are vital for young people to be exposed to a variety of opportunities (spiritual, academic, and co-curricular) in order to maximize the gifts God has granted each of them.

Saint Joseph's will be recognized nationally for academic excellence and a Christ-centered environment that allows students to discover their gifts, develop them fully, and share them generously. SJCA will promote critical thinking, teamwork and ownership through compelling and challenging work that builds on the fundamentals. Through stewardship education, social justice teaching, creative and expressive arts, academic competitions, leadership training, technology integration, and community service projects, our commitment is to the growth and development of the whole person. The administration and staff will continually analyze and evaluate the programming to make curricular decisions based on up-to-date educational best practices.

It is the intent to maintain an intimate, family centered school setting. SJCA will be enhanced by a collaborative relationship with parents, surrounding Catholic parishes and schools, The Pennsylvania State University, and the entire community. It is with these partnerships that we can provide caring Christian formation and promote individual academic expectations to ensure the success of all our students.

Beliefs

At Saint Joseph's Catholic Academy, the mission to create and provide a safe, secure, and stimulating environment for our students, staff members, and community leads us to a set of beliefs organized around four pillars: faith, scholarship, leadership, and service.

We believe:

- That God is central in our lives.

- That an effective Catholic education develops the whole person spiritually, intellectually, emotionally, socially and physically.

- That we encourage a diverse and well-rounded community of students through the active support of, communication with, and involvement in society through service to others and to God.

- That providing a safe environment that allows risk-taking is most conducive to the development of the whole student.

- That this safe environment allows for the open support and sharing of the faith of each individual, and therefore helps us to find our own path to faith.

- That students and families are best served in a rich educational program that combines academic rigor and high expectations of faculty and students.

- That the continued development of critical reading, critical thinking, communication, and computational skills remains the backbone of an effective educational program.

That central to each student's learning is a supportive, honest, and respectful relationship between teacher and student.

That we develop in our students a sense of personal responsibility and accountability by exemplifying these values in our relationships with each other and our community.

That we best provide for our students' futures by instilling in them a life-long love of learning, providing experience with ethical decision-making, and empowering them to live their faith and become leaders in their communities.

Profile of Graduates

A graduate of Saint Joseph's Catholic Academy exemplifies the four pillars of Faith, Scholarship, Leadership, and Service in that he/she is well-established on the path to:

Attaining a habit of reflection on experience and opportunities that may involve some risk or the possibility of failure

Acquiring a well-rounded education that seeks learning in an ethical and moral manner

Forming the ability to apply knowledge and skills in new situations by engaging in a variety of learning formats

Utilizing an organized approach to learning tasks which leads to convincing argumentation in visual, written and oral forms

Developing an awareness that learning is a lifelong enterprise beyond the transition to and completion of secondary education

Understanding the social and public policy implications of the uses of science, math, engineering, technology and social sciences

Creating a balanced life which explores all aspects of the human experience: intellectual, spiritual, cultural and physical

Practicing self-awareness, mindfulness, and integrity in approaching tasks and interacting with others

Developing the tools for discovery and critical analysis of resources as a way to realize knowledge and growth

Obtaining a growing global awareness that inspires a commitment to service and an appreciation of the faiths, ethnicities, languages, cultures, and needs of others

Understanding the gospel message according to scripture as evidenced by the life of Jesus Christ

Learning and incorporating the traditions and teachings of the Roman Catholic Church in one's personal, communal, and global life

Realizing a personal and communal mission in accord with gospel values of integrity, respect, service and justice

Recognizing their unique talents and abilities in order to develop them and contribute them to the greater good of society

School Colors

The school colors were selected by the members of the initial classes of Saint Joseph's Catholic Academy, the Class of 2014 and the Class of 2015. The school colors are Royal Blue and Orange. Royal blue represents loyalty, trust, and confidence. Orange represents energy and enthusiasm.

School Mascot

The mascot for Saint Joseph's Catholic Academy was selected by the initial classes of SJCA, the Class of 2014 and the Class of 2015. Wolves appear in the myths and legends of many countries. In some Biblical references and European fairy tales, wolves are often portrayed as cunning and evil. In other cultures, including many American tribes, wolves are viewed as wise, resourceful, and intelligent creatures. They are brave, strong, and adaptable. They are protective of each other, and they are loyal. The wolf is native to Pennsylvania. Like the native people, wolves choose their mates wisely and do not part until death, making the two spirits entwined.

Elements of a Positive Learning Environment

A positive learning climate at Saint Joseph's Catholic Academy is dependent upon the provision of a controlled environment free from undue disruption. To accomplish this objective, four critical elements must exist:

The administration and board of trustees must determine the rules and regulations that apply to student conduct, the penalties for violations, and the right and responsibilities of individuals within the system.

School personnel must be familiar with the structure of the system and work diligently to insist upon proper behavior and guide students toward self-discipline.

Students must be aware of all rules and regulations and be willing to assume progressively greater responsibility for their behavior.

Parents must be familiar with the rules and regulations and be willing to support the school its attempt to provide a productive climate for learning.

This Student and Parent Handbook is intended to provide a base for this interaction and cooperation with these critical elements.

General Provisions

Attendance

Parents and guardians of all children between the ages of 8 and 17 are required by the Compulsory Attendance Law to ensure that their children attend school. Students who have not graduated and are attending regularly may not be asked to leave school after they have reached 17 years of age if they are fulfilling their responsibilities as students. More than 10 absences during the academic year will require a doctor's note in order to be considered excused.

Core Values

Saint Joseph's Catholic Academy is committed to fulfilling its Mission through core values, which include:

Catholic Identity

Saint Joseph's Catholic Academy is a private, non-profit, Catholic school for young women and men in high school years. It is a mission of the Universal Catholic Church and espouses the teaching of Jesus Christ. As a Catholic school, emphasis is placed upon the spiritual well-being of each student and all students are required to participate in Christian Service programs.

Excellence in Education

The administration, faculty and staff are committed to provide excellence in education that will position SJCA students to seize opportunities available in institutions of higher learning and desired choices of careers.

Life of Faith

SJCA will challenge students to be mindful of ethics, morality, respect for others, and accountability for one's actions. These traits will exemplify the people of Saint Joseph's: students, staff, and parents.

Health and Safety

The health and safety of the students, faculty, and employees of Saint Joseph's Catholic Academy are a high priority. The School Administration will endeavor to maintain ongoing compliance with applicable public, state, and federal safety laws and implement preventive measures to ensure campus safety and security.

Financial Assistance and Scholarships

It is an ongoing commitment to provide financial assistance to those who qualify for enrollment at Saint Joseph's Catholic Academy, but are unable to pay full tuition.

Community Service

As a Catholic school, helping to address the various needs of the local community and world is a passion. Students will be taught by work and example that a life-long commitment to service is a given.

Educational Environment

Saint Joseph's Catholic Academy is committed to maintaining an educational environment free from bullying, hazing, harassment and intimidation. All employees and students are to be treated with dignity, respect and courtesy, regardless of race, gender, religion, disability, age, national origin or sexual orientation. Harassment or intimidation shall be defined as any action that is offensive as to undermine or detract from another student's worth or educational experience. Students who feel they are being harassed should see the School Counselor, Dean of Students, or the Head of School. Students who are found guilty of bullying, hazing, harassment or intimidation shall be subject to appropriate discipline. Any of the above may also violate local, state and/or federal law and may be the basis for exclusion under those provisions.

Statutory Authority

The Board of Trustees of Saint Joseph's Catholic Academy has adopted policies that relate to its expectations regarding school climate and student conduct. Copies of these policies are available in the school office and on the school website at: www.stjoeacad.org.

Student Responsibilities

Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, staff, students, and administrators, who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

Student responsibilities include following the rules and regulations as established in the Parent and Student Handbook and the Athletic Handbook.

“Door to Door” Provision

Sections 510 and 1317 of the School Code both give school personnel authority as to the conduct and behavior of students “during the time they are in attendance, including the time required in going to and from their homes.” It is important for parents and students to be aware of this provision. The safety of the students of Saint Joseph's Catholic Academy is of the highest importance.

Faith

“Faith is to believe what you do not see; the reward of this faith is to see what you believe.”

Saint Augustine

Ancient Roman Christian theologian and Bishop of Hippo from 396 to 430.

One of the Latin Fathers of the Church from 354-430.

Faith Formation

Saint Joseph's Catholic Academy is a Catholic school with a strong moral obligation to establish expectations for life-long demonstration of commitment to a student's faith. One of the most overt examples of this commitment is attendance at Mass by Catholic students and their family members. Catholic parents are asked to participate with their child(ren) at Sunday Mass. It is the way to build a parish family that will enhance and nurture the Catholic faith.

SJCA provides a faith-filled and values-based program in which the teachings of Jesus Christ are modeled by employees and practiced by students throughout the school day.

Students must complete a Theology course during each of their four years. The topics may include the following:

Hebrew Scriptures, Christian Scriptures, The Paschal Mystery, Stewardship, the Sacraments, World Religions, Church History, Catholic Morality, Vocations, and the Christian Lifestyle

Students must participate in one SJCA religious retreat each academic year.

Students will attend school-sponsored Mass. Also, students are required to attend/participate in special religious services that will be offered according to the liturgical calendar.

Students will be offered the Sacrament of Reconciliation at various times throughout the year.

Students will be expected to participate in chapel services during the academic year. Chapel services include prayer, liturgical readings, song, and reflection

Service Program

SJCA students must complete 25 hours of Christian service each year. The Christian Service Program helps students become aware of their responsibility to reach out to those in need in parishes and in local and global communities.

Service Hours

Students are required to complete a minimum of 25 hours of service per year. Students who enroll in SJCA after the beginning of the third marking period are only required to complete 12.5 hours of service for that academic year. Service hours completed over the summer contribute to the requirement for the upcoming year. Because the Christian Service Program encourages students to contribute to a variety of organizations and causes, students cannot claim more than 10 hours for any particular event or service opportunity. Service that is completed during required all-school activities (e.g. the Salt and Light Serve-a-Thon and Enrichment Days) does not contribute to the Christian Service Program requirement.

Service hours should be documented using the Community Service Hour Form available in the Knowledge Commons and on the school website. This form requires the signature of the event supervisor and a student reflection describing the service completed and its impact.

Chapel

Jesus present in the Blessed Sacrament is the center of life at Saint Joseph's Catholic Academy. All members of the school community have a standing invitation to the Chapel for prayer. Students are to enter and leave the chapel in silence.

Campus Ministry

As young members of the church, high school students are experiencing a unique form of spiritual development. Campus ministry assists in providing for the religious and spiritual needs of the school community. The approach is a total one, including elements of catechesis, worship, community, guidance, service, justice and enablement.

Scholarship

“True scholarship consists in knowing not what things exist, but what they mean; it is not memory but judgment.”

James Russell Lowell

American poet, critic, essayist, editor, and diplomat, 1819-1891

Academic Policies

The administration reserves the right to promulgate new policies as situations arise and the need to do so is perceived. The rules set forth here are designed to cover regulations in general. The administration will be the final interpreter of these rules.

Graduation Requirements

SJCA is a Catholic college preparatory school. To graduate, all students must meet all course and attendance requirements. These requirements include eight semesters of attendance in high school and the completion of 27 credits distributed as follows:

Area	Required Credits
English	4
Mathematics	4
Science	4
Social Studies	4
Theology	4
World Language	3
Electives*	2
Physical Education	1
Health/Driver's Education	.75
Pre-college Experience	.25
Total	27

Three years in an approved high school level course in one language with additional years recommended.

All students must receive one credit of a Fine Art.

Each year a student shall register for a minimum of 6.5 credits. Senior students may have fewer credits in the Senior year which is reviewed during course audit.

Dual Enrollment: Saint Joseph's Catholic Academy courses that have been approved by a post-secondary institution for dual enrollment will earn both high school credit and college credit. Specific information pertaining to dual enrollment will be distributed at the beginning of the school year to students enrolled in qualifying courses. It is the student's responsibility to check with the college they plan to attend on the transfer/acceptance of dual enrollment credits.

Quality Point System

SJCA uses a Quality Point System of course selection, which takes into consideration the individual abilities of students in reference to particular areas of learning. Since students vary in their abilities and areas of interest, a program of studies has been established in which:

Each course is given a rating of College Preparatory, Honors, Advanced Placement, or Dual Enrollment.

The level of challenge in a course is dependent upon the depth of the material and the requirements of that course as determined by the particular department. It is the student's responsibility to obtain course differentiation regarding the level from the department before registration.

The QP rating for a particular course determines the grade point equivalent for a letter grade earned in the course.

Students are encouraged to match their abilities with the challenges of a course in a realistic manner. Serious consideration must be given to selecting courses, since the quality point of a course is the basis for computing the student's scholastic average.

Grading System

The following scale indicates the equivalents for Percentage/ Letter Grade/ Quality Point:

College Preparatory			Honors			Advanced Placement		
95-100	A	4.00	95-100	A	4.33	95-100	A	4.67
90-94	A-	3.67	90-94	A-	4.00	90-94	A-	4.33
87-89	B+	3.33	87-89	B+	3.67	87-89	B+	4.00
83-86	B	3.00	83-86	B	3.33	83-86	B	3.67
80-82	B-	2.67	80-82	B-	3.00	80-82	B-	3.33
77-79	C+	2.33	77-79	C+	2.67	77-79	C+	3.00
73-76	C	2.00	73-76	C	2.33	73-76	C	2.67
70-72	C-	1.67	70-72	C-	2.00	70-72	C-	2.33
67-69	D+	1.33	67-69	D+	1.67	67-69	D+	2.00
65-66	D	1.00	65-66	D	1.33	65-66	D	1.67
Below 65	F	0	Below 65	F	0	Below 65	F	0

Report cards are issued quarterly and will be viewed online via PowerSchool. Parents will receive a log on password in order to view their son/daughter's progress.

An I (incomplete) is assigned when a student fails to meet one or more requirements for the course work because of extraordinary circumstances. All work must be completed within two weeks of the end of the grading period. Exceptions may be made based on extended illness.

Students must have a 3.5 GPA or higher for the quarter to be included on the Dean's List. Students who have an "F" in any course will not be included on the Dean's List.

Syllabus

Students will receive a syllabus from the teacher for each scheduled course. It is the responsibility of the student to review and adhere to all items as listed in the syllabus.

APA Style

All research papers will be properly annotated using the APA style.

Graduation Project

All Seniors will be required complete a culminating activity, summarizing the student's four years of high school and delivered as a speech. This speech is presented to the entire student body and faculty. Parents are welcome to attend. This is in addition to the annual mandate of community service. Guidelines will be provided and must be closely followed.

Information Literacy

Students will acquire information literacy skills through research activities in course assignments across the curriculum. Each department will require students to develop research skills. Every course will design and implement assignments that have an emphasis on research activities, formal expository writing, electronic communications, and presentations. Accessing data- based articles and use of citations are critical skills incorporated into key assignments across the disciplines.

Technology

Technology will be integrated into the curriculum at SJCA.

Students are expected to be computer literate and to be able to interact electronically with the faculty.

Students will be required to submit assignments electronically and will receive communications in that way.

Instruction will include electronic presentations and implementation when practical and appropriate.

Accommodations

SJCA may provide reasonable accommodations for those students who have verification of a learning disability. Reasonable accommodations may be in the arrangement of exam settings and extended time, scheduling, alternative directions, format, and assistance.

Accommodations will not change what is expected of student at SJCA. Accommodations only change the way the student gains access to learning. Accommodations do not lower the difficulty level or expectations for the student's achievement, although there may be changes in teaching materials, instructional environment, or instructional strategies

Academic Recognition

Students who achieve a 3.5 or higher will be recognized on the Dean's List. All grades must be C- or above with no "Incompletes" in core subjects.

Sophomores and Juniors with a cumulative grade point average of 3.75 or higher are eligible for membership in the National Honor Society. This GPA is determined after the last quarter of the Sophomore or Junior year.

Selection of students for membership in the National Honor Society is based on scholarship, leadership, service, and character. A quarter grade of "D" or "F" in any subject makes the student ineligible. Students who meet the scholastic requirement will be invited to complete a National Honor Society questionnaire detailing their leadership and service roles within the school and community. After all questionnaires are returned to the moderator by the date specified, qualified students will be evaluated by a Faculty Council of five members for membership in the National Honor Society on the basis of scholarship, leadership, service, and character. Scholarship alone is not enough for membership. A formal induction ceremony will take place in the Fall of each year.

Progress Reports

Parents will have on-line access to view students' progress in all courses on a daily basis. All grades are updated weekly.

Any student who has an average below 70% in any course will be asked to meet with the school counselor or

Dean of Students to seek measures to correct the academic difficulties.

Any questions concerning academic progress should first be addressed to the particular teacher. If further clarification is needed, the student's school counselor should be contacted.

Academic Probation

A policy of academic probation has been established for those students whose grades are consistently unsatisfactory. The provisions are as follows:

Any student whose GPA falls below 2.0 in a quarter or any student who receives an F in a quarter will be placed on academic probation for the following quarter. The school counselor or Dean of Students will schedule a meeting with the student, teacher, and parents. Strategies for improved academic performance will be discussed.

If a student's final overall year-end GPA is not 2.0 or above, the student may be asked to continue his/her education in an environment where he/she can be more successful.

During the period of academic probation the student may not serve in the capacity as officer of any extra-curricular activity. He/she also may not run for a class office or student council office during a period of academic probation.

Academic Intervention

For those students who may not be meeting academic expectations, intervention practices may be adopted. Intervention practices will be in the form of mandated extra help opportunities. These opportunities will be available before school, after school and, if possible, tutorials during school.

Athletic Eligibility Policy/Athletic Probation

Athletes must carry a minimum of a C- in four core classes in order to participate in a sport. On Thursday of each week, a list of students currently earning less than a C- will be printed. For any student not having a C- or better in four core classes, he/she has until Friday at 3:00 p.m. to meet with the teacher and determine if he/she has earned a C- or better.

If he/she still is not passing (i.e. C- or better) four core classes, he/she is ineligible from Sunday through Saturday of the next week (i.e. two days from this Friday). This policy will start again on the following Thursday and continue throughout the year.

Failure in Required Courses

Failure in a required course necessitates repetition of the course in the following semester or year.

If summer school or private tutoring is permitted, the SJCA must receive a written report from a certified teacher documenting a minimum of 20 hours of instruction and the student must achieve an acceptable grade on the final exam for that subject to receive credit.

Student Schedule Changes

Students can request a schedule change the second week of classes. Schedule change request forms are available in the school office or College and Career office. Final schedule changes must be completed by school administration. It is the responsibility of the student to make up all missed work. Class changes will not be considered for students wishing to take the same class from a different teacher. Schedule changes may not be granted due to limited class size and/or class offering not available. The student will be notified when the change has been approved and a new schedule has been issued.

Elective Pathways

Students may choose electives based on their interests. Additional courses may be added each semester.

Electives may include the following:

A'Capella Choir	• Intro to Finance
Athletic Training	• Intro to Health Occupations
Business Dynamics	• Intro to Science Professions
Business in a Global Society	• Journalism
Business Marketing	• Legal Studies
Child & Family Studies	• Media Studies
Communications	• Nutrition/Wellness
Computer Science	• Painting
Creative Writing	• Pre-Engineering I & II
Drawing & Painting I & II	• Psychology
Driver's Education	• Sociology
Health/Personal Wellness	• Studio Art
Intro to Finance	• Theatre
Intro to Health Occupations	• Video Imaging
	• Wildlife Biology

Study Period may be chosen for a semester or a full year.

Physical Education Credit

Saint Joseph's Catholic Academy is dedicated to providing students with competitive sport, club, intramural, and clinic opportunities. In order to obtain Physical Education credit, all Saint Joseph's students are required to document 30 hours per semester of physical activity or training offered by school coaches, club leaders, intramural supervisors, clinicians, or training/lessons/programs outside of the school day. Physical activity programs out of school should have trained leadership and supervision. Examples of out of school programs for credit would include activities like dance lessons, swim team, baseball league play, in-house or travel athletic programs, and YMCA programs. Students who choose out-of-school activities must submit an Individual Contract each quarter.

Physical Education Credit

The governing authority for Saint Joseph's Catholic Academy concerning awarding high school credit for work completed at the middle school level shall be the school administration, Head of School, or designee. High School credit will be granted under the following conditions:

The teacher who taught the class for credit has the proper certification or approval to teach a 7-12 course in a particular subject area.

The student earns an 85% average (or mastery in all standards) across all four quarters

The student will earn a minimum score on comprehensive (state) test of the subject in order to demonstrate the knowledge and skills required to move to the next level of the course sequence.

Students will have received 120 hours of course instruction.

Leadership

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

John Quincy Adams

6th president of the United States (1825-1829), 1767-1848

Student Responsibilities

Leadership Program

The development of leadership skills is essential in order for students to be prepared for life's challenges and to understand the people around them. The leadership program is designed to bring out the best in students and to encourage them to use their leadership abilities on behalf of their church, their community and their profession.

The leadership program is not a separate series of courses. It is interwoven throughout the disciplines of SJCA. The outline of the leadership program is as follows:

Freshman Year: **Leadership Foundations**

- Communication Skills
- Time Management
- Public Speaking

Sophomore Year: **Team Leadership**

- Problem Solving
- Team Building
- Conflict Resolution

Junior Year: **Organizational Leadership**

- Planning and Executing Leadership
- Ethics and Decision Making

Senior Year: **Social Leadership**

- Mastering Emotions
- Personal Responsibility

Honor Code

The Honor Code is Saint Joseph's Catholic Academy's statement on academic integrity. It articulates expectations of students in establishing and maintaining higher standards in academic work.

The Honor Code is Saint Joseph's Catholic Academy's statement on academic integrity. It articulates expectations of students in establishing and maintaining higher standards in academic work. SJCA is a community that seeks to inspire and prepare young people to live the Gospel. Christ calls us to the Light, to live in the Truth. It is an essential part of an SJCA education to live in a community where integrity and honesty are the touchstones of interaction and relationships, and where each member of the community is called to take responsibility for making SJCA a community of trust and integrity. No community can exist without honesty. No person can become what God wants him or her to be without growing in love and commitment to integrity and truthfulness.

The Honor Code is built upon four values: honesty, integrity, respect, and responsibility.

Honesty: to tell the truth; to refrain from lying, cheating or stealing

Integrity: to firmly adhere to values within and without the presence of others

Respect: to be considerate of others and to treat others with dignity and kindness; this includes bullying in any form: physical or verbal will not be tolerated

Responsibility: to be accountable for one's actions and to accept the consequences of one's actions

In addition to the academic expectations, the SJCA Honor Code includes Honor to Self, Honor to Others, and Honor to School and Community.

Honor to Self: “As a member of the SJCA community, I promise to conduct myself in an honest, considerate and respectful manner, and to accept fully the responsibility of contributing to an atmosphere of truth, justice and fairness at SJCA. I will be truthful in word, deed, and intention. I will be honorable in my pursuit of knowledge and will work independently and conscientiously to maintain a level of achievement commensurate with my ability. I will make profitable use of scheduled and unscheduled learning time in class, the library, the student union and co-curricular activities. I will make a sincere effort to develop my God-given gifts and talents and will hold fairness and integrity in the highest esteem.”

Honor to Others: “I will do my part in helping to create a Christian, caring environment and will be considerate of and sensitive to the needs and rights of others. I will respect the property of others and will recognize and respect the differences among students at SJCA. I will support and encourage the efforts of others to work to their spiritual, personal and academic best. I will respect and honor both teachers, staff, and students, reflecting kindness and God’s love toward all members of the community.”

Honor to the School Community: “I will respect the property of the school and will help maintain the quality of the building and grounds of SJCA. I know that as a SJCA student, whether in uniform or not, my words, actions and appearance represent the school. I will uphold the spirit of the school as established by the administration, the faculty and the student council. I will abide by those specific rules that SJCA has decided are integral to the spirit and quality of life at this educational institution.”

Violations of the Honor Code include: plagiarism, fabrication, obtaining an unfair advantage, aiding and abetting dishonesty, falsifying records or documents, unauthorized access to academic or administrative records or systems, copying from another’s examination paper (or any other work used as the basis of grading) or allowing another to copy from one’s own work.

Students who violate the SJCA Honor Code will receive an “F” on the assignment. Students who violate the code three times over their tenure as an SJCA student will be asked to withdraw from SJCA. Students are expected to conduct themselves with integrity and are presumed honorable until proven otherwise.

Behavior Management

Every teacher, coach, staff person and Head of School has the right to exercise the same authority as to the conduct and behavior of students in the school during the time they are in attendance, including the time required in going to and from their homes, as parents/ guardians and persons in parental relations may exercise over them. The use of corporal punishment for the purpose of controlling or modifying student behavior is forbidden. For the purpose of this provision, corporal punishment is defined as any physical contact that would be intended to inflict pain and cause physical injury to a student, and would include paddling and spanking. The use of physical restraint may be used by school personnel when a student is at risk of self- injury, injuring others or damaging property, and when other behavioral deterrents have failed.

Behavior management techniques, strategies, and procedures will be used to the extent necessary to ensure that schools are not disrupted by inappropriate student behavior.

Searches

School authorities may search a student’s locker or desk and seize any unauthorized materials. Students are specifically advised that they should have no expectation of privacy with respect to their use of such lockers

which are subject to random, periodic, and/or sweeping inspections and searches (including the use of certified scent dogs). Such materials may be used as evidence against the student in disciplinary proceedings. Prior to an individual locker search, the student shall be notified and given an opportunity to be present; however, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers can be searched at any time without a prior warning.

If a student is suspected of possession of illegal materials on his or her person, the student shall be referred to the Head of School or Dean of Students. The administrator will confront the student privately with the accusations and ask the student's consent to a search. If the student refuses, the parents may be called. If the student resists or uses force, the police may be called for assistance.

If it is reasonably suspected that a student has illegal material in his or her automobile on school property, the student shall be notified and given the opportunity to be present while school personnel conduct a search of the car. Possession of illegal material in an automobile on school property may result in suspension of parking privileges in addition to consequences related to the offense.

Code of Student Conduct

Students are to assume full responsibility for their behavior at all times. A positive learning climate at SJCA depends upon an environment free from undue disruption.

If detention is assigned, it is to be served within 24 hours from the date given. Detentions are normally served from 3:15 p.m. to 4:15 p.m.

The date of the detention will be set at the discretion of the Dean of Students or Head of School.

A detention that is not fulfilled will merit an additional detention to be served on the following day.

If a student does not responsibly serve his/her detention, further action may be taken by the Dean of Students or Head of School.

Contact with Law Enforcement Agencies

Police assistance will be requested when a trespasser fails to respond to a request to leave the premises, when any person is creating a disturbance and fails to respond to requests to cease and desist, or when any action threatens the health, safety, or welfare of any person. The police will also be contacted when any person other than police officers are in possession of a dangerous weapon. Police will also be contacted for identification of substances and assistance in the investigation of all violations of the Dangerous Drugs, Device, and Cosmetics Act (Purdon's Pennsylvania Statutes, 35 P.S. sections 780-101 through 780-144) or drugs, which fall under the "look alike" category. Police may also be contacted for cases of verbal or physical assault or violation of local, state, or federal law depending on the seriousness of the incident. Victims of violations of local, state and federal law may choose to file charges under these statutes independent of school disciplinary actions.

The school is often asked why they do not file charges in a student disciplinary incident. While the school has broad discretion in student discipline matters, the school does not have jurisdiction to file charges in most incidents. The police and/or the District Attorney make that decision after a report by the school.

Weapons

Students are not permitted to have weapons or other hazardous instruments or materials in their possession in

school, on school property, to any school sponsored activity, or onto school transportation.

Violation of the Weapons Act, as explained below is a serious matter and carries a mandatory consideration of dismissal.

Act 26 of 1995 of the Pennsylvania Legislature provided additional requirements for reporting and required the development of a Memorandum of Understanding between the school and the police departments of jurisdictions. This Memorandum includes the following guidelines for notification:

The term “weapon” shall include, but not be limited to knives of all types, cutting instruments, cutting tools, firearms, shotguns, rifles, guns (including BB and pellet guns), lead pipes, chains, nunchaku sticks, throwing stars, darts, metal knuckles, black jacks, fireworks, explosives (including bullets, firecrackers and M-80s), and
any other tools or instruments capable of inflicting serious bodily harm and replicas of the foregoing.

The Head of School shall report all acts of violence and incidents that involve the possession or use of a weapon. Verbal notification should occur as soon as possible after the event, followed by a written report within 24 hours. The written report shall include the following:

Name, age, and grade of the student.

Name and address of the school

Circumstances surrounding the incident, including type of weapon and extent of injuries, if any.

Name of officer if law enforcement was involved.

The name, address and telephone number of the parent with an indication as to whether or not the parent was contacted and the extent of their involvement with the investigation.

The administrator dealing with the incident shall immediately contact the appropriate police department and request assistance in all incidents involving a weapon on school property, any school sponsored activity or any school owned or leased vehicle transporting students to school or school activities. Every reasonable effort will be made to contact the parent and invite them to be present for the investigation. If appropriate, the responding officer shall be encouraged to consider filing criminal charges.

The Head of School shall file the appropriate reports to the Diocesan Education Office and the Chief of Police of the appropriate police department in all incidents of possession of weapons or violent behavior. These reports should be filed as soon as possible, but not longer than thirty days after adjudication and disposition.

Bullying, Intimidation, or Extortion

Saint Joseph’s Catholic Academy will not tolerate actions by students that could fall under the classification of bullying, intimidation, or extortion. Not only do they harm the intended victim(s), but they also affect the climate of the school and the opportunities for all students to learn and achieve in school. Students must be taught that the individual rights of other students will be safeguarded. Bullying may be physical, verbal, emotional, or sexual in nature. Some examples of actions that will not be tolerated are as follows: punching, poking, hair pulling, biting, excessive tickling, extorting, defaming, blackmailing, ostracizing, exhibitionism, voyeurism, sexual proposition, sexual harassment or abuse, sexual assault, as well as cyber-bullying. Other examples include: hurtful name-calling, teasing, gossiping, humiliating, and making fun of personal characteristics

such as race, gender, religion, disability, ethnicity, or sexual orientation when those actions substantially disrupt or interfere with the rights of another student or the work of the school or are so offensive and severe as to deny another student’s access to educational programs. Bullying, intimidation, or extortion policies also apply to social media use.

Hazing

Students are prohibited from conducting any activities that involve hazing. For purposes of this policy, hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which causes willful destruction or removal of public or private property for the purpose of initiation or admission into, or as a condition for continued membership in, or participation in any student organization or on an athletic team. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug or other substance, or any other forced physical activity which adversely affects physical health and safety of the individual, and shall include any activity which would subject the individual to mental stress, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or cause any willful destruction or removal of public or private property. All hazing is considered to be a forced activity regardless of the individual's willingness to participate.

Terroristic Threats

Students are prohibited from conducting any activities that involve terroristic threats. As outlined in the Code of Student Conduct. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds.

Hate Crimes & Harassment

Students are prohibited from conducting any activities that involve hate crimes and harassment as outlined in the Code of Student Conduct. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds.

Unauthorized Devices & Confiscation

Due to the potential safety hazard, laser pointers are not permitted in school. Cellular phones are not to be used during class time and may be confiscated. Any other devices (i.e. Fidget Spinners) that cause interruptions in the education process may be taken by teachers and turned in to the office. These will be available for students or parents after school. Any devices that may pose a safety hazard will be returned only to a parent. Illegal materials will be turned over to the police. Students who have a need for an unauthorized device to be used, should contact and make special arrangements through the school office so that instruction will not be interrupted by students using these devices.

Smoking/Vaping and Use of Tobacco Products

Act 145 of the 1996 session of the General Assembly of the Commonwealth of Pennsylvania specifically prohibits the use and/or possession of tobacco by students in school buildings and on school buses and on school property owned by, leased by, and under the control of SJCA. To protect the health of the future citizens and to provide role models for the youth of the school, SJCA has enacted by resolution a smoke-free environment. This includes, but is not limited to, e-cigarettes (vaporizers, vapes, JUULS, etc.)

Medication Policy

SJCA will not be responsible for diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

For purposes of this policy, medication shall include:

- All medicines prescribed by a physician.
- Over the counter medications.
- Cough medications.

Before any medication may be administered to or by any student during school hours, SJCA requires:

Non-prescribed medication - A note from the parent/guardian granting permission for the student to take the medication at school. This relieves the school and its employees of liability and must accompany the medication. In addition, non-prescribed medicine must be sent in a store-bought container. The note is to include: name of student, name of medication, dosage of medication, time to be taken, parent/guardian's signature and date. (Certain over-the counter medications may be dispensed by the school nurse, if a parent permission form is on file). Medication must be brought to school by a parent or in a sealed envelope.

Prescribed medication - A note from the parent/guardian granting permission for the student to take the medication at school must accompany the medication. In addition, prescribed medication must be sent in a properly labeled medicine bottle from a pharmacy or doctor. Properly labeled containers shall include: name of student, name of medication, dosage of medication, time to be taken, parent/guardian's signature, and date. Medication must be brought to school by the parent or in a sealed envelope. All pills are to be dispensed by the school nurse.

Homeopathic medicine must be accompanied by a doctor's order to be dispensed at school due to inadequate identification of ingredients.

Daily prescribed medication - In addition to the above, a written doctor's order is required. If there is a change or discontinuation in dosage during the year, a new order is required.

Student Self-Administration with Written Note from Physician

To administer medication, the student must be able to:

- Respond to and visually recognize his/her name
- Identify his/her medication
- Measure, pour and administer the prescribed dosage.
- Sign his/her medication sheet to acknowledge having taken the medication.
- Demonstrate a cooperative attitude in all aspects of self-administration.

Drug Abuse

SJCA finds that the possession, use, or distribution or delivery of controlled substances, "look-alike" drugs, and alcoholic beverages at school or while engaged in activities subject to the control of SJCA is a matter of great concern and potentially injurious to the health, safety, and welfare of students. Students are prohibited from possessing, using, transmitting, manufacturing, or being under the influence of any controlled substance, "look-alike" drugs, and alcoholic beverages. Students are also prohibited from having drug-related paraphernalia in their possession.

For the purpose of this section, the following definitions will apply:

Drug/Controlled Substance - A controlled substance is any substance the possession, use or delivery of which is regulated by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania, Act of April 14, 1972, found in Purdon's Pennsylvania Statutes, 35 P.S. sections 780-101 through 780-144.

"Look-alike" Drug - A "look-alike" drug is a non-controlled substance that has a stimulant or depressant effect on human beings and/or substantially resembles a controlled substance in

appearance.

Alcoholic Beverage - An alcoholic beverage is any intoxicating liquor, wine, or brewed or malt beverage regulated under the Liquor Code of the Commonwealth of Pennsylvania, Act of April 12, 1951, P.L. 90, Art. 1, Section 101, Et Seq., as amended.

Distributing - to deliver, sell, pass, give, or share from one person to another, or to aid therein.

Drug paraphernalia - any utensil or item that, in the judgment of an administrator, can be associated with the use of drugs, alcohol, mood-altering, or health-endangering substances.

SJCA considers the possession, use and/or transmission of any of the above substances on school property a serious offense. First offense violation of use and/or possession of any of the above substances will be evaluated on a case-by-case basis and result in an out-of-school suspension. Transfer of a controlled substance and/or the second and subsequent offenses of drug involvement may result in dismissal.

Student Assistance Program (SAP)

Student Assistance Program is in place at Saint Joseph's Catholic Academy. The major focus of this program is to help students and parents experiencing problems related to drugs, alcohol, and mental health issues to interface with agencies in the community which can provide ongoing counseling assistance.

A student with a drug-abuse related problem seeking help and advice from school personnel shall not be reported as an infraction of the prohibition and shall not be penalized. School personnel from whom the student requests assistance will refer the student to the appropriate counselor, school nurse, or designated member of the Student Assistance Program. Communication will be held confidential in accordance with Act 63 of 1972, unless immediate treatment appears necessary. If medical treatment appears necessary, the parents will be notified immediately.

Student Driving, Parking, and Skateboarding

SJCA students are permitted to drive to school during their Junior or Senior years. Students will be required to park in designated areas. Students must complete the required registration paperwork before parking in the designated areas. All student drivers must hang their parking tag in their rearview mirror for their designated lot. At no time may a student park behind the kitchen area of the school or in the faculty parking lot beside the school. The student lots are behind the Student Life Center and beside the Student Life Center. Students must park in the lot that is designated for their parking pass. Seniors may park beside the Student Life Center on a first come first served basis. All Senior overflow drivers should park behind the Student Life Center. If a student is found parking in the wrong parking lot, a \$10 fine may be issued. After 2 parking offenses, the parking pass will be revoked, and the student will lose their driving privileges.

Operators of motor vehicles on the school parking lots and roadways must observe all safety rules and operate vehicles in a safe and reasonable manner.

Unsafe or hazardous use of motor vehicles will result in suspension of driving privileges and/or disciplinary action.

Driving privileges may also be suspended for outstanding financial and/or disciplinary obligation, including repeated tardiness to school. Students are not permitted to congregate, sit in parked cars, or loiter in the student parking lots. Seniors that sign-out early must leave school grounds immediately upon signing out and not loiter in the parking lots.

Skateboarding on school property is prohibited.

Extra-Curricular Conduct Code

Saint Joseph's Catholic Academy considers participation in school- sponsored organizations to be a privilege. Students participating in school- sponsored organizations are expected to accept the responsibilities granted them by this privilege. As SJCA representatives who are scrutinized by their peers and the community, students participating in school sponsored organizations are expected to accept a drug, alcohol, tobacco, and steroid-free lifestyle. Possession of tobacco products, including e-cigarettes (vaporizers, vapes, JUULS, etc.), use of tobacco products, possession, use, transfer, sale or aiding the procurement of drugs, mood- altering substances, alcohol anabolic steroids (except for valid medical purposes), and controlled substances as defined in the SJCA Code of Conduct is prohibited by any student. Students who violate this policy shall be subject to: (a) the disciplinary action listed below, (b) referral to the Student Assistance Program with successful completion of the assessment and any recommended counseling and/or interventions.

First Offense: The student may be removed for a period of up to 45 school days from participation as a member of any SJCA sponsored organization. (Organizations include, but are not limited to, athletic teams, honor societies, student council, concerts, band, music performances, musical play, etc.) The suspension may be in effect from the conclusion of due process until the end of the prescribed period. The suspension may be carried into the next school year if the prescribed period does not conclude within the current school year.

Second Offense: The student may be removed for a period of one calendar year from participation as a member in any SJCA sponsored organization.

Saint Joseph's Catholic Academy has a concern with the conduct by students during school hours or after school hours that bring discredit or harm to the name of the school or the reputation of the student body, faculty, and staff. This includes but is not limited to any and all Social Media. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students, faculty, staff, or coaches or conduct that is of such nature as to jeopardize the good name of the school will be subject a student to discipline. Parents and guardians are obligated and expected to support and enforce these regulations. This Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdrawal his or her child.

Acceptable Use Policy

Saint Joseph's Catholic Academy has actively pursued making advanced technology and increased access to learning opportunities available to students and staff. The internet is a tool for life-long learning. It is a goal to prepare students to be competent and competitive in a technology- dependent world.

Conditions and Rules for Acceptable Use of Technology at SJCA

The purpose of computer technology, and specifically the Internet, is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work.

The use of a user account must be in support of and consistent with the educational objectives of SJCA. Access to the Internet is made possible through an appropriate provider to be designated by SJCA at its sole discretion. SJCA and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document and are available from SJCA.

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted matter, threatening or obscene material, or material protected by trade secret.

Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited unless approved by the administration.

Certain non-academic activities on the laptop during school hours are prohibited. This includes, but is not limited to, downloading music, games, video clips, and personal material. Students may not be on websites that are unrelated to school work during school hours. A violation of this rule will result in the loss of laptop privileges for a period of time determined by SJCA administration based on the offense.

Privilege – The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Staff and student should act within the framework of Catholic tradition, demonstrating honesty, integrity, and respect for the rights and privacy of others. The Head of School of SJCA, under this agreement, and after an administrative review, has the authority to revoke, suspend, or close any user account at any time based upon his/her determination of inappropriate use by account holder or user, as set forth in the section of Penalties for Improper Use.

E-mail – Each student will be issued an e-mail account in his/ her name and will be instructed in its use. This account will be accessible at school and from home and elsewhere over the Internet and is intended to support the teaching and learning missions of the school. As such, the student is expected to check his/her e-mail on a regular basis, preferably daily, since important announcements will be issued through this medium. In addition, some teachers may use the e-mail system to distribute assignments and/or to collect homework and projects. For the student's protection, he/she must not allow others to use his/her e-mail account and must keep his/her password secure. If a student feels that his/her account has been compromised in any way, he/she should immediately inform the Director of Technology, who will verify his/her access. There is no emailing during class time unless instructed by the teacher.

Monitoring - SJCA reserves the right to review any material or user accounts and to monitor file server space.

Network Etiquette – All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: Be polite. Do not become abusive in messages to others. Use appropriate language. Vulgarities or other inappropriate language are not permitted. Do not engage

in activities which are prohibited under state or federal law, including but not limited to threats of physical harm or violence that may create the likelihood of material disruption of the school's operation. Do not reveal your personal address or phone numbers of students or colleagues. E-mail is not guaranteed to be private.

People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges. Do not use the network in such a way that disrupts the use of the network by other users.

No Warranties – SJCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. SJCA will not be responsible for any damages a user suffers. This includes loss of data resulting from delays or service interruptions. Use of any information obtained via the Internet is at the user's own risk.

Security – Security of any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their passwords. If you think you can identify a security problem on the Internet, you must notify the Director of Technology. Do not demonstrate the problem

to other users. Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges. Do not misrepresent the person creating or sending a file or message. Never attempt to “hack”, gain unauthorized access to school networks or to disable or destroy laptops, peripherals, network hardware or data.

Vandalism and Harassment – Vandalism and harassment will result in cancellation of user privileges, as well as other sanctions described in the section Penalties for Improper Use. Vandalism is defined as any malicious attempt to harm, modify, and /or destroy data of another user, internet or other networks that are connected to the internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user’s work. Harassment includes, but is not limited to, the sending of unwanted mail.

Student Responsibilities

Each student is responsible for the following procedures regarding student laptops:

Laptops are not to be left in hallways or on tables in the cafeteria. They are to be stored in the student’s locker.

If a student’s battery has failed, he/she may plug it in to re-charge it before school, during a study hall, or after school in the Student Union.

Due to the volume of students who have laptops, SJCA staff and any other service people provided by Apple may not be able to immediately fix the device. An effort will be made to address the problems as quickly as possible.

Students are responsible for making regular backups of their work. “Laptop failure” is not normally an acceptable excuse for late work.

Students are to come to class with their laptops fully charged. Students are not permitted normally to plug in their devices in the classrooms.

Students must treat the laptops responsibly and with care. Students are responsible for following procedures regarding network, Intranet and Internet use.

A student must not give his/her password to anyone! If a student feels his/her password has been compromised, he/she needs to see the system administrator immediately.

Students are responsible for checking their SJCA e-mail and class websites on a daily basis.

Students may not use any other e-mail at school other than SJCA e-mail. The use of any other e-mail will result in the loss of laptop privileges for a designated time period determined by the administration. During this time, the student may not bring their laptops to school nor use any laptop in the school building. All class work and assignments needing to be completed on the laptop will have to be completed at home.

Nothing derogatory may be posted about SJCA, teachers, or students on Facebook, Twitter, or any other social media website.

Students are not permitted to share homework, test, or quiz information via e-mail or Google Apps for Education. The policies for academic dishonesty apply here as well as the loss of laptop privileges.

Students may not play games or participate in on-line gambling at any time while at school.

If a student is concerned for the safety of his/her laptop, he/she may leave it in the office until 3:30 p.m. at which time the office closes. Laptops left in the office will be available at 8:00 a.m. the following morning.

Students may not post to a personal website anything bearing the name of SJCA or its employees. Student’s use of language or pictures that are inappropriate or vulgar will result in a loss of e-mail privileges, laptop privileges and any other disciplinary measures.

Cyber-bullying is not permitted since it shows disrespect for another person and is illegal. Students using the Internet to bully another student will lose laptop privileges and be subject to further disciplinary measures.

Upon encountering any controversial material, the user must immediately disconnect from the

questionable site and report the problem to a teacher, the technology director, or an administrator. Students are asked to be conscious of paper consumption and to print only what is necessary.

Penalties for Improper Use of Technology

After an administrative review, any user violating these rules, applicable state and federal laws or posted classroom and SJCA rules is subject to disciplinary action as determined by the Head of School and Dean of Students. This may include suspension of privileges or suspension from school. Violation of these laws will result in loss of technology privileges for a designated time period.

Parent Responsibilities – Parents are responsible for monitoring student’s use of the laptop and Internet while not at school. The school encourages parents to set limits on the amount of time students spend using the laptop for social means.

Acceptable Use Policy for Networks, Including the Internet

It is the policy of the Diocese of Altoona-Johnstown that all technology used to access the network will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of network and email privileges for the user.

Individual users of the network—students and adults—are responsible for their use of the network. The use of the network must be in support of education and research and must be consistent with academic actions of the Diocese of Altoona-Johnstown School System and will be under the supervision of Diocesan Staff. Use of other organizations’ networks or computing resources must comply with the rules appropriate for that network. Use of the network for any illegal or commercial activities is prohibited.

A responsible network user will:

- Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
- Be polite. Do not become abrasive in messages to others. General school rules and policies for behavior and communicating apply.
- Do not reveal the personal addressees or telephone numbers of others.
- Send information that other users will not find offensive.
- Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
- Conform with copyright laws and always give credit to the author of the material used.
- Neither tamper with the system nor alter, delete or destroy any files or data that are not yours.
- Do not order any materials or use credit cards while using the school’s laptop.
- Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap.

A responsible network user must be aware that:

- Use of the network and e-mail is a PRIVILEGE, not a RIGHT.
- The DAJ network is to be used only for educational purposes.
- Email is not guaranteed to be private.
- Identifying photos of students with their first and last names may not be used on a web site.
- It is important to log off the laptop at the end of every session, so another user cannot use your password.
- Violation of this policy will result in the possible loss of Internet privileges and/or disciplinary action pursuant to the Code of Ethics for Catholic Schools and/or prosecution under state and federal law.
- Persons issued an account are responsible for its use at all times.

Disciplinary Options

Demerit System

To provide consistency in the application of penalties, a Demerit System with classifications of misbehavior is included. It should be understood that the guide and that individual cases may warrant the modification of classifications and penalties.

Demerit System Consequences:

- At 10 demerits - a letter is mailed to the parents and placed in the student file
- At 15 demerits - two (2) days of detention, letter mailed to parents and placed in the student file, parent conference either in school or via phone
- At 20 demerits – one (1) day (in-school) suspension, letter mailed to parents and placed in the student file, parent conference either in school or via phone
- At 25 demerits – two (2) days (in-school) suspension, letter mailed to parents and placed in the student file, parent conference in school or via phone
- At 35 demerits - three (3) day (out-school) suspension, letter mailed to parents and placed in the student file, parent conference in school
- At 45 demerits – administrative hearing with possibility of expulsion

Please Note:

Parent conferences will include Administration and counseling personnel.

Other disciplinary options may include, but are not limited to, a behavior contract, withdrawal of privileges, assigned seating, police notification, restitution for all damages or loss, alternative education assignment, no credit given for missed work, denied technology/Internet privileges, and Student Assistance Program (SAP) referral.

Demerits may be assigned at the discretion of the Dean of Students and/or Head of School for other violations not listed but determined to be contrary to the SJCA Code of Conduct and administrative expectations.

Level	Consequence	Common Infractions	Demerits
1	Demerits	Not reporting to lunch	1
		Unprepared for class	1
		Not clean shaved	1
		Loitering in hallway	1
		Dress Code violation (hair, jewelry, etc.)	2
		Littering	2
		Tardy to school or class	2
		Minor school disruption (in class, hallways, Student Union, throwing objects, playing music in hallways)	2
		Unauthorized use of technology	2
		Unattended book bag or laptop	2
		Cell phone usage in class or study hall	2
2	Demerits and/or	Public display of affection	4
		Major classroom disruptions	6
		Missing detention	6
		Profanity (unacceptable language, gestures, or actions)	6
		Disrespect towards staff	6
		Bullying, humiliating, harassing, or intimidating another student	12
		Minor vandalism	12
3	Suspension	Skippping a class	12
		Accumulation of 20 or more demerits; fighting; profanity to teachers or staff members; gross insubordination; possession, use, transportation, or purchase of alcohol or intoxicating beverages; use and/or possession of prescription medication or mood altering substances; possession or use of tobacco or tobacco products (e-cigarettes; vaporizers, vapes, JUULS, etc.)vandalism; tampering with smoke detectors or fire extinguishers; causing false fire alarms; leaving school grounds/off campus; Lying; Second violation of the school's Honor Code (See pages: 18-20) – Academic Dishonesty (cheating, plagiarism)	
4	Administrative Hearing (Possibility of Expulsion)	Accumulation of 45 demerits; commission of two Level 3 offenses; possession, use, transportation, or purchase of drugs or mind-altering substances; positive drug test; possession of drug paraphernalia; weapon possession; threats of violence; stealing	

Detention

Detention is the keeping of students before or after school hours for disciplinary purposes. Detentions will be served after school on Tuesday, Wednesday, and/or Thursday as assigned from 3:15 pm – 4:15 pm.

Alternative Education Assignment

Alternative Education Assignment is an administrative disciplinary option, which temporarily removes the student from his/her regular class schedule. The student is assigned to a highly structured, restrictive educational setting for a period of one to ten days. The student's educational progress continues within this setting. Credit is given for classroom work completed. (Alternative educational is held during regular school hours.)

Suspension and Dismissal

Suspension is a severe administrative disciplinary action that is taken when: (1) milder forms of disciplinary action have been ineffective in correcting the students behavior, (2) the student represents an immediate danger to him/herself or to the school community. During the period of the suspension, the student:

Must stay at home during regular school hours.

May not enter upon school property--at any hour of the day or night except with prior approval of a school administrator.

May not attend or participate in any school sponsored activity-either curricular or extra-curricular.

Is expected to complete all assignments to the best of his/her ability. Completed assignments are to be submitted to teachers upon the student's return to school. Zeroes will be given for any work that is not done.

Saint Joseph's Catholic Academy has defined the types of offenses that could lead to dismissal from SJCA. These offenses may take the form of suspension or dismissal and include the following:

Insubordination or defying school authorities;

Destruction or willful defacing of school property;

Hazardous or unauthorized use of vehicles;

Use, possession or distribution of dangerous drugs or drug- related paraphernalia;

Use, possession, or distribution of "look-alike" drugs defined as a non-controlled substance that has a stimulant or depressant effect on humans.

Use, possession or distribution of anabolic steroids;

Use or possession of alcoholic beverages;

Use or possession of dangerous weapons or fireworks;

Failure to comply with state mandated immunizations following the provisional period;

Fighting or physical assault;

Theft;

Gambling;

Use of profane language or obscene gestures;

Disorderly, vicious, illegal, or immoral conduct;

Persistent or severe harassment, intimidation, extortion, or bullying;

Participation in or responsibility for causing willful damage, destruction, or vandalism to the personal property of school employees;

Verbal or physical assault directed toward a school employee, either on or off school premises;

Violation of any local, state, or federal law;

Persistent violation of school rules and regulations;

Excessive unexcused absence by a student is subject to compulsory attendance laws;
Possession of any weapon as defined by Act 26 of 1995 to include, but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury;
Possession, use of any incendiary devices to include but not be limited to lighters or matches;
Terrorist/bomb threat.

Students dismissed or expelled from SJCA for disciplinary reasons are not entitled to a refund of any prepaid tuition.

Additional Student Responsibilities

Dress Code

The Dean of Students requires students to comply with uniform standards and dress guidelines. Aspects of personal appearance require one's attire to be neat and not create a health or safety hazard or disrupt the educational process. Students have the responsibility to keep themselves, their hair and their clothing clean. Also, teachers or administrators may require or exclude a more specific type of dress for special events such as field trips, concerts, etc.

It is the sincere hope of the school community that a student's dress will always be within reasonable limits of decency, morality, and propriety, and will reflect pride in the individual student, his/her family and Saint Joseph's Catholic Academy. Part of the school's educational process is to prepare students for eventual employment and to teach that expectations in attire differ between school/work and recreation.

Uniform Standards

Ladies

Blouses must be neatly tucked in at all times, properly buttoned and ironed. Blouses may not be see-through.

Skirt length must be no more than two inches above the knee and not rolled at the waist. Only approved skirt is allowed.

No excessive and inappropriate makeup, hairstyles, or jewelry.

May wear either skirt or slacks.

Blazers do not need to be worn throughout the day. They are required for Chapel and Mass services as well as at all assemblies.

Socks or tights must be solid in color: nude, navy, black, white, or grey.

Uniform sweater, vest, fleece, or ¾ zip pullover may be worn during the winter months but does not take place of the blazer. Only approved sweater, vest, fleece, or ¾ zip pullover with the school logo is allowed.

Gentlemen

Shirts must be neatly tucked in at all times and ironed.

Neckties are required to be fully tied and pulled up.

Pants are to be worn above the hips with a belt.

Must be clean-shaven at all times; hair must be above the eyebrows, neatly trimmed, and collar length or shorter.

Blazers do not need to be worn throughout the day. They are required for Chapel and Mass services as well as at all assemblies.

Socks must be solid in color: black, navy, or grey.

Uniform sweater, vest, fleece, or ¾ zip pullover may be worn during the winter months but does not take place of the blazer. Only approved sweater, vest, fleece, or ¾ zip pullover with the school logo is allowed.

Dress Guidelines

A designated store or catalogue for clothing purchase will be given.

Ladies

Shoes: leather-like loafers, docksiders, boat shoes, or flats with one- inch heel or less, and closed-toe/closed-heel. (No sneakers, flip-flops, sandals, UGGs, boots, or moccasins – must be leather-like material. No canvas.)

Dress slacks: dress khaki or charcoal grey dress slacks. (No leggings, capris, denim, yoga pants, or skinny pants.)

Skirt: grey or khaki dress skirt only from vendor. (Optional)

Blouse: (long sleeve, short sleeve, or three-quarter length) white or light blue dress blouse – No polos.

Blazer: Navy blue blazer will be required at Chapel and Mass services as well as at all assemblies.

Tights or Knee Socks: Optional (See dress standards)

Sweater, Vest, Fleece, ¼ Zip Pullover: Navy blue sweater, vest, fleece, ¼ pullover only from approved vendor with school logo.

Gentlemen

Shoes: leather-like loafers, docksiders, boat shoes, dress shoes, or leather tie shoes. (No sneakers, flip-flops, sandals, or boots – must be leather-like material. No canvas.)

Dress Slacks: dress khaki or charcoal grey dress slacks. (No skinny jeans, denim, cargo pants, or corduroys.)

Shirt: (long sleeve or short sleeve) white or light blue dress shirt. – No polos.

Necktie: Royal blue and orange tie or bowtie available for purchase at:
ties.com - Item: XP400020, XP200020, and/or XP500020

Blazer: Navy blue blazer will be required at Chapel and Mass services as well as at all assemblies.

Sweater, Vest, Fleece, ¼ Zip Pullover: Navy blue sweater, vest, fleece, ¼ pullover only from approved vendor with school logo.

Special Events

The school uniform will be worn also at special events and whenever a student is representing SJCA. Unless approved by the Head of School, uniforms will be worn on all field trips. Students are expected to dress modestly at school dances or other special functions.

Field Trip Dress Code

Students are expected to wear the appropriate school uniform for field trips. Any exception to this policy has to be authorized by the Head of School.

Out of Uniform Code

At various times the students will be allowed to be out of uniform on special days and occasions. On these days, students are expected to be in appropriate clothing. The following items are not permitted:

- tee shirts with inappropriate writing or graphics

- see-through clothing

- clothing with holes

- tank tops

- halter tops

- bare midriffs

- spandex

- hats

- revealing or inappropriate clothing items. Inappropriate means unsuitable. SJCA reserves the right to determine appropriateness.

Hair and Makeup

Hair color must be natural colors and makeup styles of an extreme nature will be unacceptable. All students' hair will be clean and neatly cut. Male students are to keep their hair at a reasonable length, collar-length, and not below the eyebrows. Hair should be neatly and appropriately trimmed and conservative in style. Facial hair is never acceptable.

Accessories

Hats or bandanas will not be worn in the building by students (male or female). All clothing with drug, tobacco, or alcohol-related symbols and or any illegal substance is prohibited. Displaying non-standard body piercings and tattoos is prohibited. Two pairs of earrings may be worn by the ladies. Earrings are not permitted for gentlemen. No excessive or distasteful jewelry is allowed. This includes no gauges in ears, tongue piercings, or nose piercings.

Visitors

A student may request permission from the administration 24 hours in advance to have a visitor attend classes. Visitors must check in at the main office before visiting and name badges will be issued to all visitors. If an unidentified person is seen in the building without a visitor's badge, this should be reported immediately to the main office.

Illness in School

If a student becomes ill, he/she should first inform the teacher of the scheduled class and obtain a pass to go to the nurse's office or main office. School personnel will call home if the student needs to leave.

Accidents

Any accidents in the school building, on the school grounds, or any school-sponsored event must be reported to the person in charge and to the school office immediately.

Use of School Equipment and Property

The student is responsible for any damage to school property incurred during its use.

All school property such as laptops, laptops, cameras, books, and supplies should be handled with care. If school property is lost or damaged, its replacement cost may be charged to the student if the damage is determined to have been caused by negligence or intentional acts on the part of the student.

Lockers

All student lockers are considered school property and are jointly accessible to the students and school officials.

Lockers are to be kept locked at all times. The school is not responsible for lost or stolen property.

The school has the right to inspect or search a student's locker or desk at any time for the purpose of determining whether it is being improperly used for the storage of illegal items or substances or any materials that pose a threat to the health, safety, order, and welfare of school occupants.

Students shall have no expectations of privacy with respect to their use of their lockers or desks.

School Dances

Students are to be at the dance no later than ½ hour after the dance begins. There is no admittance after this deadline unless previously arranged with the Head of School.

Students should remain at the dance and may not leave and then return to the dance.

Students are to be properly attired. Students and their dates and/or guests must display appropriate behavior, or they will be required to leave the dance. Parents will be contacted.

Drugs and alcohol are prohibited, and the school's policy on drugs and alcohol will be enforced.

The student and/or his/her escort may not be readmitted to the dance if either leaves without chaperone approval and accompaniment.

The student must be at school the day of the dance or on the Friday before a Saturday dance to be able to attend the dance.

Student Activities

A student is required to maintain a 2.0 average in order to participate in student activities.

Athletics

Interscholastic sport programs and an intramural program to promote athletic competition that is consistent with the philosophy of SJCA are available to all students.

Extracurricular and athletic activities are an extension of the educational experience that SJCA chooses to offer. Therefore, student participation is voluntary and is considered a privilege, not a right.

The rules outlined in the Extracurricular Conduct Code apply to participants in extracurricular activities on a twenty-four hour basis during the period of participation. A copy of this code is distributed to each participant, and student/ parent verification of understanding will be on file with SJCA before participation is allowed. Consequences resulting in exclusion from school shall include a prohibition for participation in or attendance at any school/sponsored activity during the period of exclusion.

Good Sportsmanship

SJCA promotes good sportsmanship on behalf of all coaches, players, cheerleaders, and fans. It is expected that all participants and spectators will add to the overall educational experience by displaying good sportsmanship at all times. Verbal and/or physical abuse directed towards any player, coach, official, fan, or school staff will not be tolerated and may result in ejection from the event and administration will be notified.

Participation in Multiple Sports

Students at SJCA may participate in multiple sports within the same season, provided they maintain good academic standards, meet the eligibility requirements, and maintain a positive attitude with their coaches.

Students at SJCA may participate in more than one sport during the year.

Off-Site or After Hours Conduct

Any behavior which includes activity on social media platforms that adversely affects the good name of SJCA will be subject to discipline. The rules outlined by this handbook, the Athletic Handbook, and the Student Code of Conduct apply to participants in extracurricular activities on a 24-hour basis during the period of participation.

Bus Conduct

Proper student conduct on school buses is essential to the health and safety of all students. Persistent misbehavior on the part of any student will result in the revocation of the privilege to ride the school bus. Should a student lose the privilege, it becomes the responsibility of the parent or guardian to provide transportation.

The driver of the bus has the authority to direct students with regard to bus behavior and to assign seats where appropriate. Behavior infractions will be reported to the appropriate administrator. In the event that behavior is such that it is, in the judgment of the driver, unsafe to proceed, the driver can stop the bus in a safe area and request assistance from the police and/or the appropriate school administrator.

The following rules regarding bus behavior will apply:

Students must be loaded and unloaded only at school loading stations and designated bus stops approved by the school board.

Students should proceed quickly and in an orderly fashion when boarding/disembarking the bus.

Students must maintain an acceptable level of noise and refrain from singing, shouting, or cheering so as not to distract the driver.

Students must remain seated while the bus is in motion.

Students must not extend arms or other body parts out of windows.

Students must not throw objects inside the bus or out the windows.

The aisle must be kept clear; books and other belongings should be held by the students, or properly

stowed out of the way. Students must be on time at bus stop locations at home and school. Students must remain in the proper waiting areas at the bus stops and may not play or loiter in roadways when waiting for the bus.

Students must respect private property. They may not trespass, loiter, play on or damage private property.

Students are not permitted to leave the bus except at their regularly assigned stops unless they have written permission from a school administrator.

After arriving at school either by school bus or by private transportation, students must remain on school property until dismissed.

Students may ride only their assigned bus.

Students may not eat, drink or chew gum on the bus. They must help keep the bus neat and clean.

Animals may not be transported on the bus.

Attendance Policies

Absence

Consistent daily attendance is a requirement at SJCA. Parents are expected to support and reinforce this essential school policy with their son/daughter. Absences and tardies are a vital element of a student's permanent record and will be made available for colleges and employers.

Regular school day attendance is required from 8:05 a.m. to 3:05 p.m. Attendance is required on retreat days and other special days such as the Enrichment Days, finals, and the last day of school.

Attendance will be taken at the beginning of each class.

An absence of four periods during the school day constitutes a ½ day absence: an absence of more than 4 periods is considered a full day absence.

A student who reports to class after the bell is considered tardy.

Parents must contact the office by 8:30 a.m. when a student is absent from school. If this is not done, the office will contact the parents in order to validate the legitimacy of the absence.

If your child is going to be leaving school before the 3:05 p.m. dismissal, the office must be notified in writing (email) or by telephone call no later than 8:30 a.m. that day. All students must be signed out in the Main Office by a parent or guardian.

If a student misses five consecutive school days for illness, a doctor's note must be provided upon returning to school.

Students who are absent from school for 20 days or more will be ineligible to participate in extracurricular activities for the remainder of the school year. The only exception to this policy is excused medical absence with documentation.

Students participating in sports or extracurriculars may do so only if they have been in school for at least four classes on the day of the activity.

All students are expected to participate in school Mass retreats and Theology class, regardless of their religious affiliation.

When students are absent from school or a class, it is the student's responsibility to contact their teachers to get all work that was missed for that day(s) or class period.

Failure to turn in a written excuse within three (3) days of returning to school after an absence results in an unexcused absence and no credit is given for work due or missed during the absence.

Tardiness

Any student who arrives to school during the first period after 8:05 a.m. will not be admitted to class until he/she has reported to the school office to obtain a tardy slip. Students will be issued 2 demerits for each instance of unexcused tardiness per semester. After 3 unexcused tardies to school per semester the student will be issued an after-school detention. The fourth and each successive occurrence of the semester will incur additional demerits and additional after-school detention(s). Please refer to pages 35-37 for the school policy on Detentions and the Demerit System.

Students may receive an excused tardy due to the following reasons:

Inclement Weather
Illness with parent note
Family illness
Medical/Dental appointment
Death in the family

The classroom teacher will determine consequences for tardiness to individual classes.

Continued unexcused tardiness may result in further disciplinary action. Failure to report for detentions issued by the office will result in additional demerits and disciplinary action(s).

Family Trip Request Form

Family trip request forms need to be obtained from the office before a trip is taken. These forms must be completed and returned 48 hours before the trip occurs in order for the classroom teachers to prepare their assignments for the student.

Truancy

Truancy is absence from school without the knowledge of parents or guardians. Truancy is a violation of state law as well as school regulations.

Continued truancy will result in a meeting with the student's parents and the Head of School, and may lead to dismissal from SJCA.

Personal Belongings

Students are responsible for their belongings. They are not to leave their possessions at any time on the hallway floor or inside the Student Union. Students are to use their lockers to store their belongings.

Homework

Homework is an essential part of a student's education. It provides the opportunity for students to:

Practice, apply, integrate, or prepare for school learning.

Reinforce independent work and study skills.

Use school and community resources.

Develop self-discipline.

If homework is assigned, the teacher has placed great value on the assignment. It is not acceptable practice at SJCA for a student to simply not do the assignment and take a zero or to turn in incomplete assignments.

Assignments that are poorly prepared may not be accepted. These assignments may be reassigned, at the discretion of the individual teacher.

Virtual Snow Days

Classes are in session on snow days. The following rules apply:

Every student must email his/her homeroom teacher between 10:00 a.m. and 11:00 a.m. Teachers will submit this email as their attendance. In case of power failure at home, the student must call the school and leave a message for attendance.

All teachers must upload their assignments for the day by 10:00 a.m. Students can access their day's work through their eBackpack account at <https://dioceseaj.ebackpack.com>. In case of power failure, the student must call a classmate for the assignments.

Students are to submit their assignments to the individual teacher by 7:00p.m. on the snow day. In case of power failure at home, students must submit their work the next school day by 8:05 a.m.

Teachers are available throughout the school day through email for consultation on assignments.

If a student fails to submit a completed assignment, it is considered a skipped class, and he/she will receive a zero for the day's assignment.

Service

“The best way to find yourself is to lose yourself in the service of others.”

Mahatma Gandhi

Indian philosopher, internationally esteemed for his doctrine of nonviolent protest, 1869-1948.

Academic Advising

Academic advising is an ongoing program. Students are encouraged to self-monitor their progress as well as consult with the school counselor.

All students will be monitored every four weeks on their academic progress. For those students who are underachievers or not meeting academic expectations, intervention practices may be adopted. Intervention practices could be in the form of mandated extra help opportunities. These opportunities may be available before school, after school, and as tutorials during school.

Career Advising

Every student will develop a Career Portfolio, which is meant to show growth, be used for reflection, and ultimately guide students toward career/college preparation.

The Career Portfolio includes assessments, annual report card, career exploration, job shadowing, college testing, letters of recommendation, and Junior college planning.

The portfolio will be reviewed yearly in preparation for course registration. The structured activities for the portfolio will be done in workshops, activity periods, and in certain classes.

Personal Counseling & Student Assistance Program (SAP)

SJCA offers personal counseling for students dealing with school- related stresses, social relationships, and adolescent challenges or concerns.

More intense counseling issues requiring specific therapies will be referred to the Student Assistance Program. These issues require trained professionals who deal with specific mental health problems and/or drug/alcohol issues. No student will be referred to outside counselors without the written permission of a parent or guardian. The goal of the Student Assistance Program is to identify a need for services and make recommendations to the parent or guardian for community-based counseling.

Confidentiality

Students at SJCA have the right to privacy and confidentiality. Student's personal information, including health records, academic records, attendance/discipline records, photos, etc. are not to be shared between students. Parents/guardians have the right to request access to view their son/daughter's records.

Operating Policies

Prayers and Announcements

Students are to stand in an orderly and respectful manner for the prayer and pledge. They are expected to remain silent during announcements made over the public address system or in the individual classroom and while attendance is being taken.

Class Change

Students have three minutes between classes and the halls must be cleared within that period of time. Students are permitted to go to their lockers between classes. No student may leave class without a pass while classes are in session.

Trips

All school-sponsored field trips must be approved by the Head of School. They will be supervised by members of the faculty, and will require a parental request for participation form. Phone authorization cannot serve in lieu of a signed form. All school regulations will be in force on these trips. All students taking part in trips must leave from and return to the school. Complete school uniform will be worn on all field trips, unless otherwise instructed by the administration prior to the trip.

Inclement Weather

In case of inclement weather, students will follow the directives of their school district. If State College Area School District delays or cancels for inclement weather, SJCA will also delay and cancel.

Virtual Snow Days

There are no make-up days. On snow days or other days of weather or technical disruption, school will be in session via online instruction as part of SJCA's Virtual Days.

Safety: Fire Drills and Crisis Plan

To ensure safety, fire drills and crisis drills are held periodically to ensure safety should a hazardous situation arise.

Fire drill instructions and direction signs are posted in every room. All teachers possess a copy of school's emergency procedures.

Silence, good order, and attention during drills are important skills to develop in case of a real emergency.

Insurance

Every student should be covered by insurance, either through a family plan or through a plan offered only for students. Verification of coverage must be on file in the school's main office. Students who participate in sports must be covered as required by state law.

Cell Phones

At no time will students be allowed to use their cell phones during classroom instruction.

Financial Policies

It is the goal of Saint Joseph's Catholic Academy to work with each family to provide an affordable Catholic education.

Fee Structure

The tuition for a student attending Saint Joseph's Catholic Academy is \$8,900.

There is a \$400 activity/technology/textbook and \$150 graduation fee, which will assist our efforts to continue providing our 1:1 technology program and increase our curricular and extra-curricular offerings.

The mandatory Salt & Light Serve-a-Thon fundraiser will require that each student raise \$250 individually or \$400 per family.

Replacement student ID card \$10.00 each occurrence.

Replacement parking pass \$10.00 each occurrence.

Tuition Assistance

Tuition assistance is available to all students that qualify through FACTS Grant and Aid Assessment. Families applying for Financial Aid will need to complete an application and submit the required documentation to FACTS Grant and Aid Assessment. Families can apply for financial aid on-line at factstuitionaid.com.

If the family needs tuition assistance in addition to the amount indicated by FACTS, they may contact the Head of School or Business Manager.

Payment Options

SJCA provides multiple tuition payment options. Four tuition payment options are available.

One annual payment for total tuition, due on July 1 through FACTS Tuition Management with no fee.

Two biannual payments of ½ total tuition. The first payment is due on July 1; the second is due on or before January 31 through FACTS Tuition Management for a \$10 fee.

Quarterly payments are ¼ total tuition four times a year; July, November, March, and June through FACTS Tuition Management for a \$43 fee.

Ten (10) monthly payments. Payments are 1/10 total tuition, over a 10-month period. Payments start in July and end in May through FACTS Tuition Management for a \$43 fee.

*If at any time during the year, a family is unable to meet a tuition payment, they should promptly contact the Business Office in order to make alternative arrangements.

Any account that is not current may result in the following:

Student/s will not be permitted to begin school in August or the second semester in January.

Student/s will not be permitted to take his/her semester exams.

Student/s will not be permitted to participate in certain school-related trips as determined by the administration.

If a senior, graduation privileges will be withheld.

International Students

International students will pay \$17,500. Also, SJCA requires each international student to purchase health insurance.

Financial Withdrawal Policy

Saint Joseph's Catholic Academy contracts with faculty and staff and incurs financial obligations for the entire school year. In order for SJCA to provide for these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the contract in full. In order to receive any refund of tuition paid, the parent/guardian must advise the Head of School by July 31st, if the student will be withdrawing.

The deposit for activity/technology/textbook fee and graduation fee are non-refundable under any circumstances.

If student is withdrawn by the first day of school, 10% of the tuition is non-refundable.

If student is withdrawn between the first day of school and the end of the first semester, 50% of the tuition is non-refundable.

If student is withdrawn after the end of the first semester, 100% of the tuition is non-refundable.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment to the school of tuition due.

Handbooks consulted from the following schools.

Our thank you to these schools.

<u>St. Thomas More Preparatory</u>	<u>Wilmington, DE</u>
<u>Landon School</u>	<u>Bethesda, MD</u>
<u>Bishop Guilfoyle</u>	<u>Altoona, PA</u>
<u>Bishop Carroll</u>	<u>Ebensburg, PA</u>
<u>Bishop McCort</u>	<u>Johnstown, PA</u>
<u>Archbishop John Carroll High School</u>	<u>Radnor, PA</u>
<u>Sacred Heart Academy</u>	<u>Hamden, CT</u>

Time & Bell Schedules

Monday, Tuesday, & Friday	Time (43 mins.)
Period 1	8:05 – 8:48
Period 2	8:51 – 9:34
Homeroom/Chapel/Assembly	9:37 – 9:56
Period 3	9:59 – 10:42
Period 4	10:45 – 11:28
Period 5A	11:31 – 12:14
Lunch 1	11:31 – 12:01
Lunch 2	12:17 – 12:47
Period 5B	12:04 – 12:47
Period 6	12:50 – 1:33
Period 7	1:36 – 2:19
Period 8	2:22 – 3:05

Wednesday	Thursday	Time (75 mins.)
Period 1	Period 2	8:05 – 9:20
Clubs	Mass or SLC	9:23 – 10:05
Period 3	Period 4	10:08 – 11:23
Lunch 1/Lab class/FLEX	Lunch 1/Lab class/FLEX	11:26 – 11:56
Lunch 2/Lab class/FLEX	Lunch 2/Lab class/FLEX	11:59 – 12:29
Period 5	Period 6	12:32 – 1:47
Period 7	Period 8	1:50 – 3:05

Two-Hour Delay Schedule (Monday, Tuesday, & Friday)	Time
Period 1	10:05 – 10:35
Period 2	10:38 – 11:08
Period 3	11:11 – 11:41
Period 4	11:44 – 12:14
Period 5A/Lunch 1	12:17 – 12:47
Period 5B/Lunch 2	12:50 – 1:20
Period 6	1:23 – 1:53
Period 7	1:56 – 2:26
Period 8	2:29 – 2:59

Two-Hour Delay Schedule (Block Thursdays)	Time
Period 2	10:05 – 10:53
Period 4	10:56 – 11:44
Lunch 1/Lab Class/FLEX Period	11:47 – 12:17
Lunch 2/Lab Class/FLEX Period	12:20 – 12:50
Period 6	12:53 – 1:41
Mass or SLC	1:44 – 2:14
Period 8	2:17 – 3:05

Two-Hour Delay Schedule (Block Wednesdays)	Time
Period 1	10:05 – 10:53
Period 3	10:56 – 11:44
Lunch 1/Lab Class/FLEX Period	11:47 – 12:17
Lunch 2/Lab Class/FLEX Period	12:20 – 12:50
Period 5	12:53 – 1:41
Clubs	1:44 – 2:14
Period 7	2:17 – 3:05

Calendar

Academic Year 2018-2019

2018 - 2019

August

15-17 Faculty Meetings
20 Senior Retreat
20 Freshman Orientation
21 1st Day of School for All Students

September

6 Labor Day – No School
13 Back-to-School Night
21 Diocesan Act 80 – No School

October

8 Parent Conf. w/ Students
19 Act 80 – No School
22 End of Quarter 1

November

9 Enrichment Day
21-26 Thanksgiving Break – No School

December

20-31 Christmas Break – No School

January

1-2 Christmas Break – No School
11 End of Quarter 2
21 MLK Day – No Students

February

1 Enrichment Day
18 President's Day/Act 80 – No School

March

4-8 Spring Break – No School
25 End of Quarter 3

April

2 Salt & Light Serve-a-Thon
12 Act 80 Day – No School
18-23 Easter Break

May

3 Enrichment Day
10 Senior Trip
17 Last Day for Seniors
18 Baccalaureate & Graduation
27 Memorial Day – No School
28-31 Finals Week

June

3 Clerical Day – No Students

Quarter 1

August 20 – October 22

Quarter 2

October 23 – January 11

Quarter 3

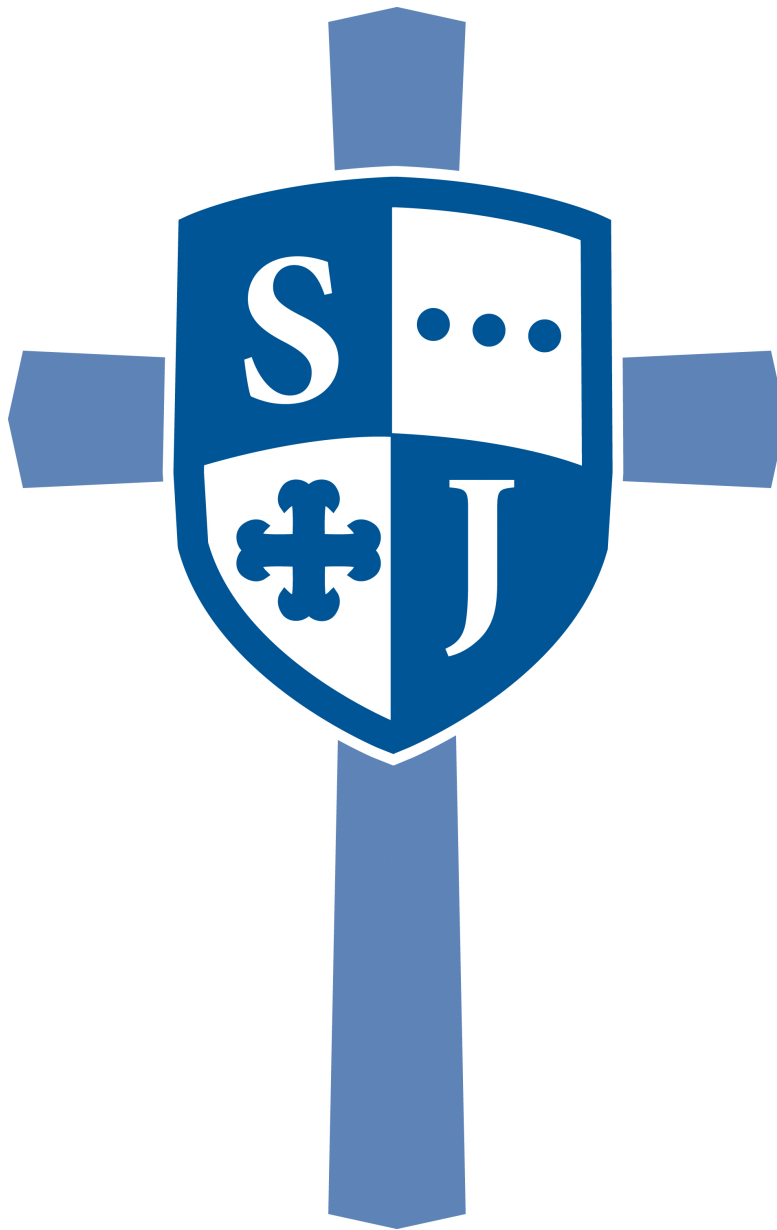
January 14 – March 25

Quarter 4

March 26 – June 3

“The Christian ideal has not been tried and found wanting, it has been found difficult and left untried.”
G.K. Chesterton

English writer, lay theologian, poet, philosopher, dramatist, journalist, orator, literary and art critic, and biographer,
1874-1936



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