



SJCA
FAMILY
HANDBOOK

For Students and Parents

Revised 2021

Welcome to Saint Joseph's Catholic Academy. This handbook is meant to be a comprehensive guide to all facets of life and learning at Saint Joe's. A safe and orderly environment promotes student learning and we want to ensure in this handbook that parents, students, staff and friends have all the important information concerning the philosophy and policies of our school. The Gospel values are the foundation of our school's mission and serve as our guide in formulating this handbook. Motivated by the love of God and the love for our students, we have done our best to make the rules and policies of Saint Joseph's Catholic Academy fair, reasonable, and just. An effective school must be committed to continuous improvement. The school administration and faculty in conjunction with the Board of Trustees have worked together to review and update the Student/Parent Handbook. Have a great year!

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.

Catholic Schools operate under contract law; this handbook constitutes the contract between Saint Joseph's Catholic Academy and the parent(s)/guardian(s) of our students, and students themselves. By enrolling in SJCA parent(s)/guardian(s) and students agree to abide by the policies and regulations set forth herein. School administration has tried to be as explicit as possible in the handbook's development, but we recognize that new, unusual, and unexpected situations may arise during the course of the school year, and reserve the authority to use our discretion in circumstances to which handbook policies do not precisely apply. School administration also reserves the right to amend the handbook during the school year if necessary, and will provide proper notification of any changes. If any provision of the handbook is deemed ambiguous, by any person, the interpretation of that provision shall rest with school administration.

Table of Contents

SJCA PRAYER	2
Saint Joseph's Catholic Academy	7
Celebration of Mass	7
Accreditation	7
Nondiscrimination Policy	8
Vision	8
Mission	8
We Believe	8
Profile of Graduates	9
School Colors	9
School Mascot	9
Elements of a Positive Learning Environment	10
Philosophy	10
Rules and Regulations	10
Respect	10
Core Values	10
Catholic Identity	10
Excellence in Education	11
Life of Faith	11
Health and Safety	11
Financial Assistance and Scholarships	11
Community Service	11
Educational Environment	11
Student Responsibilities	11
"Door to Door" Provision	12
Faith Formation	12
Chapel	13
Service Program	13
What can I do to earn service hours?	13
Community Service	14
Church Service	14
Academic Policies	14
Graduation Requirements	14
Graduation Project (Senior Speeches)	16
Incomplete Grades	16
Quality Point System	16
Grading System	17

Grade Reports	18
Progress Reports	18
Course Guidelines/Syllabus	18
APA Style	18
Information Literacy	18
Instructional Technology	19
Learning Accommodations	19
Academic Recognition	19
National Honor Society	19
Academic Probation	19
Athletic Eligibility Policy/Athletic Probation	20
Failure in Required Courses	20
Online Courses & Summer School Credit Recovery	20
Student Schedule Changes	21
Student Responsibilities	21
Honor Code	21
Expectations of Learning and Creating a Culture of Academic Integrity	22
Homework	23
Lunch Period	23
Personal Belongings	24
Textbooks	24
Cell Phones/Electronic Devices	24
Final Exam Expectations	24
Behavior Management	25
Searches	25
Code of Student Conduct	26
Contact with Law Enforcement Agencies	26
Weapons	26
Bullying, Intimidation, or Extortion	28
Hazing	28
Terroristic Threats	28
Hate Crimes & Harassment	29
Unauthorized Devices & Confiscation	29
Smoking/Vaping and Use of Tobacco Products	29
Medication Policy	29
Drug/Substance Abuse	30
Student Assistance Program (SAP)	31
Student Driving, Parking, and Skateboarding	31
Extra-Curricular Conduct Code	32
Acceptable Use Policy	33
Conditions and Rules for Acceptable Use of Technology at SJCA	33

Technology	35
Penalties for Improper Use of Technology	36
Acceptable Use Policy for Networks, Including the Internet	36
Disciplinary Options	38
Demerit System	38
Demerit System Consequences:	38
Detention	40
Alternative Education Assignment	40
Suspension and Dismissal	40
Dress Code	42
Visitors	47
Illness in School	47
Accidents	47
Use of School Equipment and Property	47
Lockers	47
School Dances	48
Student Activities	48
Athletics	48
Good Sportsmanship	48
Participation in Multiple Sports	49
Off-Site or After Hours Conduct	49
Bus Conduct	49
Attendance Policies	50
Absence	50
Tardiness	51
Educational/Family Trip	51
Early Release Option for SJCA SENIORS	52
Truancy	52
Personal Counseling & Student Assistance Program (SAP)	53
Confidentiality	53
Operating Policies	53
Prayers and Announcements	53
Class Change	53
Trips	53
Inclement Weather	54
Virtual Instruction Snow Days	54
Safety: Fire Drills and Crisis Plan	54
Insurance	54
Cell Phones	54
Financial Policies	55

Financial Policies	55
Tuition and Fee Structure	55
Tuition Assistance	55
Formal Enrollment, Deposit Payment, and Tuition Plan Selection	56
Time & Bell Schedules	57
Virtual Day Guidelines and Expectations	60

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. College and 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.

SJCA 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.

SJCA exists to reinforce parent efforts to share faith values with their children and to serve the community. Saint Joseph's Catholic Academy is open to children of parent(s) or guardian(s) who seek the religious oriented education which Catholic schools can provide.

Celebration of Mass

Saint Joseph's Catholic Academy is a Roman Catholic secondary school in the Diocese of Altoona Johnstown. We celebrate the sacred liturgy of the Eucharist monthly as a school. All students attend the liturgies and are encouraged to participate. Our non-Catholic students attend along with our Catholic students. All students, Catholic and non-Catholic, are expected to show their respect for the sacredness of our Liturgies. While we cannot extend to non-Catholics an invitation to receive communion, we invite students to unite in prayer to and in praise of Jesus Christ, our Lord.

Accreditation

Saint Joseph's Catholic Academy is fully accredited by the Middle States Association Commissions on Elementary and Secondary Schools and is part of the Diocese of Altoona -Johnstown.

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.

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.

Vision

Saint Joseph's Catholic Academy develops the next generation of Christian leaders who embody our four pillars of faith, scholarship, leadership, and service.

Mission

Saint Joseph's Catholic Academy educates and prepares young women and men for lives of purpose in a global society through:

- A Catholic values-based environment that nurtures each individual's relationship with Jesus Christ
- A compelling and challenging curriculum focused on academic inquiry and critical thinking
- The identification, growth and development of personal leadership skills combined with the opportunity and courage to practice them
- Engaged and generous community service and philanthropy
- A foundation of inherent caring, integrity and respect.

We Believe

Christ is the reason for this school, therefore we are all called to be visible signs of the Gospel message in our daily lives

A Catholic education teaches faith, scholarship, leadership, and service

Faith formation is a collaboration between school, family, and community

In the dignity and worth of each person

Instruction and assessment must provide for the diverse needs and abilities of all students

In continuous improvement through research, ongoing education, and implementation of best practices

Profile of Graduates

By the time of graduation, a Saint Joseph's Catholic Academy senior:

- Is learning to live according to Gospel values. The SJCA graduate will have attained an intellectual grasp of the teachings of the Catholic Faith and will be in the process of developing a personal devotion to prayer and a commitment to helping those in need. He or she will learn to define success more in terms of integrity, self-discipline, and service to others than of personal gain.
- Is learning what it means to be a contributing member of society, a good citizen of his or her country and of the world community, and is developing an appreciation of cultural differences and respect for all people as children of God.
- Has begun to learn and use effective communication skills. The SJCA graduate will have had practice in reading, writing, listening, and speaking effectively for a variety of audiences, in a number of different situations, and through both print and electronic media.
- Is developing an awareness of how to use technology in an efficient and morally responsible way.
- Is coming to value the earth as part of God's living creation and to realize the necessity of stewardship of natural resources.
- Has begun to recognize and work to develop his or her talents and to appreciate the talents of others.
- Is developing the ability to solve problems effectively. The SJCA graduate has learned to analyze a problem, examine the options, and work toward a logical, practical, and ethical solution.
- Is prepared to engage in life-long learning and critical thinking. The SJCA graduate will have learned the skills requisite for acquiring, assessing, and integrating information and will have come to recognize the way in which he or she learns best and to experience the joys of learning.

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 Navy Blue and Orange. Navy 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

Philosophy

The goal of Saint Joseph's Catholic Academy is to transform lives through the teachings of Jesus Christ. Students are expected to behave appropriately and respectfully at all times. Wherever they are, they represent their family, their school, and their Church. Therefore, they are responsible to be good examples in conduct, words, manner, and attire at all times. Any student, therefore, whose conduct at any time or place is such that it seriously violates the purpose of the school is subject to dismissal.

Rules and Regulations

In order to achieve its goals in an orderly manner, every school must establish certain policies and procedures, including those relating to student behavior. This section defines the policies and guidelines which govern the responsibilities and modes of conduct expected of SJCA students. It also provides information for parents regarding the day-to-day operation of the school. This section is not all-inclusive. The administration will make decisions as necessary based on the best interests of the students, the school, and the community. Parents and Students Agreement to Comply with School Policies A student is required to know in substance all the information, policies, and regulations. Admission/enrollment to Saint Joseph's Catholic Academy entails agreement to comply with all school rules, policies, and regulations as published or as may be enacted during the school year by either the Board of Trustees or the administration.

Respect

Within the school community, it is especially important that students treat one another and all school personnel with respect.

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.

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 Formation

Saint Joseph’s Catholic Academy is a Roman Catholic school and our Religion Program consists of three components: knowledge, liturgy (formal and informal prayer), and service.

Our goals are:

- To proclaim the good news of Jesus Christ to all,
- To transform humankind into new life in Christ,
- To train individuals to live consciously faith-filled lives as children of God.

The principles upon which the program is based come from the National Catechetical Directory, Sharing the Light of Faith:

1. A person’s human development is the key to his or her capacity to form a faith relationship and intellectually understand the implications of that relationship.
2. The four tasks of message, community, service, and worship are one interlocking ministry.
3. The program draws upon the four signs of sources of catechesis – Biblical, ecclesial, liturgical and natural signs.
4. The program strives to enhance the school’s academic nature and develop the spiritual, personal, social and physical development of the student.

RELIGION COURSE OF STUDY

The Diocesan Religion Course of Study for grades 9, 10, 11, and 12 draws its content from the United States Conference of Catholic Bishops Doctrinal Elements of a Curriculum Framework for Development of Catechetical Materials for Young People of High School Age (2002). All courses utilize the USCCB’s Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication (2008).

This content is geared toward the acquisition of skills articulated in the Six Tasks of Catechesis: Knowledge of the Faith, Liturgy and Sacraments, Moral Formation, Prayer, Communal Life and Missionary Spirit. The Religion classroom provides opportunities for the student to:

1. explore and challenge his/her intellectual understanding of the Catholic Faith;
2. reflect and grow in his/her spiritual development; and
3. acquire skills which can be applied to parish and community service.

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.

All faculty and staff of SJCA share with the Religion Department the mission to proclaim Christ's message through efforts to build community, lead people to prayer and worship, and create motivation to serve others.

Service Program

Service is one of the four pillars of Saint Joseph's Catholic Academy, a component of evangelization as a Christian living in a secular world, and a critical facet of fine character. We cannot emphasize its Christian value enough:

So when he had washed their feet (and) put his garments back on and reclined at table again, he said to them, "Do you realize what I have done for you? You call me 'teacher' and 'master', and rightly so, for indeed I am. If I, therefore, the master and teacher, have washed your feet, you ought to wash one another's feet. I have given you a model to follow, so that as I have done for you, you should also do. Amen, amen, I say to you, no slave is greater than his master nor any messenger greater than the one who sent him. If you understand this, blessed are you if you do it.

John 13:12-17 NABRE

The service requirement of 25 hours annually for each student. Students will work through the house system to live out our call to service as a school. SJCA asks students to engage in service every year that they are members of our school community. We recognize service that is done in support of the community, at nonprofits, schools, or religious communities. Students are more than welcome to complete their service over the summer, and then verify their service hours once they receive their information.

What can I do to earn service hours?

School Service Students may earn service hours working school-sponsored activities organized by the administration, faculty and staff, House, or N.H.S. These activities could range from serving as an Ambassador at the Open House to school projects which support community agencies. This also includes working any summer camps for SJCA sports and/or extracurricular activities.

Community Service

Students may earn service hours for work performed in conjunction with an established community agency or organization whose goals address the heart of Catholic teaching on social justice. All organizations MUST BE NONPROFIT.

Church Service

Students may earn service hours by participating in the life of a parish or congregation in the form of serving Mass, singing in the choir/cantering, lecturing, or distributing communion. These hours require a year-long commitment to this ministry as dictated by your parish. Students may also earn service hours by working at events sponsored by the parish or congregation, such as spaghetti dinners, festivals, and staffing the nursery during Mass.

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. See page 56 for financial policy related to academic policies.

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 26.25 credits distributed as follows:

Area	Required Credits
English	4
Mathematics	4
Science	4
Social Studies	4
Theology	4

World Language (see below)	3 or 4
Electives*	2
Physical Education	.5
Health	.5
College & Career Readiness	.25
Total	26.25

World Languages

Three years in an approved high school level course in one language or two year of two languages. Additional years may be recommended.

Electives

All students must receive one credit of a Fine Art and one additional credit in another course. A core course can be considered an elective

AP Courses

Students enrolled in AP course(s) will be required to take the AP test(s) at the end of the course. The cost of these tests is the responsibility of the students.

Each year a student shall register for a minimum of 6.5 credits. Students are not permitted more than 2 study halls per semester. Senior students may have fewer credits in the Senior year which is reviewed during course audit and approved by school administration. See page 52 for Early Release Option for Senior students only.

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 complete admissions and enrollment with the post-secondary institution and to verify with the college they plan to attend on the transfer/acceptance of dual enrollment credits.

Class Rank

Class rank will not be reported on grade reports and transcripts.

During the first semester the lowest grade students may obtain is a 60% for the quarter and a 50% on the first semester exam. However, in the third and fourth quarters and on the second semester exam, all students will receive the grade they earn for the quarter and on the semester exam. An automatic course failure is given when evidence is clear that the exam was intentionally failed or not completed. The quarterly grade point average will appear on each report card. The year-end report card will reflect the cumulative grade point average.

Graduation Project (Senior Speeches)

All Seniors are required to 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. Students are permitted to go to breakfast with family members only that attended the speech assembly and must return to classes no later than 11:30 a.m.

This requirement is in addition to the annual mandate of community service. Guidelines will be provided and must be closely followed.

Incomplete Grades

1. At the end of the quarter, an Incomplete will be a placeholder on the grade card for students who have missing work due to a school negotiated absence, e.g. hospitalization. In order to earn a letter grade and avoid a failing grade for incomplete work, the student must meet with the school counselor, and, with input from the classroom teachers devise a schedule by which missing work and assessments are completed. Failure to meet with the school counselor and devise this schedule may result in a failing grade. Generally, a student must complete the missing work within one week of the end of the quarter.
2. Students must make-up all required assignments within one week of the end of the quarter.
3. Students who have failed by the end of the quarter to turn in work and/or take all graded assessments due to poor time management or study skill will not be allowed to extend the grading period beyond the published date in order to make up work.
4. Enrollment for the next grade level requires successful completion of all failures of required courses, including Religion prior to re-admission to Saint Joseph's Catholic Academy.

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		4.00	95-100		4.33	95-100		4.67
90-94		3.67	90-94		4.00	90-94		4.33
87-89		3.33	87-89		3.67	87-89		4.00
83-86		3.00	83-86		3.33	83-86		3.67
80-82		2.67	80-82		3.00	80-82		3.33
77-79		2.33	77-79		2.67	77-79		3.00

73-76		2.00	73-76		2.33	73-76		2.67
70-72		1.67	70-72		2.00	70-72		2.33
67-69		1.33	67-69		1.67	67-69		2.00
65-66		1.00	65-66		1.33	65-66		1.67
Below 65		0	Below 65		0	Below 65		0

Grade Reports

Reports of academic progress are made four times during the year at SJCA. These reports are emailed or mailed home each quarter. Progress Reports (Interims) Grades are accessible as teachers post them on PowerSchool. Our learning management system is PowerSchool. PowerSchool is accessible to students and parents 24/7. Students are given individual pass codes and instructed to share them with parents. Teachers should post grades within 7 days of testing or collection of assignments. The exceptions are essay, research, project assignments; these are cases in which teachers need additional time for assessments.

Progress Reports

Parents will have on-line access (PowerSchool) 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.

Course Guidelines/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.

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.

Instructional 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.

Learning 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 a 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.

National Honor Society

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.

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 administrator will schedule a meeting with the student, teacher, and parents. Strategies for academic intervention in the form of mandated tutoring opportunities 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.

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.

Policy for making up a failed core course required for graduation:

1. Student makes-up class during summer school offered off site or at a school approved online provider. Student receives credit but the make-up grade is not entered in G.P.A. The failed course grade will not be replaced.
2. Student makes up the class during the regular school year, if their class schedule allows. Student receives the full value of the grade and it is factored into the G.P.A.

Online Courses & Summer School Credit Recovery

Students who fail a class may be allowed to make it up through an approved online course or approved summer school program. However the following rules apply:

1. Students can only take one online course as make-up for a course in their four years of high school in an approved program by the administration.
2. The specific online course will be selected by school administration.
3. The grade in the online course or summer school course will not be considered when determining the student's grade point average.
4. The cost of these courses is the student's responsibility.

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.

Student Responsibilities

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 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 as 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.

Expectations of Learning and Creating a Culture of Academic Integrity

Students demonstrate mastery of objectives through taking a wide variety of formative and summative assessments such as examinations, written work, and performance-based assessments. The goal of assessments is to obtain feedback on what each student has learned in order to properly prepare students for their future. Behaviors that compromise the learning environment fail to give an accurate description on what a student truly has learned and mastered.

Administrators, faculty, students, and parents share in the responsibility of creating a culture of academic integrity. Faculty and students collaborate to create an environment and culture that is built upon a growth mindset. Students must learn to value mistakes and learn from failure. Students will be praised for effort, resourcefulness, and resiliency. These characteristics will assist students to become better problem solvers and critical thinkers.

Definitions of Academic Dishonesty Academic dishonesty occurs when students engage in behaviors that give themselves or other students an unfair advantage and/or misrepresentation of what a student has learned. These behaviors include, but are not limited to:

Plagiarism (please see below for the definition of plagiarism);

- Any activity which indicates academic dishonesty (i.e. wandering eyes while taking an exam);
- Copying another's work or sharing your own work in any way, shape, or form;
- Using resources or devices during an assessment that are prohibited;
- Communicating with other students during an assessment (this includes any verbal, written, email, or text communication);
- Providing or receiving information about an assessment to/from another classmate from one period to another or when directly told not to share information;
- Falsifying information before, during, or after an assessment has been issued;
- Stealing or accepting a copy of academic related materials (test, answer keys); and
- Altering an approved device (i.e. graphing calculator) for an academic advantage.

Faculty will establish procedures of collaboration, group work, and expectations that clearly communicate behaviors that exhibit academic dishonesty. Students should always ask questions and get clarity on procedures and assignments before turning in their work.

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.

Lunch Period

The following common courtesies are expected of our students during lunch:

1. Students are to remain on campus during lunch period
2. Food is to be eaten only in the Student Union, not in the hallways, classrooms, or outside of the building unless student(s) obtains permission from the classroom teacher or administration.
3. Throwing food, paper or other items is unacceptable. After eating, all trash in your area must be disposed of in the proper location and table cleaned.
4. Students may not order or have delivered to them food items from outside vendors unless a medical condition so warrants. Students must "brown bag" or purchase meals from the school cafeteria.
5. All students are to remain in the Student Union or assigned eating area during their lunch period unless proctors on duty excuse them.

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.

Textbooks

The school furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for all textbooks loaned to him/her, and is expected to return each book at the end of participation in the course, or pay for any book lost, destroyed, stolen or mutilated. No report card, records, transcripts or diplomas will be issued until all books are returned and/or fees paid.

Cell Phones/Electronic Devices

Cell phones & personal electronic devices have become an integral part of the fabric of society and an important tool for communication between parent and child. However, because cell phones have video, photographic, and text-messaging components, use during the school day can be, at best, a distraction, and at worst, a violation of school rules. Students are not permitted to photograph or

video students, faculty, staff, parents, or visitors to the school building or activities without permission of the parties involved and a violation of this policy will result in a 20 demerits.

Final Exam Expectations

Students are expected to dress and act professionally during finals. Wear school uniforms during finals week.

- Students should report to each final period prior to the posted time, seated and ready to take the final.
- Students will only be permitted to leave rooms during final periods on an emergency basis.
- During "Break" periods, students may eat a snack, stretch and move around, but should be in the next room prior to posted times.
- There will be no lunch served, and dismissal will be announced at the end of the 2nd final each day.
- If students do not have a final during a scheduled final period, they should report to class and use it as a SILENT study period.
- Books, computers, materials will be turned in during HOMEROOM and lockers should be cleaned out and left open.
- If students do not have an Exam to make-up, they may dismiss Friday after HOMEROOM

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 school administration.

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 that cause interruptions as determined by the classroom teacher 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/Substance 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.

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 recognizes 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 withdraw 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 role 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 students 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

Technology

Each student is issued a laptop for the academic year. The school issued laptops are not owned by the school and are leased. Therefore, any damage to the laptop as deemed by the leasing company will be at the student’s expense to repair. 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 or administrator's designee. 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.
- Persons issued an account are responsible for its use at all times.

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

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 faculty, staff, and or administration. School administrator or designee will assign demerits 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	No laptop cover	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	3
		Minor school disruption (in class, hallways, Student Union, throwing objects, playing music in hallways)	2
		Unauthorized use of technology	5
		Unattended bookbag or laptop	2
		Cell phone usage in class or study hall without permission	5
2	Demerits and/or Detention	Public display of affection	4
		Major classroom disruptions	6
		Missing detention	10
		Profanity (unacceptable language, gestures, or actions)	8
		Disrespect towards staff	10
		Bullying, humiliating, harassing, or intimidating another student	15
		Minor vandalism	15

		Skipping a class	15
3	Suspension	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

Saint Joseph’s Catholic Academy 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.

Saint Joseph’s Catholic Academy Daily Uniform Requirements: Men

Item	Requirements	Logo	Vendor
Blazer	Solid color: Dark navy blue Gold buttons preferred	NA	Any
Dress Slacks	Khaki or charcoal Dress slacks	NA	Any
Dress Shirt	Light blue or white Short or long-sleeved Oxford/Button down collar preferred	NA	Any
Necktie/Bow Tie	Options include: <ul style="list-style-type: none"> • Classic Saint Joseph’s orange-blue striped tie • Multi-colored tie that includes dark navy and dark orange, only • Solid color tie: Navy, light or dark gray, or dark orange 	NA	Classic Saint Joseph tie: ties.com Other ties: any vendor
Sweater (Optional)	Classic navy blue Long sleeved V-neck/Crew Neck Must be purchased from approved vendor	NA	Any vendor
Sweater Vest (Optional)	Classic navy blue V-neck	NA	Any vendor
Quarter Zip Fleece (Optional)	Classic navy blue Must be purchased from approved vendor	Required	Lands’ End, only

Quarter Zip Sweater (Optional)	True navy blue Must be purchased from approved vendor	Required	Lands' End, only
Belt	Solid color: Brown or black	NA	Any
Socks	Solid color: Black, navy blue, white, gray	NA	Any
Shoes	Athletic shoes or dress shoes Neutral tones preferred	NA	Any

Vendor Information:

Any school uniform items with the school logo must be purchased from one of the vendors below.

Vendor	Website	School Code	Comments
Lands' End	www.landsend.com	900147562	See above Mens Lands' End half-zip mock sweater (Item #413082AH1) with the logo cannot be ordered online. To order this item, call 1-800-469-2222.
Tommy Hilfinger	www.globalschoolwear.com	STJO15	See above
ties.com	ties.com	NA	Item#: XP200020 Item#: XP500020

Additional Information:

- Dress shirts must be free of wrinkles and neatly tucked in at all times.
- Neckties must be fully tied and pulled up.
- Polo shirts may not be worn in lieu of a dress shirt.
- Dress slacks must be worn above the hips, loose fitting, and preferably worn with a belt. Legs of dress slacks must reach the shoes.
- Skinny jeans, denim pants, pants with outside pockets on the legs (cargo pants), corduroy pants, or pants with top stitching down the pant legs, pockets, etc. may not be worn.
- Uniform sweater, quarter zip, or vest may be worn, but does not replace blazer.
- No boots, clogs (including Crocs ®), boots/shoes may not be higher than the top of the ankle, sandals, flip-flops, or other backless shoes may be worn.
- The administration reserves the right in determining the appropriateness of students' clothing and overall appearance for school.

Saint Joseph's Catholic Academy Daily Uniform Requirements: Women

Item	Requirements	Logo	Vendor
Blazer	Solid color: Dark navy blue Gold buttons preferred	NA	Any
Dress Slacks	Khaki or charcoal Dress slacks	NA	Any
Skirt	Beige or gray Must be purchased from approved vendor	NA	Land's End, Tommy Hilfiger, Flynn O'Hara
Blouse	Light blue or white Short, long, or ¾ sleeved Dress blouse	NA	Any
Socks	Solid color: Black, navy blue, white, gray	NA	Any
Tights/Hose	Solid color: Black, navy blue, white, gray, or skin-tone	Any	Tights/Hose
Shoes	Athletic shoes, loafers, docksiders, boat shoes, or flats Neutral tones preferred	NA	Any
Sweater (Optional)	Classic navy blue Long sleeved V-neck/Crew neck	NA	Any Vendor
Sweater Vest (Optional)	Classic navy blue V-neck	NA	Any vendor
Quarter Zip Fleece (Optional)	Classic navy blue Must be purchased from approved	Required	Lands' End, only

	vendor		
Quarter Zip Sweater (Optional)	True navy blue Must be purchased from approved vendor	Required	Lands' End, only

Vendor Information:

Vendor	Website	School Code
Lands' End	www.landsend.com	900147562
Tommy Hilfiger	www.globalschoolwear.com	STJOE15
Flynn O'Hara	www.flynnohara.com	PA091

Additional Information:

- Dress blouse must be free of wrinkles and neatly tucked in at all times.
- Polo shirts may not be worn in lieu of a dress shirt.
- Students may choose to wear skirts or dress slacks.
- Dress slacks must be worn above the hips and loose fitting. Legs of dress slacks must reach the shoes.
- Skinny jeans, denim pants, pants with outside pockets on the legs (cargo pants), corduroy pants, or pants with top stitching down the pant legs, pockets, etc. may not be worn.
- Skirt hem may be **no greater** than 2" above the knee.
- Uniform sweater, quarter zip, or vest may be worn, but does not replace blazer.
- No UGG like boots, clogs (including Crocs ®), boots/shoes may not be higher than the top of the ankle, sandals, flip-flops, or other backless shoes may be worn.
- Heels on dress shoes must be no greater than 1 inch.
- Sole of shoes may be no greater than 1 inch.
- The administration reserves the right in determining the appropriateness of students' clothing and overall appearance for school.

**Saint Joseph's Catholic Academy
PE Uniform Requirements-All students**

Item	Requirements	Vendor
Top	Athletic shirt with short sleeves Solid color: Gray or white May have graphic Wolfpack gear preferred	Any; Wolfpack gear may be purchased through the online store.
Bottom	Solid color: Dark blue, black, or gray Athletic pants Athletic shorts	Any

Socks	Solid color: Black, navy blue, white, gray	Any
Shoes	Athletic shoes Neutral tones preferred	Any

Additional Information:

- Graphic on shirts worn during PE must be school appropriate and is subject to administration approval.
- Online Wolfpack gear sales happen periodically throughout the school year. Sale information is announced via email. Contact Dr. Rodkey at jrodkey@sjcacademy.org for more information.
- Athletic pants/shorts must be worn above the hips and be loose fitting.
- Athletic shorts must have 5" inseam or more.
- Students may wear athletic leggings with shirts below the hips.
- The administration reserves the right in determining the appropriateness of students' clothing and overall appearance for school.

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 clothing
- 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, 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 not permitted to leave a dance early until a parent is notified.

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 Pillar 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 that 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).

Educational/Family Trip

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.

1. Parents may request work in advance, but the teachers may not be able to provide any or all of it.
2. It is the responsibility of the student to pick up the assignments from his teachers on the last day prior to departure.
3. On the day the student returns to school, he is responsible for giving his teachers all the work that was assigned prior to his departure and for requesting from the teacher any additional work that was assigned while he was absent.

4. This additional work, plus any tests or quizzes, must be made up within three days of the student's return. Students should plan to stay after school the three days upon his return to gather assignments and to make up quizzes and tests.
5. Students may be unable to make up some work that was completed as part of a group project or as a part of a class activity. They may have to take a -0- for this work.
6. The student is responsible for contacting his teachers to schedule a time to complete all missed tests or quizzes. Any work that is not completed within three days may be assigned a grade of -0-.
7. Parents will be expected to pay for a test proctor or tutor in cases where a student is not able to master new material on his/her own.

Parents: Please look at the calendar before planning vacations.

Early Release Option for SJCA SENIORS

The Early Release Option is an earned privilege available to Seniors at SJCA. It may be revoked due to disciplinary action taken by a school administrator or teacher. Also, the parent/legal guardian may revoke this for their student at any time. When this privilege is revoked, students shall be placed in study halls for the remainder of the semester.

Seniors may be released up to a maximum of 1 period at the end of the school day. The actual time of day that they are released may vary according to the school schedule for that day. Students who participate in the early release option must leave the school premises at the early release time each day. They are not to remain in the building or on the school property, nor be on any other school property throughout the district while school is in session. If the student has an after school activity, they must return to that activity after school has been dismissed. Requesting early release does not automatically ensure that the student will receive the maximum number of early release periods, if at all. Due to balancing of scheduled classes, students may have to be placed in a study hall or choose another class if they cannot be released early. The scheduling of this early release option does not take precedent over the scheduling of any classes. Class sections will not be changed in order to accommodate early release. Athletes must pay special attention to the number of classes scheduled and passing in order to be eligible to participate according to the PIAA and SJCA school athletic guidelines. Saint Joseph's Catholic Academy is not responsible for the safety or well-being of a student once released from school grounds during this early release option.

A student's Early Release Option may be revoked at any time during the school year by the student's parent or guardian, or by the Administration as a disciplinary consequence. The final decision on any student's receipt of an Early Release Option rests with the administration.

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 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 Instruction 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

Financial Policies

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

Tuition and Fee Structure

Tuition and fees paid by families constitute a portion of the actual per pupil expenses. The difference between the per pupil cost and the tuition charged is obtained in many ways (e.g. subsidies from parishes, diocesan or religious congregation resources, from multi-faceted development programs and fund-raising activities).

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

The tuition for International students is \$17,500. All international students attending SJCA must purchase their own individual health insurance.

Fees:

\$650 technology/textbook

\$150 graduation

\$150 athletic/activity

\$250/\$400 Centre Gives Campaign

\$10 replacement student ID

\$10 replacement entry fob

Replacement MacBook Air charging cables \$70.00 each for each occurrence.

Replacement of MacBook Air for damages is \$1,000 or the cost of repair(s) plus shipping and handling are the responsibility of the student.

Tuition Assistance

Saint Joseph's Catholic Academy has partnered with Simple Tuition Solutions (STS) to determine eligibility for tuition assistance. To be considered for tuition assistance, parents/guardians of new and current students must complete the online STS financial assistance application and submit all

required, supportive documentation by May 5. Further, STS requires payment of a nonrefundable \$25 application fee in order to process your application.

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

Formal Enrollment, Deposit Payment, and Tuition Plan Selection

Parents/guardians of accepted students will be directed to log into the SchoolAdmin system to complete additional online tuition contract and enrollment checklist forms.

Parents/guardians will also be asked to create a STS tuition management account, make a non-refundable \$500 tuition deposit, and set up a tuition payment plan. Parents will receive an email from STS with instructions as to how to do this.

The tuition deposit is due July 1st and will be applied to the student's overall tuition balance. The tuition payment plan begins August 1st. If you have any questions about making the deposit payment, please, contact the Saint Joseph's Business Manager.

*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.

Tuition and fees must be current. If at the end of a grading period a tuition account is not current, a student's grade report, transcripts, and diploma will be withheld until the tuition account is current. Students will not be permitted to participate in school-related education trips. All tuition accounts and fees must be paid in full in order for students' grade reports and/or transcripts to be released. The school reserves the right to refuse re-enrollment for the following academic year until financial obligations have been met.

TUITION REFUND POLICY Any student who voluntarily withdraws or is expelled during an academic year will be responsible for payment of tuition.

July 1st – First day of school: full refund will be given if the tuition is paid in full less a \$650.00 technology/activity/textbook fee and a \$250 administration fee.

First day of school – January 1: One half of tuition plus the technology/activity/textbook will be charged.

January 2 – June 15: Full tuition plus the technology/activity/textbook fee will be charged.

NOTE: If a student has received a tuition grant or scholarship award and the student withdraws or is expelled before December 31st no grant/scholarship amount will be applied to their tuition account. A prorated amount will be applied to the tuition account depending on the date of withdrawal after

December 31st. If a student is expelled all prepaid tuition and fees are forfeited. Any student who has any type of suspension may not be eligible for tuition assistance from Saint Joseph’s Catholic Academy.

Scholarships given to the school in the name of a student are returned back to the donor for redistribution.

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 period	Lunch 1/Lab class/FLEX period	11:26 – 11:56
Lunch 2/Lab class/FLEX period	Lunch 2/Lab class/FLEX period	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/Enrichment Period	11:47 – 12:17
Lunch 2/Enrichment 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

Virtual Day Guidelines and Expectations

The Saint Joseph's Catholic Academy school community is notified of virtual instruction days via, emails, School Messenger system (telephone calls and text messages), radio and television stations the night before or as early as possible in the morning.

Teachers and students will use ZOOM/Google programs and MacBook Air laptops for virtual instruction.

Here are the virtual learning and instruction expectations for all students.

- The school day is 8:05-3:05.
- Students must be online and dressed in their Saint Joe's spirit wear at the start of classes each weekday.
- Each teacher has a ZOOM link for their classes.
- Teachers and students must be on ZOOM with their cameras on at the beginning of each class and wait for teachers instructions or lessons.
- The teacher will then instruct the student about the specifics of the class and the assignments and/or require the student to be in attendance for the entire class period on ZOOM depending on the instructional method for delivering content.
- Students must return to the class for the end of each period. Students have a 3 minute break between classes.
- The teachers will be available through GMAIL, Google chat/hangouts during the class to answer questions if they are not on ZOOM.
- If a teacher and student have a study period this is a break for the teacher and student and the students assigned lunch period will be the lunch for the teacher and student.
- Students will follow all the same attendance guidelines for the school day and classes as for in-person instruction.
- For 1st period attendance the student will complete this form prior to 8:00 a.m. The attendance guidelines are found in the Student/Parent Handbook. Students will follow all attendance guidelines as though they are in-person.
- <https://forms.office.com/Pages/ResponsePage.aspx?id=2WnYdHInXkGZrlyLcZtVOgRTc3qvURIFvzcHpa3b7X9UNlpEQ0hSUTc2NjFPSkIjWjFCNjNONU1CRS4u>
- If a student is absent due to illness or is tardy or needs an early dismissal the parent or guardian must call the school office or complete this form.

- <https://forms.gle/3oxB8ZTiyVKqDPky5>
- Teachers and students will be expected to use Gmail and Google classroom for all assignments, assessments, projects. etc. All assignments and tests are completed online and due according to the teachers' instructions. Teachers may also require tests and projects to be completed at home and dropped off at the school office.
- Teachers will follow their class guidelines for late or missing assignments. Teachers will report to the school office when students are not in attendance for their class.
- Additional expectations:
- Students are not to be in private locations (e.g. bedrooms and bathrooms and must not be in bed,). Do not carry your laptop around the house while in class.
- Students must be on ZOOM with their teacher at the beginning of each class. All cameras must be turned on.
- The teacher will then instruct the student of the assignments or require the student to be in attendance for the entire class period on ZOOM.
- The teachers will be available through GMAIL, Google chat/hangouts during the class to answer questions if they are not on ZOOM.
- If a student has a study period this is a break for the student and the students assigned lunch period will be the lunch for the student. We will not have Homerooms, Chapel, Flex Periods, Clubs, Mass, or Assembly on virtual days for inclement weather. These times are breaks for students and teachers.
- Students will follow all the same attendance guidelines for the school day and classes as the students for in-person instruction.
- For 1st period attendance the student will complete this form prior to 8:00 a.m. The attendance guidelines are found in the Student/Parent Handbook.
<https://forms.office.com/Pages/ResponsePage.aspx?id=2WnYdHInXkGZrlyLcZtVOgRTc3qvURIFvzcHpa3b7X9UNlpEQ0hSUTc2NjFPSklJWjFCNjNONU1CRS4u>
- If a student is absent due to illness or is tardy or needs an early dismissal the parent or guardian must complete this form.<https://forms.gle/3oxB8ZTiyVKqDPky5>

- Students will be expected to use Gmail and Google classroom for all assignments, assessments, projects. etc.
- All assignments and tests are completed online and due according to the teachers' instructions. Teachers will follow their class guidelines for late or missing assignments.