

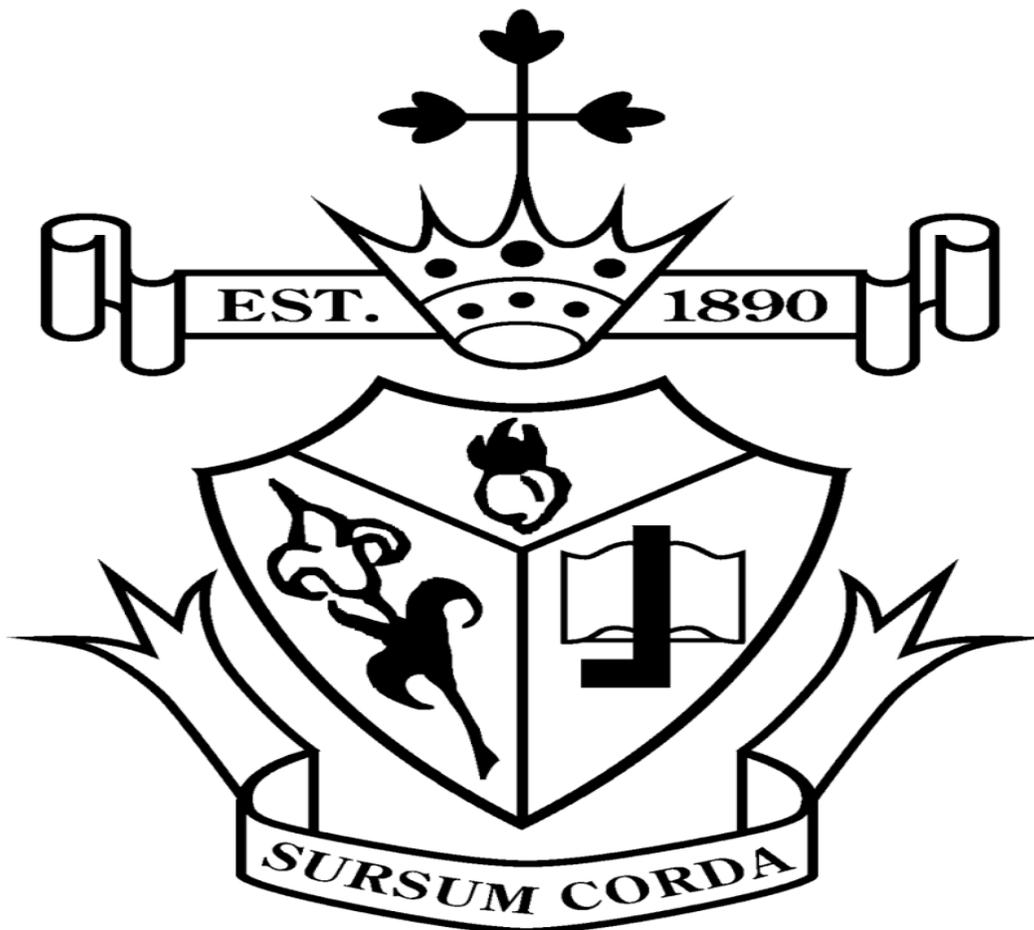
SAINT JOSEPH
ACADEMY
PARENT/GUARDIAN
AND STUDENT
HANDBOOK
2018 - 2019

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SAINT JOSEPH ACADEMY MISSION STATEMENT

Saint Joseph Academy, rooted in the spirituality of the Congregation of St. Joseph, fosters unifying relationships with God and all creation, empowers each young woman to achieve academic excellence, and inspires a life of compassionate leadership and service in a global society.



THE SAINT JOSEPH ACADEMY CREST

In 1934, Sr. Agatha Keller, CSJ, designed a coat of arms for the use of the Sisters of the Congregation of St. Joseph in Cleveland. The crest, appearing above, is comprised of many parts, but together they represent the mission of Saint Joseph Academy.

The cross is a symbol of our salvation.

The crown represents Christ the King.

The five points of the crown represent the five wounds of Jesus during the crucifixion.

The symbol of the inflamed heart reminds us of charity.

The lily represents purity and is the symbol of St. Joseph.

The carpenter's square serves as a support for the Holy Rule of the Congregation.

THE CHARACTER OF A SAINT JOSEPH ACADEMY GRADUATE

In the tradition of the Congregation of St. Joseph,
the graduate of Saint Joseph Academy is a woman
who lives **UNIFYING LOVE** through
EMPATHETIC JUSTICE
SERVICE TO THE DEAR NEIGHBOR WITHOUT DISTINCTION
PERSONAL INTEGRITY
EMERGING WISDOM.

UNIFYING LOVE

Nourished by prayer, scripture and the sacraments, she exhibits inclusivity, mutuality, and oneness in relationships with God, others and Earth.

EMPATHETIC JUSTICE

Devoted to doing justice with compassion and respect for others, she works for systemic change to bring about global equality.

SERVICE TO THE DEAR NEIGHBOR WITHOUT DISTINCTION

Recognizing relationship as the primary service, she makes herself vulnerable in meeting the unmet needs of others.

PERSONAL INTEGRITY

Valuing the wellness of body, mind, and spirit, she discovers and owns her unique gifts and skills, claims her leadership ability, and moves forward with confidence, courage, honesty, and initiative.

EMERGING WISDOM

Enlightened by intellectual curiosity, discernment, and openness, she thinks critically, reflects regularly, broadens her perspectives, and embraces the challenges of new ideas.

HISTORY OF SAINT JOSEPH ACADEMY AND THE CONGREGATION OF ST. JOSEPH

The journey of the Congregation of St. Joseph began in 1650 with six women in the war-ravaged city of Le Puy, France. These women wanted to unite their call to a profound inner life with God with an equally profound love for their desperately poor neighbors. At the time, women religious were not permitted to actively serve the needs of others. But this small, fledgling group had courageous mentors, Fr. Jean Pierre Medaille, SJ, and Bishop Henri de Maupas, who took risks to nurture their founding vision.

In 1793, the Congregation of St. Joseph was disbanded during the French Revolution but was reestablished in 1807 by Mother St. John Fontbonne in Lyon, France. As word of the Sisters' services and good deeds grew, dioceses throughout France requested the services of the order. Later, bishops in newly established dioceses in the United States asked for their assistance.

In 1836, six Sisters of St. Joseph arrived in the United States to establish a Motherhouse in Carondelet, near St. Louis, Missouri. Once established, the Congregation began to spread throughout the United States and Canada. Our own Cleveland Congregation was founded through the vision of Mother St. George Bradley. Settling first in Painesville, Ohio, the Sisters opened their first house in 1872.

In 1890, the Cleveland CSJ community moved west to Cleveland, opening Saint Joseph Academy and a convent in the Tremont neighborhood. In 1899, the Sisters purchased a large tract of property on Cleveland's far west side that today includes Saint Joseph Academy, River's Edge at St. Joseph Center, St. Joseph Village and St. Joseph Hall.

Classes were first held in a small house on the property before moving classes into the Motherhouse of the Sisters. The current Academy building was built in 1928. Until the mid-1930s Saint Joseph Academy was an elementary school for boys and girls and a high school for girls. The Sisters also lived in the school building with boarding students at one time.

A major addition to the building, the Academy Center, was opened in 1996. This portion of the school houses a large gymnasium, locker rooms, a fitness room, a spacious arcade and a music room for the performing arts program. The addition of the Rawlings Track and Field in 2002 allowed the Athletic Department to expand its soccer and track programs.

In 2007, seven Congregations from across the country and Japan came together to form the new Congregation of St. Joseph. Today members of the Congregation of St. Joseph and associates work to recognize and respond to the needs of their "dear neighbor" throughout the world. Their ministries include education, pastoral and campus ministry, literacy initiatives, work with homeless and battered women, shelters for women, crisis nurseries, hospitals, staffed telephone prayer lines, work with the deaf, mentally challenged adults, and Native Americans, and drop-in centers. They are engaged in community organizations and advocate for peace and justice.

The Sisters of the Congregation of St. Joseph have sponsored Saint Joseph Academy since its founding. They have given spiritual, academic and financial support to the Academy since 1890. It is through the inspiration of the Sisters that we at Saint Joseph Academy strive to encourage our students to experience an awakening to faith, mind and the world. Our goal is that each young woman who attends Saint Joseph Academy develops into a compassionate leader with a loving relationship with God, each other and all creation.

ADMINISTRATION

Mary Ann Corrigan-Davis '71, President
Jeff Sutliff, Principal
Sister Phyllis DiFuccia, SSJ, Vice President of Mission
Moirra McGreer, CPA, Vice President of Finance and Administration
Constance S. Sipple, CFRE, Vice President of Institutional Advancement
Megan Regan, Assistant Principal
Marie Ciolek, Dean of Women
John Manuszak, Athletic Director

Alison Busser '04, Alumnae Director
Nora Corrigan, Human Resources
Laura DeFabio, Information Technology
Director
Christine DeSalvo, Director of Admissions
Susan Emmerich, Director of College
Counseling
Kathy Flinn, Vice President of Enrollment and
Marketing
Erin Grace, Director of Major Gifts and Planned
Giving

Keri Grady, Instructional Coach
Lisa Gregorski, Director of Intervention
Services
Adriane Hicks, School Counselor
Maryann Marek, School Counselor
Nikki Mohar, Development Director
Rick Morscher, Director of Building and
Grounds Maintenance
Maria Mueller, College Counselor

OFFICE STAFF

Nancy Zawadzki, Executive Assistant
Andrea Ham, Administrative Assistant to Principal
Leanne Gilgenbach, Assistant to the Principal
Stefani Rose, Academic Coordinator and Registrar
Deb Ross, Attendance Assistant
Judy Case, Administrative Assistant

Saint Joseph Academy
3470 Rocky River Drive
Cleveland, Ohio 44111

www.sja1890.org

(List of all teachers and staff members located here)

Phone: 216.251.6788
Fax: 216.251.5809

ATTENDANCE HOTLINE

Telephone: 216.251.5374

PARENT/GUARDIAN INFORMATION

The privilege to attend Saint Joseph Academy is limited to one year at a time, providing that a student demonstrates good performance and a positive response to the requirements stated in this handbook during the course of a school year.

Students who are 18 years old are still subject to all rules, regulations, policies and procedures of Saint Joseph Academy. This includes parental authorization signatures.

The academic administration of Saint Joseph Academy reserves the right to review any situation on a case-by-case basis with an overall goal towards fairness and appropriate action if necessary. The Principal is the final recourse for these cases.

The academic administration reserves the right to amend this handbook. Students and parents/guardians will be given notification of any changes.

CALLING IN ABSENCE

When a student is absent due to illness, the parent/guardian must telephone the attendance hotline at 216.251.5374 prior to 8 a.m. on the day of the absence (emails will not be accepted). A 24-hour answering machine has been provided for your convenience.

The message should include:

- Date of the absence
- The name of the student
- The caller's name and a phone number where the caller can be reached during the day. If a call is not received by 8 a.m., the absence may be unexcused even when the Attendance Secretary contacts the parent after this time.

CUSTODIAL PARENT/GUARDIAN

Custodial parents/guardians are required to furnish the school with a copy of the custody papers. This copy should include the following: cover document, custody orders and the signed page of the document.

Saint Joseph Academy abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents/guardians. In the absence of a court order to the contrary, the school will provide the non-custodial parent/guardian with the access to academic records and other school information regarding his or her child if requested. If there is a court order specifying that there is to be no information given, it is the custodial parent/guardian's responsibility to provide the school with a court-certified copy of the court order. Never-married parents/guardians should also have custody documents on file.

PARENTAL CONCERNS

We encourage students and parents/guardians to initiate discussions on their needs or conflicts with an administrator, teacher or staff member responsible for the area of concern. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should an administrator be contacted.

PARENT–SCHOOL PARTNERSHIP

The education of a student is a partnership between the parents/guardians and the school. When parents/guardians and schools maintain active and open lines of communication, the students are more likely to be successful. We will provide a quality education; we ask that parents/guardians encourage their daughter to select rigorous coursework and to do all her homework each evening. We will contact parents/guardians regarding their daughter's progress; we ask that parents/guardians contact their daughter's teachers regularly. We will offer many opportunities for parents to come and participate in the operation of Saint Joseph Academy; we ask that parents/guardians attend school functions. We ask that parents/guardians read all information posted on the Saint Joseph Academy website (www.sja1890.org) regularly. Let us all be proactive rather than reactive.

SCHOOL DELAY, CLOSURE OR IMPORTANT MESSAGE

In the event of a school delay, closure or an important message, the Saint Joseph Academy community will be notified through the School Messenger alert system. In addition, each major Cleveland news station will be notified to add our school to their running list. The Saint Joseph Academy website and social media accounts will also be updated to indicate that school is closing. These same methods will be used for evening and weekend events.

FINANCES

JAGUAR JACKPOT

The Jaguar Jackpot is a student fundraising campaign that raises money for tuition assistance for Saint Joseph Academy students. Every student is expected to participate in the Jaguar Jackpot by selling their quota of 30 raffle tickets at \$10 each (\$300.) **If the \$300 quota is not sold, parents will be billed for the balance of the unsold tickets after the drawing.**

TUITION AND FEES

Accounts will be reviewed on a monthly basis. If a student's account is in arrears or tuition loan payments with the credit union are not up to date:

- A student may not be able to attend classes.
- Schedules will not be issued and grades will not be assigned.
- A student may not participate in any extracurricular activities. This includes international trips, overnight mission trips, etc.
- Transcripts will not be released.
- A late fee of \$15.00 may be charged.

SCHOLARSHIPS AND TUITION ASSISTANCE

Scholarship and tuition assistance are available. Information will be available on Saint Joseph Academy's website in the fall. The deadline for financial aid applications and scholarship applications for the following academic year is November 16, 2018.

SENIORS

- Must have completed all obligations, financial and otherwise, in order to participate in the senior graduation activities, including prom.
- Report cards will be held until all obligations including, but not limited to, financial, disciplinary, athletic and academic responsibilities are met.
- No transcripts, report cards, or records will be released until tuition and fees are paid in full.

STUDENTS WITHDRAWING FROM SAINT JOSEPH ACADEMY

- Students withdrawing from the Academy during the school year for any reason may be eligible for a tuition refund.
- If a student is a registered student for any portion of an academic quarter, tuition for that entire quarter must be paid.
- Paid tuition will be refunded, less any applicable discounts, including scholarships and tuition assistance, for the remaining portion of the school year.
- Adjustments for the Cleveland Scholarship Program will be calculated in accordance with state regulations.
- Student fees (technology fee, graduation fee, parking fees, etc.) are not refundable.
- Tuition refunds are not available for students participating in a formal international exchange program.

2018 – 2019 Daily Schedule and Rotation

Daily Schedule ABCD Rotation

A	8:00 AM	9:25 AM
AP1	8:00 AM	8:56 AM
AP2	8:59 AM	9:55 AM
AP3	9:58 AM	10:54 AM
B	9:29 AM	10:54 AM
Activity 1	10:58 AM	11:28 AM
Activity 2	11:32 AM	12:02 PM
C	12:06 PM	1:31 PM
D	1:35 PM	3:00 PM

Daily Schedule CDAB Rotation

C	8:00 AM	9:25 AM
D	9:29 AM	10:54 AM
Activity 1	10:58 AM	11:28 AM
Activity 2	11:32 AM	12:02 PM
A	12:06 PM	1:31 PM
AP1	12:06 PM	1:02 PM
AP2	1:05 PM	2:01 PM
AP3	2:04 PM	3:00 PM
B	1:35 PM	3:00 PM

Early Dismissal ABCD Rotation

A	8:00 AM	9:10 AM
AP1	8:00 AM	8:46 AM
AP2	8:49 AM	9:35 AM
AP3	9:38 AM	10:24 AM
B	9:14 AM	10:24 AM
C	10:28 AM	11:38 AM
Activity 1	11:42 AM	12:12 PM
Activity 2	12:16 PM	12:46 PM
D	12:50 PM	2:00 PM

Early Dismissal CDAB Rotation

C	8:00 AM	9:10 AM
D	9:14 AM	10:24 AM
Activity 1	10:28 AM	10:58 AM
Activity 2	11:02 AM	11:32 AM
A	11:36 AM	12:46 PM
AP1	11:36 AM	12:22 PM
AP2	12:25 AM	1:11 PM
AP3	1:14 PM	2:00 PM
B	12:50 PM	2:00 PM

Extended Activity Block ABCD Rotation

A	8:00 AM	9:17 AM
AP1	8:00 AM	8:50 AM
AP2	8:54 AM	9:44 AM
AP3	9:48 AM	10:38 AM
B	9:21 AM	10:38 AM
Activity 1	10:42 AM	11:12 AM
Activity 2	11:15 AM	11:45 AM
Activity 3	11:48 AM	12:18 PM
C	12:22 PM	1:39 PM
D	1:43 PM	3:00 PM

Extended Activity Block CDAB Rotation

C	8:00 AM	9:17 AM
D	9:21 AM	10:38 AM
ACTIVITY 1	10:42 AM	11:12 AM
ACTIVITY 2	11:15 AM	11:45 AM
ACTIVITY 3	11:48 AM	12:18 PM
A	12:22 PM	1:39 PM
AP1	12:22 PM	1:12 PM
AP2	1:16 PM	2:06 PM
AP3	2:10 PM	3:00 PM
B	1:43 PM	3:00 PM

Mass/1:30 Assembly Schedule ABCD

A	8:00 AM	8:59 AM
AP1	8:00 AM	8:39 AM
AP2	8:42 AM	9:21 AM
AP3	9:23 AM	10:02 AM
B	9:03 AM	10:02 AM
C	10:06 AM	11:05 AM
Activity 1	11:09 AM	11:39 AM
Activity 2	11:43 AM	12:13 PM
D	12:17 PM	1:16 PM
Homeroom	1:20 PM	1:30 PM
Mass	1:30 PM	3:00 PM

Mass/1:30 Assembly Schedule CDAB

C	8:00 AM	8:59 AM
D	9:03 AM	10:02 AM
A	10:06 AM	11:05 AM
AP1	10:06 AM	10:45 AM
AP2	10:47 AM	11:26 AM
AP3	11:28 AM	12:08 PM
B	11:09 AM	12:08 PM
Activity 1	12:12 PM	12:42 PM
Activity 2	12:46 PM	1:16 PM
Homeroom	1:20 PM	1:30 PM
Mass	1:30 PM	3:00 PM

Opening Mass at OLA

A	8:00 AM	8:41 AM
AP1	8:00 AM	8:27 AM
AP2	8:29 AM	8:56 AM
AP3	8:58 AM	9:25 AM
B	8:45 AM	9:26 AM
C	9:30 AM	10:11 AM
D	10:15 AM	10:56 AM
ACTIVITY 1	11:00 AM	11:28 AM
ACTIVITY 2	11:30 AM	11:58 AM
HOMEROOM	12:00 PM	12:30 PM
Mass	12:30 PM	

Farewell Mass at OLA

C	8:00 AM	8:41 AM
D	8:45 AM	9:26 AM
A	9:30 AM	10:11 AM
AP1	9:30 AM	9:57 AM
AP2	9:59 AM	10:26 AM
AP3	10:28 AM	10:56 AM
B	10:15 AM	10:56 AM
ACTIVITY 1	11:00 AM	11:28 AM
ACTIVITY 2	11:30 AM	11:58 AM
HOMEROOM	12:00 PM	12:30 PM
Mass	12:30 PM	

Pep Rally Schedule ABCD Rotation

A	8:00 AM	9:16 AM
AP1	8:00 AM	8:50 AM
AP2	8:53 AM	9:43 AM
AP3	9:46 AM	10:36 AM
B	9:20 AM	10:36 AM
C	10:40 AM	11:56 AM
Activity 1	12:00 PM	12:30 PM
Activity 2	12:34 PM	1:04 PM
D	1:08 PM	2:24 PM
Pep Rally	2:30 PM	3:00 PM

Pep Rally Schedule CDAB Rotation

C	8:00 AM	9:16 AM
D	9:20 AM	10:36 AM
Activity 1	10:40 AM	11:10 AM
Activity 2	11:14 AM	11:44 AM
A	11:48 AM	1:04 PM
AP1	11:48 PM	12:38 PM
AP2	12:40 PM	1:32 PM
AP3	1:34 PM	2:24 PM
B	1:08 PM	1:24 PM
Pep Rally	2:30 PM	3:00 PM

Prayer Service/2 pm Assembly ABCD Rotation

A	8:00 AM	9:05 AM
AP1	8:00 AM	8:44 AM
AP2	8:46 AM	9:29 AM
AP3	9:31 AM	10:14 AM
B	9:09 AM	10:14 AM
C	10:18 AM	11:23 AM
Activity 1	11:27 AM	11:57 AM
Activity 2	12:01 PM	12:31 PM
D	12:35 PM	1:40 PM
Homeroom	1:44 PM	2:00 PM
Prayer Service/ Assembly	2:00 PM	3:00 PM

Prayer Service/2 pm Assembly CDAB Rotation

C	8:00 AM	9:05 AM
D	9:09 AM	10:14 AM
A	10:18 AM	11:23 AM
AP1	10:18 AM	11:01 AM
AP2	11:03 AM	11:46 AM
AP3	11:48 AM	12:32 PM
B	11:27 AM	12:32 PM
Activity 1	12:36 PM	1:06 PM
Activity 2	1:10 PM	1:40 PM
Homeroom	1:44 PM	2:00 PM
Prayer Service/ Assembly	2:00 PM	3:00 PM

Homeroom Schedule ABCD Rotation

A	8:00 AM	9:20 AM
AP1	8:00 AM	8:53 AM
AP2	8:56 AM	9:49 AM
AP3	9:51 AM	10:44 AM
B	9:24 AM	10:44 AM
Homeroom	10:48 AM	11:04 AM
Activity 1	11:08 AM	11:38 AM
Activity 2	11:42 AM	12:12 PM
C	12:16 PM	1:36 PM
D	1:40 PM	3:00 PM

Homeroom Schedule CDAB Rotation

C	8:00 AM	9:20 AM
D	9:24 AM	10:44 AM
Homeroom	10:48 AM	11:04 AM
Activity 1	11:08 AM	11:38 AM
Activity 2	11:42 AM	12:12 PM
A	12:16 PM	1:36 PM
AP1	12:16 PM	1:09 PM
AP2	1:12 PM	2:05 PM
AP3	2:07 PM	3:00 PM
B	1:40 PM	3:00 PM

Delayed Start Schedule ABCD Rotation

A	10:00 AM	10:55 AM
AP1	10:00 AM	10:36 AM
AP2	10:39 AM	11:15 AM
AP3	11:18 AM	11:54 AM
B	10:59 AM	11:54 AM
Activity 1	11:58 AM	12:28 PM
Activity 2	12:32 PM	1:02 PM
C	1:06 PM	2:01 PM
D	2:05 PM	3:00 PM

Delayed Start Schedule CDAB Rotation

C	10:00 AM	10:55 AM
D	10:59 AM	11:54 AM
Activity 1	11:58 AM	12:28 AM
Activity 2	12:32 PM	1:02 PM
A	1:06 PM	2:01 PM
AP1	1:06 PM	1:42 PM
AP2	1:45 PM	2:21 PM
AP3	2:24 PM	3:00 PM
B	2:05 PM	3:00 PM

2018 - 2019 WEEKLY ROTATION

A (AP1,AP2, AP3)	<u>Week Beginning:</u> August 20 August 27 * September 17 September 24 *	C	<u>Week Beginning:</u> September 3 September 10 * October 1 * October 8
B	October 15 October 22 November 12 * November 19 December 10 *	D	October 29 * November 5 November 26 * December 3
C	December 17 January 7 January 14 * February 4 * February 11 March 4 *	A (AP1, AP2, AP3)	January 21 January 28 February 18 February 25 * March 18
D	March 11 April 8 * April 15 May 6 * May 13	B	April 1 * April 22 * April 29 May 20 * May 27

*** Denotes a week with a 2:00 PM Wednesday early dismissal.**

ATTENDANCE POLICIES AND PROCEDURES

Attendance Line Telephone: 216.251.5374

Consistent attendance is a critical element in achieving academic success and helps to develop a lifelong habit of regular attendance and punctuality. It is the student's responsibility to follow the make-up work policy.

Students are expected to arrive to school and be in their classes on time; however, the safety of students is always of first importance. On days of bad weather or when traveling through large construction areas, the student should anticipate difficulties by leaving home earlier than usual.

Parent/Guardians must call the attendance line if a student will be absent or tardy for any reason including appointments, college visits and funerals. All student absences are unexcused in PowerSchool until changed to excused by the Attendance Secretary based upon parent contact. Absences are recorded in block increments. A student arriving to school after 8:20 a.m. is marked absent, not tardy.

A student who is absent for the entire day is not permitted to participate in extracurricular activities on that same day. Students who are absent for part of the day are eligible to participate in extracurricular activities or field trips on that same day only at the discretion of the administration.

In the case of an extended absence due to illness or surgery, a daily telephone call is not necessary if the parent/guardian provides the Attendance Secretary with all of the dates of absence. The student or parent/guardian may contact the student's teacher via email to get missing assignments. Excessive absences may require a student and/or parent conference with the Dean of Women and/or the Principal.

Saint Joseph Academy does not have approved student "skip days." If the school becomes aware of a "skip day," the student will be marked as unexcused unless a doctor's note is presented on the following day.

The parent/guardian will receive written notification from the Dean of Women when a student has been absent five times during a semester. When a student has accumulated ten or more absences in a semester, medical documentation will be required for each absence thereafter. If this documentation is not provided upon return to school for each absence after the ten days, the days may be unexcused. Excessive absences or unexcused absences determined by the academic administration may result in the student not receiving credit for a particular class or being withdraw from Saint Joseph Academy.

APPOINTMENTS

- Parent/Guardian must call the attendance line to notify of date and time of appointment.
- When the student returns to school from the appointment, she must bring documentation from the physician, dentist, orthodontist, court official, etc., which verifies the appointment and present it to the Attendance Secretary.
- Failure to notify the attendance office of an appointment and/or failure to provide documentation of an appointment will result in an absence being unexcused.

COLLEGE VISITS

- Juniors and Seniors are permitted three days per year for the purpose of visiting colleges. The college visits may take place in either school year, but the total number of visit days cannot exceed six per student between Junior and Senior year.
- Upon returning to school, written verification from the admissions officer of the college must be presented to the Attendance Secretary.
- Days missed as a result of approved college visits are not recorded on the student's permanent attendance record.
- Failure to follow this procedure will result in the day being recorded as unexcused.

FIELD TRIPS

- The sponsoring teacher and/or organization will distribute Field Trip Permission Forms to the students in advance of any trip. This form must be completed and returned to the designated Saint Joseph Academy sponsor prior to the day of the trip.
- The student is responsible for making up any class work and assignments missed while attending the field trip.
- Days missed as a result of approved field trips are not recorded on the student's permanent attendance record.

FUNERALS

- Any student wishing to attend a funeral must have a parent/guardian telephone the attendance line to notify the Attendance Secretary of the absence.
- Failure to follow this procedure may result in an unexcused absence.

TARDY

- Each student will receive two excused morning tardies per semester.
- A student arriving late to school or class must report directly to the Main Office.
- A call from a parent/guardian does not excuse the tardy.
- A student who is tardy may incur disciplinary action.

ACADEMICS

Saint Joseph Academy offers a full range of rigorous courses providing skills necessary for college and the workforce. Reading, writing and 21st-century skills are incorporated across the curriculum. Honors and Advanced Placement courses are offered for students interested in a more challenging curriculum.

ACADEMIC REQUIREMENTS

The academic requirements for graduation from Saint Joseph Academy are listed in the table below and vary by graduation year. Students are strongly encouraged to exceed the minimum credit requirement. It is strongly recommended that students consult with their college counselor for specific requirements for college admission or other post-secondary plans. Students will graduate when all academic requirements are met and in **no less than four years**.

Subject	Credits
CORE Ministry	4.0
English	4.0
Math	4.0 (Through Algebra II)
Science	3.0 (Physical Science Course, Life Science Course, Advanced Science Course)
Social Studies	3.0 (World History, U.S. History, Government/Economics)
Visual Performing Arts	1.0
Wellness	<p>Class of 2019 & Class of 2020 will be required to earn 3.0 credits to graduate.</p> <ul style="list-style-type: none"> • 0.5 Health Education • 0.5 Physical Education • 2.0 Wellness Curriculum (0.5 per school year) <p>Class of 2021 & Class of 2022 will be required to earn 3.5 credits to graduate</p> <ul style="list-style-type: none"> • 1.0 Health Education • 0.5 Physical Education • 2.0 Wellness Curriculum (0.5 per school year)
World Language	2.0 (Credits must be earned in the same language)
Electives	Enough to meet the requirements for graduation.
Total Credits	Class of 2019, 2020, 2021 and 2022 - 30 credits needed to graduate from Saint Joseph Academy

SAINT JOSEPH ACADEMY ACADEMIC SERVICES

Rooted in the spirituality of the Congregation of St. Joseph, Saint Joseph Academy provides each student who walks through our doors the opportunity for academic excellence and personal growth. Every student has access to the same curricular options throughout her four years at Saint Joseph Academy. Through continual, effective formative assessments, faculty members will differentiate their classroom instruction in order to address the needs of all learners. Using the results of these assessments, teachers may modify the curriculum content, process, and/or product, as well as the learning environment, so that each student reaches her maximum potential as a learner.

In order to fulfill this directive, we will provide a range of services, adjustments and modifications ranging from informal to formal. These include the following:

STUDENT SUCCESS COMMITTEE

This committee is comprised of representatives from our Student Support Services department, the Dean of Women, the Assistant Principal, Guidance Counselors and the School Psychologist. The purpose of the committee is to proactively identify any student who is currently dealing with, or at risk for social, emotional, academic or health issues. This committee actively looks to help these students and keeps the lines of communication open with all stakeholders.

TUTORING

Tutoring is offered at many different levels and within each subject group. The National Honor Society offers peer tutoring for all students in all subjects. Students who have previously taken a course will tutor those who are currently struggling. Peer tutoring will be one of the first options explored by students searching for additional help.

Teachers within subject groups hold open office hours during the day and before and after school to assist any student in need. Teachers also offer by-appointment and one-on-one tutoring as needed.

Through the Cleveland Metropolitan School District we provide our students with a Title 1 math tutor twice a week.

ACADEMIC COUNSELING

Any student who is on the quarterly Academic Ineligibility list will attend weekly academic counseling with a member of the Student Support Services Department. Students evaluate progress, identify current or potential difficulties and receive general strategies. Additional students may be added to academic counseling at the request of the Student Success Committee.

STUDENT SUPPORT SERVICES

Our Student Support Services department works with students with documented issues to oversee the implementation of accommodation plans (see reasonable adjustment section).

Consultation is available to any student who wants or is recommended for coaching in planning, prioritizing, organizing and/or general study strategies.

A writing center is provided for all students to provide help with any part of the writing process and students in all courses are encouraged to set up appointments for one-on-one consultations with faculty members. These consultations offer students help in writing thesis statements, research projects, essays, and allow students to receive support and guidance throughout the writing process.

Student Support Services faculty members are actively involved in co-teaching and offer full- and part-time classroom support in many Freshmen and Sophomore level classes.

REASONABLE ADJUSTMENTS

Students with learning support requirements may require reasonable adjustments, including assessments. A reasonable adjustment is an action taken, either at a teacher's discretion or recommended through a learning plan, to accommodate a student's individual learning support requirements. A reasonable adjustment could be unique to a specific student and may include changes in the presentation of a test, method of response or time allowed for completion. Where reasonable adjustments involve changes to specific aspects or specific criteria of the assessment, the overall learning outcome must remain the same. Some students may require reasonable adjustments in the physical domain, such as access to an elevator or preferential seating in the classroom. Further physical adjustments will be discussed collaboratively between the administration and the student's parents.

REFERRALS

If a greater level of assistance is required than is available at Saint Joseph Academy, referrals to external agencies may be proposed to parents.

SUMMARY

We hope that all of our students will approach each learning experience as an opportunity for growth. We strive to help our students become lifelong learners. In the spirit of continuous improvement, a team of teachers and administrators will review this policy yearly and make appropriate revisions.

SAINT JOSEPH ACADEMY ACADEMIC INTEGRITY POLICY

As a Catholic high school, Saint Joseph Academy is committed to nurturing the holistic development of women created in God's image. Students are expected to engage in behavior that is consistent with the teachings of the Catholic Church and inspired by the Charism of the Congregation of St. Joseph. In an academic setting, integrity and honesty manifest themselves in student choices, behaviors, and relationships.

These foundational principles are echoed in the Saint Joseph Academy's Character of a Graduate statement, which says that an Academy student "claims her leadership ability and moves forward with confidence, courage, honesty, and initiative."

We see academic integrity as an indicator of the ethical and moral formation of each student. As students grow to become more principled and reflective learners, they must commit to academic integrity in all that they do and hold their peers accountable to this standard as well.

Forms of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- **Plagiarism:** Plagiarism is defined as using someone's work or ideas as one's own. Plagiarism can occur when one student tries to represent another person's work as her own in order to obtain some benefit, credit or gain. Plagiarism can also occur unintentionally if a student does not acknowledge the work of others who helped to complete the assignment, including the failure to properly cite any outside sources consulted or used. Regardless of a student's intention, plagiarism is objectionable and should be avoided through proper teaching, learning, and documentation.
- **Collusion:** Collusion is defined as unauthorized collaboration on an assignment intended to be an individual student's work. Collusion is different from authorized collaboration. Working together on assignments is acceptable when students have been explicitly instructed to do so. However, unauthorized collaboration is collusion. If a student has a question about acceptable levels of collaboration, she should seek clarification from the instructor before work is submitted.
- **Duplication:** Duplication is the submitting of the same work twice without instructor knowledge. This includes submitting work (paper, project, etc.) for an assignment other than the one for which it was originally produced.
- **Translation:** Electronic language translators are prohibited unless explicitly allowed by the instructor. A student typing phrases or copying sentences into a translator and then presenting the translation as her own work is committing an act of academic dishonesty.
- **Cheating:** Cheating in an academic setting is defined as trying to get credit for an assignment or assessment through dishonest or unfair means. Examples include, but are not limited to the following:
 - Bringing unauthorized materials to and/or using them in a testing environment
 - Accessing, taking, sharing, and/or receiving unauthorized materials from a testing environment
 - Modifying or falsifying records
 - Sabotaging another student's work for academic gain
 - Copying another student's work (with or without her knowledge).

Accountability for Academic Integrity

Every member of the Academy community shares responsibility for cultivating academic integrity. Roles and responsibilities of community members include, but are not limited to the following:

- **Student**
 - Follow the teachings of the Catholic Church and the Charism of the Congregation of St. Joseph
 - Adhere to established school and instructor policies and expectations
 - Clarify any policies and expectations that seem unclear
 - Hold peers accountable to academic integrity expectations
- **Instructor**
 - Design assignments that are resistant to academic dishonesty

- Provide explicit instruction on the norms of responsible scholarship, including the use of a suitable citation guide/format
 - Model academic integrity during instruction
 - Communicate clear expectations for academic integrity through the use of syllabi, assignment descriptions, rubrics and other classroom documentation
 - Hold students and peers accountable to academic integrity expectations
- **Administrator**
 - Establish and communicate clear school-wide expectations and potential consequences for violations of the Academic Integrity Policy
 - Provide tools and support for students and instructors to guide the learning and teaching of academic integrity
 - Foster a culture of commitment to academic integrity
 - Hold students and instructors accountable to academic integrity expectations
- **Parents/Guardians and Families**
 - Communicate with students about the importance of integrity
 - Maintain communication with the instructors and administration regarding expectations

Reporting Academic Dishonesty

- **Instructor Reporting:** When an instructor has reason to believe that academic dishonesty has occurred, the following steps will be taken:
 1. The instructor will investigate and make an initial classification of the level of offense (refer to Examples and Consequences below).
 2. The instructor will report the offense to the Dean of Women, who will record the instance of academic dishonesty.
 3. The instructor may collaborate with the Dean of Women and/or the Assistant Principal/Principal to determine possible consequences.
 4. When an offense has been determined, the instructor, and in serious cases, the Dean of Women, Assistant Principal or Principal, will communicate with the student and her family.
- **Student Reporting:** If a student witnesses or suspects academic dishonesty, it is expected that she display personal integrity and report the incident. Steps will be taken to protect the anonymity of the reporting student; however, this may not always be possible given the circumstances of the situation. While students are always encouraged to address breaches of integrity with each other, if a student becomes aware of a peer who has demonstrated academic dishonesty, the following steps should be taken:
 1. The student should contact a counselor, an instructor, or an administrator to report the incident. At the time of the report, the student will be asked to put the suspicion in writing.
 2. When evidence of academic dishonesty is reported, an investigation will be conducted to determine the validity of the accusation. If it is determined that an act of academic dishonesty has occurred, the level of offense and consequence(s) will be determined by the instructor, in consultation with the school administration.

Examples and Consequences

Saint Joseph Academy's Academic Integrity Policy is derived from the Charism of the Congregation of St. Joseph and the fundamental philosophy of Catholic education. These consequences are not prescriptive or closed, but rather, indicate possible consequences that a student may encounter should she demonstrate academic dishonesty.

Every incident of academic dishonesty will be addressed on an individual basis. In all cases, we view academic dishonesty as an opportunity to learn and grow from missteps in responsible scholarship. However, when a student commits an act of academic dishonesty, she breaches the trust of her peers and instructors, and thus may be subject to the consequences listed below. *The instructor, in consultation with the school administration, will determine the level of offense and consequence(s).*

Level Possible Offenses

- 0**
- Committing an act of unintentional plagiarism
 - Other comparable offenses, including violation of assignment procedures intended to safeguard fairness

Possible Consequences

- Incident recorded in student's disciplinary file
- Student meets with instructor to discuss how and why academic integrity policy has been violated.
- Possible revision of assignment

Level Possible Offenses

- 1**
- Copying another student's assignment
 - Committing an act of intentional plagiarism, including improperly citing sources used or failing to cite sources
 - Assisting another student in copying an assignment or supplying a student with a copy of a completed assignment
 - Collaborating on an assignment without authorization (collusion)
 - Other comparable offenses, including violation of assignment procedures intended to safeguard fairness

Possible Consequences

- Incident recorded in student's disciplinary file
- Parent notified by instructor
- Student may be required to redo assignment or an alternative assignment; scoring of second attempt, including any penalty for academic dishonesty, to be determined by instructor
- Student may receive an infraction

Level 2	Possible Offenses	Possible Consequences
	<ul style="list-style-type: none"> ● Multiple instances of a Level 1 offense ● Submitting work as one's own that has been developed by another, including purchasing work ● Committing academic dishonesty on any summative assignment ● Using physical or electronic means to share or receive questions or answers ● Other comparable offenses, including violation of assignment procedures intended to safeguard fairness 	<ul style="list-style-type: none"> ● Incident recorded in student's disciplinary file ● Parent notified by instructor ● Student may be required to redo assignment or an alternative assignment; scoring of second attempt, including any penalty for academic dishonesty, to be determined by instructor ● Student may receive an infraction ● Student may be suspended ● Student may not be eligible for NHS or, if already in NHS, may be removed from the society ● Student may not be eligible for year-end Saint Joseph Academy academic awards
Level 3	Possible Offenses	Possible Consequences
	<ul style="list-style-type: none"> ● Multiple instances of a Level 1 and/or a Level 2 offense ● Stealing, accessing, or improperly possessing any examinations or other assignments, either physically or electronically ● Altering grades on a computer database ● Sabotaging another student's work ● Other comparable offenses, including violation of assignment procedures intended to safeguard fairness 	<ul style="list-style-type: none"> ● Incident recorded in student's disciplinary file ● Parent notified by instructor ● Student may be required to redo assignment or an alternative assignment; scoring of second attempt, including any penalty for academic dishonesty, to be determined by instructor ● Student may receive an infraction ● Student may be suspended ● Student may not be eligible for NHS or, if already in NHS, may be removed from the society ● Student may not be eligible for year-end Saint Joseph Academy academic awards ● Student may face disciplinary review for possible expulsion

GRADES

GRADING

Each student will be graded according to the following:

<u>Grade</u>	<u>Cut Off%</u>	<u>Quality Points</u>	<u>Honors Quality Points</u>	<u>Ap Points</u>
A	94.5	4.0	4.5	5.0
A-	92.5	3.7	4.2	4.7
B+	89.5	3.3	3.8	4.3
B	86.5	3.0	3.5	4.0
B-	84.5	2.7	3.2	3.7
C+	81.5	2.3	2.8	3.3
C	78.5	2.0	2.5	3.0
C-	76.5	1.7	2.2	2.7
D+	74.5	1.3	1.8	2.3
D	71.5	1.0	1.5	2.0
D-	69.5	0.7	1.2	1.7
F		0.0	0.0	0.0

GRADE POINT AVERAGE

The student's cumulative weighted grade point average (GPA) is determined by totaling the quality point value of all of her semester grades divided by the total credits attempted in grades 9-12.

Saint Joseph Academy reports the weighted GPA to colleges. A weighted GPA is calculated by incorporating extra honors or AP quality points.

A weighted GPA is only reported at the end of the semester. Official transcripts from Saint Joseph Academy only report cumulative weighted GPAs.

Honors course work is accelerated or enriched. These courses are weighted an additional .50 of a quality point.

Advanced Placement (AP) and College Credit Plus (CCP) courses are taught at the college level. These courses are weighted an additional 1.00 quality point.

Semester grades are typically calculated by:

1. First grading period grade (40%)
2. Second grading period grade (40%)
3. Final exam (20%)

When a course also requires students to take the Ohio Department of Education State Test and the course final exam is not required, semester grades will typically be calculated by:

1. First grading period grade (50%)
2. Second grading period grade (50%)

Note: No vacations or appointments should be scheduled on exam days. When final exams are missed due to sickness or other documented health concerns, arrangements can be made as follows:

During the first semester, the students should make arrangements with her teacher to take the exam on the teacher professional day, which typically occurs the day before classes resume.

During the second semester, students should make arrangements with their teacher to come in during the summer on a mutually agreeable day and time.

ACADEMIC INELIGIBILITY

In order to be academically eligible, a student must:

- Have a weighted quarter GPA of 1.75 or above **OR**
- Have a weighted quarter GPA of 1.5 or above **AND** an overall cumulative weighted GPA of 2.0 or above

Please note that final exams **DO NOT** count towards a student's weighted quarter GPA. A weighted GPA takes into account both credit hours and honors/AP added weight/quality points. Students who do not meet these criteria in quarter 4 will be ineligible during quarter 1 of the following school year.

Additionally, students entering the 9th grade must meet OHSAA bylaws to be eligible during quarter 1 of their Freshman year.

Students who do not meet these criteria will be placed on academic probation for the following quarter. She will be expected to abide by a provided academic plan, which may include but is not limited to:

- She is required to attend Academic Counseling at the assigned designated time
 - Students are required to attend and work with the academic counselor once a week at the assigned time.
- She will follow the provided list of required and/or recommended remediation activities which may include, but is not restricted to the following:
 - Writing Lab
 - Math Tutoring
 - Peer Tutoring

- She will not be permitted to participate in athletics or theater (i.e. performing, stage crew, tech crew), including those in conjunction with an affiliated school such as St. Edward and Saint Ignatius
 - Note: Students may try out for athletic teams and plays regardless of eligibility status. Please know that fees associated with after-school privileges will not be refunded.

Students will remain on the ineligibility list for the entire quarter.

Students who have not met the eligibility standards are encouraged to speak regularly with their counselor about strategies for success. It is the student's responsibility to work with her counselors and teachers to implement strategies suggested.

Student athlete academic eligibility must be reported to the Ohio High School Athletic Association within the first 5 days of the quarter. In addition, all Saint Joseph Academy athletes must meet eligibility requirements of both OHSAA (must pass the equivalent of 5 courses during the previous quarter i.e. 2.5 semester block classes on SJA's schedule) and Saint Joseph Academy eligibility requirements (listed above), even students participating in sports not sanctioned by OHSAA.

Students who consistently fail to meet academic expectations may be asked to attend a meeting with the academic administration, counselor and parents to create a contract for academic progress.

In addition, students who consistently fail to meet academic expectations may be asked to withdraw from Saint Joseph Academy. This decision is the right and responsibility of the academic administration.

ACADEMIC WARNING LETTERS

At Saint Joseph Academy, we believe in empowering each young woman to achieve academic excellence. In an effort to support students and to assist parents in supporting their daughter, mid-way through the quarter we will mail home reports for students who are earning a D or F in any course. Upon receiving such a report, families are encouraged to develop a plan and work with the student's teacher(s) to improve her grade. It is the student's responsibility to meet with her teacher and to follow any plans that have been developed.

Parents and students are encouraged to check on grades regularly and to work proactively with teachers to ensure each student is achieving her academic best. All families are able to access their daughter's grades on PowerSchool. If you are unable to access PowerSchool grades, contact the school Registrar for assistance.

EXTRA CREDIT

If an individual teacher chooses to make extra credit available to students, the conditions and criteria for scoring it will be outlined in the teacher's classroom expectations. Extra credit must be related to the mastery of the course of study and may not be awarded for student behavior or attendance.

FAILURE OF CLASS

If a student fails a class, she will need to meet with their counselor to determine a credit recovery plan. In the event a student fails several classes, she may be asked to leave Saint Joseph Academy.

GRADUATION REQUIREMENTS

In order to graduate, a student must complete all coursework, service hours, retreats and Junior Professional Shadowing. In addition, all Saint Joseph Academy students must participate and pass all state tests. Seniors participating in the Commencement Ceremony must also be present for all other end-of-the-year activities including the Farewell and Baccalaureate Masses, Tree Night, the Honors Convocation and all graduation practices.

JUNIOR PROFESSIONAL SHADOWING

This is a three-day career exploration project completed during the junior year. Successful completion of journal and documentation is required. This is a graduation requirement. Students must complete all of the journal and documentation requirements, or they will not be permitted to return to Saint Joseph Academy until it is completed. Missed school days will be unexcused.

RETREAT PROGRAM REQUIREMENTS

Every student is required to participate in a minimum of one class-level retreat experience each year that is organized through Saint Joseph Academy. Different types of retreats are offered at each grade level. If a student is absent on retreat day, she must make up the retreat. Participating in an annual retreat is a requirement to move to the next grade level and graduate from Saint Joseph Academy. Please refer to the school calendar for specific dates of retreats.

SERVICE HOUR PROGRAM REQUIREMENTS

Every year all students are required to perform a minimum of 20 service hours. These hours may be completed during the summer months and throughout the school year. All service hours will be tracked and logged using x2VOL, which can be accessed through the student portal on the Saint Joseph Academy website. Submitting service hours late may prohibit students from attending Paws for Pride day. Service hours are required to advance to the next grade level and to graduate from Saint Joseph Academy.

WELLNESS CURRICULUM REQUIREMENTS

Every year students are required to complete wellness activities to fulfill their wellness curriculum requirement. Students will earn the required number of wellness credits each school year by selecting from various options within the four aspects of wellness; physical, mental, emotional and spiritual. The curriculum will encourage students to grow to make their own choices about their wellness.

INCOMPLETE

A grade of “I” (incomplete) may be given in cases in which the teacher determines it appropriate. Normally, without appropriate medical documentation, the student has two weeks to complete schoolwork for that class. If the work is not completed by the end of the two weeks, the grade will be calculated including zeroes for all missing work. The grade of “I” (incomplete) will not be calculated into a student’s GPA.

POLICY ON CREDITS EARNED OUTSIDE OF SAINT JOSEPH ACADEMY

A Saint Joseph Academy education is a four-year plan with each year allowing for unique opportunities for students to learn, grow and be challenged. Each student should plan to earn all of her credits required for graduation through classes offered at Saint Joseph Academy. Students ordinarily may not take courses outside of Saint Joseph Academy which are offered at Saint Joseph Academy. Credits taken outside of Saint Joseph Academy must be pre-approved by the counselor.

There are certain instances, however, when students have earned or will earn credits outside of Saint Joseph Academy. In these instances, the following policies shall apply:

CREDITS EARNED PRIOR TO 9TH GRADE

Coursework completed with high school level curriculum shall be reviewed on a case-by-case basis. Typically, high school credit will be awarded to students who earned it prior to ninth grade if an official transcript is received from a sponsoring school and a student earned a three or higher on the high school Algebra 1, Geometry, Biology, English Language Arts 1, American History or American Government state of Ohio End of Course Exam. Credit will be awarded as pass/fail and will not be calculated into the student's GPA. In order to ensure proper course placement, students who would like to receive credit for one of the above course and/or be placed into the subsequent course must submit an official copy of her transcript and test score to her guidance counselor within the first five days of school.

If an incoming Freshmen is enrolled in one of the courses listed above during 7th or 8th grade but was not given the opportunity to take the End of Course Exam, she may have the opportunity to take the End of Course Exam at Saint Joseph Academy the summer before freshman year. She should contact her Saint Joseph Academy guidance counselor for additional details by June 1. Student’s choosing to receive credit this way are still responsible for achieving all of the academic requirements for graduation from Saint Joseph Academy (see Academic Requirements for more details).

CREDIT FLEXIBILITY

Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics and to meet the demand for 21st-century skills. Please see your guidance counselor for more information.

CREDITS EARNED ONLINE OR IN SUMMER SESSION

A student must receive approval from her counselor before enrolling in online or summer courses.

- Courses taken for remediation purposes (i.e., the student has failed the course at Saint Joseph Academy and needs to repeat the course): Once official documentation demonstrating a passing grade has been received and submitted to Saint Joseph Academy, the student will be awarded credit. Credit will appear on the student's transcript and be calculated into her grade point average.
- Courses taken as a supplement to the Saint Joseph Academy curriculum: Once official documentation demonstrating a passing grade has been received and submitted to Saint Joseph Academy, the student will be awarded credit as a pass/fail grade. The pass/fail credit will appear on the student's transcript and will not be calculated into her grade point average. Exceptions to this policy include students taking an AP® or CCP (see below) supplemental course. Students should talk to their guidance counselor for more details regarding AP® or CCP courses.

CREDIT EARNED FOR PHYSICAL EDUCATION

Students may receive credit for PE under the guidelines set forth by the Ohio Department of Education, Section 3313.603 of the Ohio Revised Code. A student must receive approval from her counselor before pursuing credit for PE outside of Saint Joseph Academy. To fulfill this requirement, a student must participate in interscholastic athletics, marching band or cheerleading for at least two full seasons. If credit is granted, it will appear on the SJA transcript with a grade of "P" for passing. No quality points are awarded and the course is not calculated into the student's grade point average.

COLLEGE CREDIT PLUS (CCP)

CCP is a program under which a secondary student may enroll at a college and complete nonsectarian and non-remedial courses for high school and college credit. However, not all colleges and universities honor CCP credits. Information regarding enrollment in this program is provided to students early in the second semester. Students should see their guidance counselors for information. Please note, non-public students are not guaranteed funding for these courses through CCP. A student must receive approval from her counselor before enrolling in a CCP course. CCP credits will appear on the Saint Joseph Academy transcript, and the grade will be calculated into the student's grade point average.

TRANSFER STUDENTS

All high school level credits will be accepted for students who transfer into Saint Joseph Academy. Credits earned while at another school will not be included in a student's SJA GPA.

All matters relating to the above are subject to review and approval by the Academic Review Committee, comprised of the Principal, Assistant Principal, Guidance Counselor(s), College Counselor(s) and faculty department chair as appropriate.

PROMOTION REQUIREMENTS

- A Freshman must have earned at least six credits, completed 20 service hours, her wellness curriculum and 9th grade retreat requirement to be promoted to Sophomore status.
- A Sophomore must have earned at least 12 credits, completed another 20 service hours, her wellness curriculum and the 10th grade retreat for promotion to Junior status.
- A Junior must have earned at least 20 credits, completed another 20 service hours, her wellness curriculum, the 11th grade retreat and the Junior Professional Shadowing Project requirements before achieving senior status.
- A Senior may be excluded from prom and/or graduation if she is short credits towards graduation.
- A student who is short credits and does not complete the service, wellness, and retreat requirements on time (by the due date) may not be promoted to the next grade level until they are completed.

REGISTRATION AND SCHEDULE CHANGES

- Ordinarily, students register for courses for the next academic year during February and March.
- A \$60.00 registration fee will be charged at that time.
- A course change fee of \$25.00 may be assessed
- Changing your schedule after schedule requests are due may not be possible based on staffing and class sizes.
- No schedule changes will be granted due to teacher preference.

REPORT CARDS/PROGRESS REPORTS

All grades will be posted on PowerSchool. Printed copies of report cards will only be issued at the end of each semester. Grades are not final on PowerSchool until the report card is mailed home at the end of each semester. Parents and students are reminded that they can access grades at any time through PowerSchool. If you need assistance accessing your daughter's grades, please contact the Main Office immediately.

SUPPLEMENTAL EDUCATIONAL PLANS

A student who has a diagnosed disability may be entitled to accommodations. It is the parent or guardian's responsibility to inform the Director of Student Support Services of the student's disability and provide documentation. The Director of Student Support Services will consult with the student's teachers and determine what accommodations Saint Joseph Academy can offer to meet the student's needs. Although Saint Joseph Academy does not honor Individual Education Plans (IEP) or 504 Plans, we will create a Supplemental Educational Plan for students who have been determined to need accommodations to be successful at Saint Joseph Academy. While Saint Joseph Academy will do all it can to meet the needs of its students, Saint Joseph Academy does not have the resources to address every accommodation requested by special needs students and families.

TRANSCRIPTS

Current students can request transcripts for college applications or scholarships through their college counselor at no cost. A final transcript will be sent at no cost to one college/university for each graduating senior. Thereafter, a \$3.00 fee is charged for each additional request after a student graduates from Saint Joseph Academy. No transcripts will be sent for students with unpaid financial balances.

WITHDRAWAL FROM A COURSE

A student has the first ten days of class to notify a counselor of a scheduling error or change. Once classes begin, a student will not be permitted to withdraw after the first ten days. In the rare circumstance that a student is permitted to withdraw after the first ten days, she will receive either a withdraw passing (WP) or withdraw failing (WF) based on her course average at the time of withdrawal and this will appear on her transcript. A course change fee of \$25.00 may be assessed when changing a student's schedule after schedule requests are due and may not be possible based on staffing and class sizes. Students who withdraw from a class will not receive credit for that class. If the student schedules a class to fill that block, she may be responsible for all work to that point.

HONORS AND AWARDS

ACADEMIC HONOR ROLL

We believe that receiving honors at the end of a semester and graduating with honors should truly be a distinction for our top scholars.

After careful review of our own academic records, the Ohio Honors Diploma standard and a review of other academic schools and districts, we have decided to update our High Honors and Honors designation. Standards are now being adjusted to account for the increase of Honors and AP classes offered and the increased achievement points earned through the successful completion of the course. This update will go into effect beginning with the Class of 2022, and will be effective for all subsequent classes.

Beginning with the Class of 2022 and with all subsequent classes, a student must achieve a GPA of 4.0 and above to receive High Honors on the semester report card and at graduation. A student must achieve a GPA of 3.7-3.999 to receive Honors on the semester report card and at graduation.

- Semester Distinction - This is based strictly on academic achievement each semester, providing no failing grade has been earned, a student may achieve high honors or honors based on her GPA for the semester grading period.
- Graduation Distinction - Any graduating senior in the class of 2022 and beyond who has attained a cumulative GPA which meets 3.7 - 3.9999 will graduate with the honors distinction while any senior who has attained a cumulative GPA of 4.0 and above will graduate with the high honors distinction.

Students in the classes of 2019, 2020 and 2021 will continue to follow the honor distinctions established upon their entry to Saint Joseph Academy. A student in the class of 2019, 2020, and 2021 must achieve a GPA of 3.8 and above to receive High Honors on the semester report card and at graduation. A student must achieve a GPA of 3.3-3.7999 to receive Honors on the semester report card and at graduation.

NATIONAL HONOR SOCIETY (NHS)

The purpose of NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character.

Qualifications for membership include:

- Class of 2019, 2020, 2021 has a minimum cumulative GPA of 3.300. Class of 2022 and beyond has a minimum cumulative GPA of 3.700.
- Participates in challenging program of studies
- Participates actively in school and community organizations
- Is an active member in Saint Joseph Academy extracurricular activities
- Demonstrates positive leadership qualities in the classroom and in social situations
- Fulfills responsibilities promptly, demonstrates high standards of integrity, cooperates with school policies and regulations

- Completes service, over and above the school's required 20 hours per year, which meets the needs of other people in the school and/or community and which is not compensated

Students are selected for membership on the basis of a point system verified by a Faculty Advisory Board, which is appointed by the Principal. Membership is an honor bestowed upon a student. Students who have been selected for membership in NHS must maintain the standards of membership, submit required evaluations by the assigned date, participate in a chapter service project each term and attend chapter meetings.

A National Honor Society member is placed on probationary membership status for one grading period for failure to maintain standards. If the standards are not met by the end of the probationary period, the member is dismissed from the chapter. Only one period of probationary membership is allowed, and dismissed members are never again eligible for selection to NHS. For flagrant violations of standards, a member need not be warned or placed on probationary status.

OHIO DIPLOMA WITH HONORS

The State of Ohio awards a Honors Diploma to students who meet certain requirements as determined by the Ohio Legislature and the Ohio Department of Education. Students must meet all but one of the eight requirements to earn this award. For information on the Ohio Diploma with Honors, please contact a guidance or college counselor.

PHI BETA KAPPA AWARD

This award is given to a graduating Senior who demonstrates qualities of academic honesty, inquiry and creativity; ranks in the top 10% in achievement; is able to use knowledge and thought rather than just accumulate facts; and participates in extracurricular activities indicative of intellectual potential. Based on these criteria, she is nominated by the Guidance Department and selected by the faculty.

THE OUTSTANDING STUDENT AWARD

This distinction is awarded to the graduating Senior who, through her participation and actions during her years at Saint Joseph Academy, demonstrates that she is a person who relates well with peers and faculty, promotes school spirit and serves in many areas of the school. She gives much evidence of becoming a woman of faith, striving for integrity, preparing for life and seeking justice. Nominations for this award are taken from the members of the Senior Class and the Senior Class Moderators and are submitted and selected by the Department Chairs.

VALEDICTORIAN AND SALUTATORIAN

These distinctions are awarded to the graduating Seniors who:

- Attended Saint Joseph Academy for at least five semesters
- Earned the highest cumulative grade point averages in their class at the end of the senior year
- Maintained academic integrity consistent with their academic record through all four years

UNIFORM GUIDELINES AND DRESS CODE

Any student who is not in dress code will be issued a one-point infraction.

UNIFORM GUIDELINES

Uniforms must be clean, pressed, and in good repair at all times. No writing with pens, markers, or whiteout, etc., is to appear on them. *Any ripped hems, holes, or tears in uniforms must be mended immediately.* A charge may be assessed to a student who has been provided an article of clothing in order to be in dress code for the day. If a student's uniform is not in good repair, she will receive an infraction and may forfeit any class time needed to make the necessary repairs, including pressing, hemming, or sewing of any torn parts of the uniform. In some cases, a student may not be permitted to attend classes until she is in proper dress code.

Special note: If a student needs to be out of dress code, she must bring a note to the Dean of Women giving the reason requiring the change in dress code and the length of time needed for the change. A pass will be issued which must be worn during this period. If it is not worn during this period, an infraction may be issued. The academic administration reserves the right to determine appropriateness of the students' attire.

DAILY UNIFORM

The daily uniform consists of a school-approved polo shirt, skirt or slacks, socks or tights, student ID and school approved shoes. School-approved sweater or sweatshirt may also be worn. *Skirts must be buttoned and zipped at the waist. Polo shirts must not hang down below sweaters or sweatshirts.*

FORMAL UNIFORM

The formal uniform is required on days a Mass or Prayer Service or various other events are scheduled. The formal uniform consists of an Saint Joseph Academy polo shirt; skirt; sweater; solid navy blue, dark green or black hosiery or tights and shoes. A white uniform polo shirt must be worn under all styles of sweaters. Polo shirts must not hang down below sweaters. Formal uniform must be worn for the **entire day**.

“JOE’S CLOTHES DAYS”

- Joe’s clothes” are any items of clothing purchased in the Paw Prints Bookstore and/or any item of clothing bearing a Saint Joseph Academy name or logo
- The first Friday of the month will be a “Joe’s Clothes” day
- Students may wear “Joe’s Clothes” with the regular uniform skirt and uniform shoes
- Students may wear the regular uniform socks or one of the following socks or tights on “Joe’s Clothes” days:
 - Purple
 - Yellow/Gold
 - Jaguar print

“DRESS-DOWN DAYS”

- Shirts, sweatshirts, sweatpants, jeans, and shorts of appropriate length may be worn on designated dress-down days as announced
- Leggings, yoga pants or similar are not considered appropriate pants

- Clothing which bears words of profanity and/or writing or symbols promoting inappropriate activities, including drug/alcohol use, are not acceptable
- Halters and bare midriffs are not acceptable
- Student appearance may not distract from student learning
- Specific guidelines regarding dress-down days will be announced as needed

DRESS CODE SPECIFICS

- Uniform polo shirts, sweaters and skirts can be purchased from Schoolbelles.
- Uniform sweatshirts can be purchased from the Saint Joseph Academy bookstore (two options) or Schoolbelles.
- Only flat front, mid-rise slacks in khaki may be worn. No jeans.
- Shirts worn under the uniform polo shirt must be solid white with no colors, writing, illustrations, etc.
- Shorts may be worn under the uniform skirt but may not hang below the skirt hemline.
- Socks/Tights are to be solid colors of navy blue, dark green, black, gray or white. Socks sold in the Saint Joseph Academy bookstore may be worn with the daily uniform. Patterned tights are not permitted.
- Leggings in solid colors of navy blue, dark green, black, gray or white with socks of the same color may be worn.
- A predominantly solid color shoe in the following colors navy blue, dark green, black, gray, brown or tan with a hard sole may be worn.
- The shoe should be one of the following styles: tie, buckle, oxford, docksider, clog or loafer with heels no higher than two inches.
- The following shoes are not permitted: boots or any shoe that is over the ankle, sandals or any shoe with an open toe, athletic shoes of any style (including Vans, Keds or replicas), or Crocs/plastic shoes or replicas.
- Hair must be within the range of natural coloring. Hairstyles may not be extreme, such as spikes, shaved heads, etc.
- Bandannas and hats may not be worn.
- Tattoos may not be visible.
- Piercings other than ears are not acceptable (Adhesive bandage, make-up, etc. may not be used to cover piercings). Students with multiple ear piercings may be asked to remove them if determined inappropriate by the Dean of Women.
- During the school day (8 a.m. – 3 p.m.) all book bags and purses must be stored in the students' locked locker. Students will be permitted to only carry their Saint Joseph Academy issued Chrome bags and a small pencil pouch during school hours.
- It is the responsibility of the Dean of Women to determine what is appropriate.

CODE OF CONDUCT

The primary goal of the Saint Joseph Academy Code of Conduct is to ensure that Saint Joseph Academy stands as a physically, emotionally, intellectually and spiritually safe place in which all students are able to mature into the type of women described in the Saint Joseph Academy “Character of a Graduate” and in which the entire Saint Joseph community is able to fulfill the Saint Joseph Academy Mission Statement.

Expectations for a student who chooses to be a member of Saint Joseph Academy include:

- Act in accordance with the Mission and “Character of a Graduate” of Saint Joseph Academy.
- Conduct herself, both on and off the campus including on all forms of social media, in a manner that will guarantee the well-being of others and herself, as well as reflect positively on Saint Joseph Academy, her family, and the entire community.
- Act in a respectful manner toward administrators, teachers, staff, guests and other students.
- Attend school on a regular basis and be on time to assigned locations.
- Pursue the best possible academic achievement and complete all academic work as assigned.
- Be prepared for class with all necessary materials.
- Become informed of and adhere to rules and regulations established and implemented by administrators, teachers and staff members.
- Refrain from behaviors that disrupt the educational process.
- Assume responsibility for her actions.
- Respect property of the school and others.

We believe, regardless of each student’s physical, emotional, intellectual, or spiritual capacity, that all students are capable of physical, emotional, intellectual, and spiritual maturity. Indeed, it is our desire that such maturity is a quality of every Saint Joseph Academy student, and we are honored and pleased to be a part of this process.

The following kinds of activities are privileges for students, not guaranteed rights:

- Participation in graduation exercises
- Participation in athletics
- Participation in extracurricular activities
- Participation in school activities (both during and after the school day)
- Attendance at dances
- Use of parking lot space
- Participation in field trips
- Use of technology in school

DISCIPLINARY STEPS
Explanation of Disciplinary Steps

- STEP 1** **Verbal Warning and Teacher/Administrative Conference**
- STEP 2** **Serve Infraction in After-School Detention**
2 School days to serve
- STEP 3** **Short-Term Out-of-School Suspension (1-2 Days)**
Dean of Women, Assistant Principal or Principal Action Required
- STEP 4** **Long-Term Out-of-School Suspension (3-5 Days)**
Principal Action Required
- STEP 5** **Expulsion from School**
Principal Action Required

In addition to the steps provided for possession of prohibited articles, Saint Joseph Academy may confiscate any such article and return the article to the student, parent, guardian and/or law enforcement authority as the circumstances require.

Placement and movement on the step system will be proportionate to the severity of the misconduct. The administration reserves the right to deal with each offense on an individual review basis and before imposing placement on the step system, the administration shall consider, without limitation, the actual misconduct, the extent of the student's individual involvement, and the student's record, both academic and behavioral. This review may result in disciplinary action being more or less severe than outlined.

Note: Steps listed represent a range of options. It is not to be construed that all steps will be incorporated with each offense. Where a range of disciplinary steps is established for an infraction, the factors that lead to more severe penalties include:

- 1) The actual harm or injury caused
- 2) The risk of harm to the student and/or others
- 3) The intent of the student
- 4) The number and seriousness of prior infractions committed by the student
- 5) The seriousness of the penalty required in the circumstances to discourage future violations by the student or others.

Infraction	Steps
Academic dishonesty	1-5
Arrival to school or class late	1-3
Bags (backpacks, athletic bags etc.) stored outside one's locker	1-3
Behavior inappropriate at Mass/assemblies	1-3
Behavior inappropriate for school	1-5
Behavior inappropriate on school transportation	1-5
Behavior that causes potential danger or bodily harm	3-5
Behavior unacceptable as specified	1-5
Breaking/entering school property	4-5
Cell phone use at inappropriate times	1-3
Classroom regulations not followed	1-5
Computer tampering	3-5
Defacement of school records	3-5
Defacement/destruction of school property	3-5
Displays of affection that are unacceptable	1-3
Disrespect to adults	1-5

Infraction	Steps
Disruptive behavior	1-5
Disruptive items	1-5
Dress code violation	1-4
Eating or drinking in unauthorized areas	1-2
Electronic devices used inappropriately	1-3
Facsimiles of weapons, use or possession	4-5
False fire alarm	4-5
Falsifying school communications/documents	4-5
Fighting	3-5
Harassment/bullying/cyberbullying/threats	3-5
Inappropriate language	1-4
Inciting a fight	3-5
Insubordination	1-5
Intent to inflict injury or physical harm with an object	3-5
Leaving school grounds without permission	1-5
Other serious behavior as specified	1-5

Infraction	Steps
Overdue school property (e.g., media center materials, athletic equipment, classroom materials)	1-3
Parking violations on school property	1-3
Possession of illegal/unauthorized drugs, meds, inhalants	4-5
Possession of items that are disruptive to the learning process	1-5
Possession or use of dangerous or deadly weapons	4-5
Possession or use of school keys	3-5
Possession/consumption of alcoholic beverages	3-5
Possession/use of tobacco products on school property	3-5
Reckless driving on school property	1-3
Refusal to leave building during emergency drill	1-3
Refusal to obey staff member's instructions	1-5
Repeated violation of a school policy	3-5
Sale or distribution of alcohol, illegal/unauthorized drugs, meds, inhalants	4-5
School property, unauthorized	1-5
Sexual harassment	1-5
Social media (Facebook, Twitter, etc.) used inappropriately	1-5

Infraction	Steps
Striking a faculty/staff member	4-5
Tampering with the alarm system	3-5
Theft of another's property	3-5
Theft of school property	3-5
Theft of tests	3-5
Threatening, intimidating school employees, volunteers	3-5
Trespassing/loitering	3-5
Truancy	3-5
Truancy from assemblies, class or other assigned activities	1-3
Unassigned location	1-3
Unauthorized possession of tests	3-5
Unauthorized use of elevator	1-2
Under the influence of alcohol or other drugs	3-5
Verbal threat	3-5

INFRACTIONS

An infraction is issued to a student who does not follow the code of conduct

- 1 point = 30 minutes of detention
- 3 point = 1 ½ hours of detention
- 6 point = 3 hours of detention

Infractions must be served during detention within two school days of receiving the infractions.

Detention

- Monday – Friday at 3:10 – 4:10 p.m. in Room 232
- Students are expected to sit silently, work on homework or read.
- Students are expected to follow all rules given by proctor.

If an infraction is not served within two days, the hours issued may increase.

If any infractions are not served by the end of the quarter, the student will be required to attend a mandatory Saturday School. (8 am – 12 pm/As announced)

If the student does not attend the mandatory Saturday School, the student will be ineligible for the entire next quarter.

- Seniors must have all infractions served to attend prom.

DISCIPLINARY INELIGIBILITY

A student may be placed on disciplinary ineligibility for the following reasons:

- The offense is of serious nature and/or one that has affected the reputation of Saint Joseph Academy.
- The student has not completed assigned penalties for violations of school rules in the prescribed time.
- The student continues to receive a considerable number of infractions and/or seven morning tardy detentions.
- The student has not shown a sufficient commitment to the Saint Joseph Academy philosophy as determined by the academic administration.

A STUDENT WHO IS PLACED ON DISCIPLINARY INELIGIBILITY

- Is not eligible to participate in sports or extracurricular activities.
- May not attend dances, including prom as a senior.
- Is assigned to an ineligibility study hall during the activity block period.
- May be asked to withdraw from Saint Joseph Academy. A student does not necessarily have to be placed on disciplinary probation to be asked to leave Saint Joseph Academy. This decision is the right and responsibility of the Principal.

COLLEGE REPORTING

Many colleges ask college counselors and applicants whether the applicant has ever been suspended. For example, the Common Application for colleges that the counselors fill out asks: “Has the applicant ever been responsible for disciplinary violation at your school from ninth grade forward whether related to academic misconduct or behavioral misconduct that resulted in the applicant’s probation, suspension, removal, dismissal or expulsion from your institution.” Saint Joseph Academy must answer these questions truthfully and expects the student to do the same. The Academy must report, when asked, all suspensions resulting from serious integrity violations, such as lying, cheating, stealing or other unethical behavior to colleges.

HARASSMENT, THREATS, AND ABUSE

Saint Joseph Academy is a school community where all individuals are treated with dignity, respect and compassion. We believe that all individuals are “created in the image and likeness of God.” For these reasons, we believe that at Saint Joseph Academy, all individuals are entitled to pursue their fullest intellectual, social, spiritual, emotional and physical potential. Harassment of any kind that interferes with this development will not be tolerated. This prohibition against bullying and harassment applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, country of origin, physical appearance, socioeconomic status, sexual orientation, or academic pursuits. Harassment disrupts the educational process and creates an intimidating or hostile educational or work environment.

Bullying and harassment are defined as, but are not limited to, the following behaviors:

CYBER BULLYING/HARASSMENT

Includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves:

- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and/or disrespectful messages
- Posting information that could cause damage, danger, or disruption of the educational process
- Making a personal attack, including prejudicial or discriminatory attacks
- Knowingly or recklessly posting false or defamatory information about a person
- Using technological communication to intimidate, bully, harass or embarrass others in any area included in this policy

Please note: Students’ home and personal use of technology can have an impact on the school and on other students. If a student’s personal expression involving technology - such as sending a threatening message to another employee or student or a website - creates a likelihood of disruption of the educational process, the student may face school discipline as well as criminal penalties. All emails are public documents.

PHYSICAL BULLYING/HARASSMENT

Includes unwanted physical touching or contact (such as shoving, pushing, bumping, hitting, slapping, tripping, poking, kicking and scratching), assault, deliberate impeding or blocking movement or any intimidating interference with normal movement or work. It may also include damaging or destroying another’s belongings or property. It also includes physical acts that are demeaning and humiliating but not bodily harmful.

RETALIATION

Retaliation includes intimidation, coercion, discrimination or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists or participates in any manner in an investigation.

SEXUAL HARASSMENT/BULLYING

Sexual Harassment/Bullying includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's educational development, participation in a school-related activity, or employment
- Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment
- Spreading sexual rumors or making sexually suggestive or sexually abusive remarks, as well as the sharing of sexually explicit materials

SOCIAL/RELATIONAL BULLYING/HARASSMENT

Social/relational bullying/harassment is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships or reputation of another through:

- Ignoring, isolating, excluding, or shunning
- A pattern of behavior in which a student or a group of students picks on another student or threatens her in such a way that makes her feel uncomfortable or alienated
- Spreading false and/or malicious rumors
- Gossiping or revealing personal information
- Embarrassing or publicly humiliating another

VERBAL BULLYING/HARASSMENT

Verbal bullying/harassment includes, but is not limited to, the following, whether in oral or written form:

- Derogatory comments, jokes, slurs, off-color language or innuendoes
- Belligerent or threatening words communicated to another student or employee
- Name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting

VISUAL BULLYING/HARASSMENT

Visual bullying/harassment includes derogatory, demeaning or inflammatory posters or locker signs, cartoons, written words, drawings, video or photographic images, novelties or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers and/or hostile body language).

COMPLAINT/REPORTING/FOLLOW-UP PROCEDURES

A student who feels that she is a victim of bullying/harassment is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. Doing nothing, saying nothing, or trying to ignore the behavior of someone who is bullying or harassing is almost never interpreted by the perpetrator as a sign that the victim wants her to stop.

If the bullying/harassment continue or if the student is not comfortable confronting the perpetrator, she has the responsibility to report the bullying/harassment as soon as possible to their guidance counselor or the Dean of Women, who will investigate the complaint/report.

Any student who is not directly being bullied/harassed, but is an observer or third party, should bring the situation to the attention of a guidance counselor or the Dean of Women so the actions that were witnessed can be investigated and possible corrective action taken. In a school where integrity matters, employees or students who are bystanders or witnesses have a responsibility to demonstrate compassionate support for the targeted student and to report dangerous behaviors and/or situations to appropriate school personnel. Reports of bullying/harassment will be documented in writing by the Dean of Women, which will include details of the incident(s), names of the individuals involved, and names of witnesses. The Dean of Women will investigate all reports of harassment promptly and in an impartial and confidential manner.

If the academic administration determines that bullying/harassing has occurred, effective remedial action will be taken in accordance with the circumstance involved. Any student determined by the academic administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion. In serious cases, the police will be notified.

STUDENT SERVICES

CAMPUS GROUNDS

In good weather, students may eat outside at the picnic tables during their assigned lunch period at the discretion of the teacher supervising lunch provided that:

- The campus must be left free of litter and in proper order.
- Students must show respect of activities taking place in session inside the building.
- At no time, before, during or after school are students permitted by or near the bluff area at the rear of the property.
- During the school day students are not permitted in the traffic circle, echo circle, or the front of the school building without a teacher/staff member's permission.

COUNSELING

Counselors are available for academic, college, career and personal counseling. Personal counseling is provided on a short-term basis. The counselors will determine if additional or outside personal counseling is needed. While the counselors can assist in the referral process, selecting and paying for personal counseling is the responsibility of the parent/guardian.

Services are confidential *except* if a student discloses physical or sexual abuse, neglect, or the intent to harm self/others. In the case of abuse or neglect, Saint Joseph Academy is required to report the abuse to the Department of Children and Family Services.

A student who discloses the intent to harm self or others will be required to seek an immediate psychiatric/psychological evaluation. A student may return to school when she is no longer at risk of hurting herself or others as determined by a consultation between Saint Joseph Academy and the evaluating professional (documentation required). While the counselors can assist in the referral process, selecting and paying for evaluation and consultation is the responsibility of the parent/guardian.

DELIVERIES

No student is permitted to initiate or accept any delivery to school during the school day (8 a.m. – 3 p.m.). All deliveries must come to the main office including but not limited to food and flowers.

DRIVING/PARKING REGULATIONS

- Students who are assigned a student parking space must only park in the assigned space. If assigned spot is taken you should park in a visitors spot, document make and license plate of car and come to the main office to report it.
- Students must display their parking permits on their rear-view mirror at all times.
- Students may not park in spaces designated for faculty, staff, handicapped persons, or visitors or any areas not designated as parking spaces unless given permission by the Dean of Women.
- All overflow student parking should be done on the side streets, which are **not** designated as “No Parking” streets. Students who park off campus are expected to respect private property and pay close attention to all posted traffic signs. Please refer to the *Digest of Ohio Motor Vehicle Laws* for further information on parking laws.

- If students park off campus and participate in an after-school activity they must move their car to the parking lot after school and before dark.
- All drivers must use the entrance and exit signs correctly, follow the established traffic patterns, drive safely and slowly, be aware of pedestrians and show respect for all adults and students who are in the parking lot.
- Only faculty, staff and students with parking passes are permitted to pull into the parking lot. All other student pick up and drop off is in the traffic circle.
- If picking up a student for an appointment during the school day, please park on the traffic circle and go to the main office.
- The Dean of Women will make final decisions on all driving/parking situations.

ELEVATOR

An elevator is available for the use of those who need it for medical reasons. An elevator pass, indicating the time period that the elevator may be used by the student, must be obtained from the Attendance Secretary. A student needing assistance in carrying books is permitted to choose one person to accompany her on the elevator. The student must have the pass with her at all times. If it is not worn during this period of time, a three-point infraction may be issued. Only those students with a pass may be on the elevator including after school hours.

FOOD SERVICE

A hot breakfast (7 – 8 a.m.) and lunch program is provided at Saint Joseph Academy through the Cleveland Diocesan Food Services Program. Students may pay with cash or add money on to their student accounts at www.myschoolaccount.com.

FRESHMEN MENTORING

Saint Joseph Academy established a mentoring program to develop a positive, mentoring relationship between the student and a mentor-teacher. Research shows that well-constructed mentoring programs are effective in helping students to achieve greater self-confidence and overall success. Mentors will meet with their group of freshman mentees during activity blocks. During these mentoring meetings there will be a variety of planned activities such as ice breakers, games, team building and guided discussions on diverse topics from Saint Joseph Academy traditions to goal setting and dealing with stress. The role of the mentor is to be a trained and trusted teacher who fosters appropriate relationships with students in order to know and nurture them as whole persons for their success both inside and outside the classroom.

HOLY FAMILY CHAPEL

The Holy Family Chapel is a place for quiet prayer and reflection for the Saint Joseph Academy community. The Chapel is available to students and the Saint Joseph Academy community for private and/or group prayer. Students are encouraged to visit the Chapel located in the Main Hall across from the Office. Food and beverages are prohibited in the Holy Family Chapel. The door should remain open while in the chapel. Please remember the Blessed Sacrament is present in the Holy Family Chapel so respectful behavior is expected.

Also, available in the Chapel is a Book of Intentions to list prayer requests and the Guardian Angel Box. The purpose of the box is to have students place written notes in the box when there is a concern about themselves or someone else. Please continue to notify a responsible adult,

teacher, coach, counselor and administrator if you have concerns about someone or yourself. The Guardian Angel box will be checked daily and appropriate action will be taken with the information that is provided.

ILLNESS DURING THE SCHOOL DAY

If a student becomes ill during the school day, she should notify her teacher or adult in charge. The student will be sent to the main office/nurses office to determine if a parent needs to be called and if student will remain in school or go home.

LOCKS AND LOCKERS

- Lockers are the property of Saint Joseph Academy and the academic administration has the right to open them and examine their contents at any time.
- Every student is assigned the use of a locker each year. Lockers should be kept neat, orderly and locked at all times.
- Lockers should not be shared with other students.
- The student is solely responsible for the contents of the locker issued by number to her at the beginning of the year.
- Nothing is to be on the top of the lockers. The school is not responsible for the safeguarding of items placed on top of lockers during the school day or after school.
- Only Saint Joseph Academy locks, purchased through the bookstore, are to be used. Locks must be closed and locked at all times, when not in use. Incoming Freshman receive a Saint Joseph Academy lock during orientation.
- Defacement of a locker is the responsibility of the student who is assigned to use that locker. There is a fine for defacing a locker.
- Lockers may be tastefully decorated for birthdays, sporting events, plays and other school events. Decorations should be removed immediately following the event. Students are responsible for what is placed on their lockers. Painters tape is to be used to hang decorations.
- Students taking a Physical Education class must lock all personal items in the basket assigned to them in the locker room. The school is not responsible for items lost, stolen or damaged that are not properly locked in these baskets.

LOST AND FOUND

All items lost and/or found are placed in a receptacle located in the Dean of Women's office. Purses and other valuables are to be turned in to the Main Office. Anything not claimed after a reasonable time is given away to local charities.

The school does not take responsibility for the loss of a student's personal items. Please lock your valuables in your lockers. If theft occurs, students should notify the Dean of Women, call the administrator of your homeowner's insurance policy and file a police report

NAZARETH LIBRARY AND JAMES MEDIA CENTER

- The Nazareth Library and James Media Center are places for study, research, and reading for enjoyment. Students are encouraged to make use of the spaces and the resources the Library provides as much as possible. Specific expectations are determined by Nazareth Library personnel and are posted in the Library and Media Center.
- The Library and Media Center are open from 7:15 a.m. to 5 p.m., Monday through Thursday and from 7:15 a.m. to 3:30 p.m. on Friday.
- Students who are using the Nazareth Library or James Media Center should come prepared to work, equipped with all materials that they will need for the block.
- The Nazareth Library and James Media Center are open to a finite number of students who are prepared to study during the activity blocks. Students who become disruptive may be asked to leave, so that the environment remains conducive to academic pursuits.
- Students who drop into the Nazareth Library or James Media Center during Academic Blocks should bring a pass from their classroom teacher and check in with the Nazareth Library personnel.
- The cost of any unreturned library materials will be added to the student's tuition bill at the end of each semester. Refunds for returned materials after 30 days will NOT be made.
- Students will be charged for the replacement of any damaged library materials.
- Make-up testing will take place in the Nazareth Library during Academic Blocks if a student has a study hall or a written pass from the classroom teacher.

PARKING PASSES

There are a limited number of student parking spaces within the Saint Joseph Academy parking lot. Students will be assigned parking spaces using the following procedure:

The following information must be submitted to the Dean of Women by the designated date as stated in the summer mailing:

- A photocopy of a valid driver's license
- A photocopy of proof of car insurance
- A check for \$200.00 made to Saint Joseph Academy
- A list of all cars that could be driven to school by the student with the following Information:
 - Make and model of car(s)
 - Color of car(s)
 - License plate number(s)
- The names of the students who submitted the above information will be included in a drawing to assign parking spaces. Preference will be given to seniors.
- A student will be notified during the first week of school if her name was drawn and will be given her parking pass with her assigned parking space number.
- If student has driving permit only they must obtain driver's license by October 1st in order to be included in the drawing.
- Students whose names were not drawn will have their checks returned.
- Students are ***strongly encouraged*** to consider carpooling with each other when possible.

PAWPRINTS BOOKSTORE

The bookstore is located on the ground floor. It is generally open during the activity blocks. Hours are posted on the door to the bookstore and online.

STUDENT ACTIVITIES AND ORGANIZATIONS

Students are encouraged to become actively involved in school-related activities and organizations to develop interests and leadership qualities and to expand talents. Students will be made aware of the nature of each club, moderator, meeting times, requirements for membership, and procedures for joining at an Activity Fair held at the beginning of the school year. In order to make activities available to all students, regular meetings for clubs and organizations will take place during the school day activity block.

TELEPHONES/MESSAGES

Telephone messages coming into the office for students will be delivered at some time during the school day depending upon the urgency of the information.

TEST TAKING DURING ACADEMIC BLOCKS

Most make-up tests or reading tests to students will be administered during academic blocks in the library. A student who is making up a test should get a pass from her classroom teacher and then come to the library with pass.

TEST TAKING DURING ACTIVITY BLOCKS

Students may make up tests during activity blocks if space permits. Test taking during activity blocks will be in room 222.

TEXTBOOKS

All basic textbooks (except those used in Theology 9 and Theology 10, which may be purchased in the bookstore) are loaned to the students for their use during the school year. Textbooks are to be identified with the student's name, kept clean, and handled carefully. If a text is lost or damaged beyond normal wear and tear, the student must replace its value.

VIOLATIONS OF STUDENT DRIVING/PARKING REGULATIONS

Students who are reported as driving recklessly in the parking lot, on their way to and from the school, or on side streets when identified as a Saint Joseph Academy student:

- May be issued a three-point infraction
- May require a parent conference
- May lose eligibility for the next year's parking spot drawing.

Students who park on side streets and are reported as not indicating respect for individuals or property:

- May be issued a three-point infraction and parent notification.
- May receive any fines, tickets or towing as determined by the City of Cleveland.

Students who violate the regulations for use of the Saint Joseph Academy parking lot will:

- **First Violation:** Be given one warning.
- **Second Violation:** Be issued a three-point infraction with parent notification.

- **Third Violation:** May lose eligibility for next year’s parking spot drawing. Or, be issued a \$50.00 parking fine.
- **Fourth Violation:** Have parking privileges revoked for the remainder of the school year.

WORK PERMITS

For students who live in the Cleveland Municipal School District, applications for work permits can be obtained in the Finance Office. They are then processed according to the instructions given with the work permit. For all other students, work permits must be obtained through the Board of Education in the school district in which they live.

WRITING CENTER

The Writing Center exists to help students with any writing assignment, from any class, and at any step in the writing process, from brainstorming through the final draft. In the Writing Center, students will meet with a trained writing consultant who can offer suggestions and support for any of the following types of writing and more:

- Research Papers
- Explaining Teachers’ Comments
- Citing and Documenting Sources
- Creative Writing
- MLA, APA, and CMS Styles
- College Applications
- Reflective Essays
- Résumés
- Essay Test Preparation
- Cover Letters

Any Saint Joseph Academy student may sign up to visit the Writing Center. Consultations are not only for students who feel challenged by writing; even if a student feels confident in her writing ability, the Writing Center can help her further develop her writing skills and learn how to critique her own writing.

The ultimate goal of the Writing Center is to help students learn how to determine the strengths and weaknesses of their writing and to edit their writing by themselves. Using the Writing Center will help students become better writers, and good writers are good thinkers. So, the Writing Center can help students improve in all of their classes, not just English.

The Writing Center is usually open ***Monday through Friday, during both activity blocks***. If students are unable to visit during activity blocks, they can make Writing Center consultation appointments before school (**7:30 a.m.–8 a.m.**) or after school (**3 p.m.–3:30 p.m.**) or any academic block (A, B, C or D). A student must have a teacher referral to make an appointment for an academic block.

Other Important Information for the Writing Center

- *Students must be present for their Writing Center consultations.* The Writing Center is not a proofreading service and will not accept papers that have been “dropped off” for review. Again, the goal of the Writing Center is to help students learn how to critique and edit their own writing.

- The Writing Center will not review a student's paper if it is due during the block immediately following the consultation. Please plan Writing Center visits far enough in advance to allow time to revise papers before they are due.
- Please bring the following materials to each Writing Center consultation:
 - Specific questions and/or concerns about a paper or writing in general
 - A typed, double-spaced, hard copy of the paper
 - Any assignment sheets, texts, notes, and/or drafts that were used for the paper
 - The Writing Center will **NOT** provide a grade estimate or guarantee a grade for your paper. The student will decide how to revise the paper and the teacher will decide what grade to assign for the paper

STUDENT HEALTH

ALCOHOL AND DRUGS

Philosophy: Saint Joseph Academy recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. Saint Joseph Academy recognizes chemical use, abuse and dependency to be a serious societal problem that is an illness. The Academy is concerned about the health and safety of all the students adversely affected by alcohol and other drugs. Use and abuse increase the likelihood of disruption of the learning process. It is in the best interest of Saint Joseph Academy to provide the students and Saint Joseph Academy community with a drug-free school environment. Saint Joseph Academy recognizes the health problems of youth are primarily the responsibility of the home and community; however, Saint Joseph Academy plays an important role in the early detection and assessment of chemical and drug use. Therefore, the Academy in conjunction with the family will identify resources available to help the student. Saint Joseph Academy goals are education, prevention, intervention, referral, support and guidance.

Policy Statement: Use of alcohol and/or drugs before coming to school, on school property, at school-related events, or when occurring at off-campus events and reported to the school is forbidden. No student shall:

- Possess, conceal, distribute, offer or consume alcohol or drugs.
- Misuse any prescription drugs or legal drugs.
- Knowingly bring individuals who are under the influence of alcohol or drugs.

Saint Joseph Academy reserves the right to use alcohol-detecting instruments at any time.

ALLERGIES

When possible, extra precautions are taken in the school to eliminate the causes of extreme allergic reactions (peanut, latex, etc.). When a student applies to Saint Joseph Academy, parents must notify the school of the specifics of the allergy including medical documentation of the allergy, things that may cause a severe reaction and the course of action to take when a reaction occurs.

ASTHMA

According to state law, a student is permitted to carry an inhaler for self-administration of medication if the form is on file with the school nurse. The form must be filled out by a physician and signed by the physician and a parent/guardian. If a student will carry an inhaler in school, please call to obtain the permission form and return it with the correct signatures.

BLOODBORNE PATHOGENS STANDARD

In order to comply with Occupational Safety Health Administration (OSHA) guidelines, all blood contaminated objects, such as bloody tissues and used Band-Aids, will be disposed of separately in biohazard containers.

CONCUSSIONS

Any student experiencing symptoms or diagnosed with a concussion are asked to notify their counselor immediately so they may receive assistance with academics. Athletes should also notify the athletic director.

EPI-PEN

A student is permitted to carry an epi-pen for self-administration of medication if the form is on file with the school nurse. The form must be filled out by a physician and signed by the physician and a parent/guardian. If a student will carry an epi-pen in school, please call to obtain the permission form and return it with the correct signatures.

INSULIN

A student is permitted to carry insulin for self-administration of medication if the form is on file with the school nurse. The form must be filled out by a physician and signed by the physician and a parent/guardian. If a student will carry insulin in school, please call to obtain the permission form and return it with the correct signatures.

MEDICATIONS

For a student to receive medication in school, the following items will need to be completed:

- Obtain a permission form from school nurse
- Return the permission form with all sections filled out completely to school nurse
- A physician's signature is required for all prescription medication
- For over the counter medications such as Tylenol or Advil, no physician signature is necessary
- All medications must be in the original bottle
- Up to a two-week supply will be accepted by the school nurse
- If only a half pill is to be given, the pill must be cut by the parent/guardian or the pharmacist

If there are any changes with the medication, dosage or time to be given, a new medication form must be filled out completely and returned to school nurse.

PREGNANCY

Because the core of the Saint Joseph Academy program is built around the Catholic faith, our philosophy in dealing with pregnancy centers on our institutional belief in the sanctity of life. The academic administration will work in cooperation with the student's parents to provide whatever assistance is needed and in accordance with the Cleveland Diocesan Pregnancy Policy. Pregnancy is not a reason for dismissal from school.

MARRIAGE

Ordinarily when a student chooses to marry before she graduates, she will not be permitted to continue her education at Saint Joseph Academy.

STUDENT SAFETY

EMERGENCY PROCEDURES

State laws require fire, tornado, and other emergency drills. Students will be advised of special directions for each type of drill. In the event of an emergency, situation families will be notified using our School Messenger communication system. **Cell phones are not permitted during any emergency drills for the safety of all individuals.**

EMERGENCY RELEASE OF STUDENTS

In case of unexpected situations, such as severe weather or other emergency that requires an early dismissal of students, the school will:

- Send a message to parents via the School Messenger communication system
- Contact TV and radio stations
- Place a message on the school voicemail
- Place a message on the school website
- Place a message on all Saint Joseph Academy social media accounts
- Dismiss students to go home in their normal mode of transportation unless advised differently by a parent or the administration determines otherwise

INTERNET SAFETY

All students at Saint Joseph Academy are educated at various times during the school year about internet safety.

PERSONAL SAFETY

At various time throughout the school year via classroom instruction and/or school programs, Saint Joseph Academy will provide students with information about preventing sexual abuse, bullying, maintaining a personal safe environment and other topics related to personal safety. Any parent who does not wish their daughter to take part in these educational opportunities needs to alert the teacher/adult in charge of the class/event or student's counselor.

STUDENT SUPERVISION

The building and premises at Saint Joseph Academy will be supervised from 7:30 a.m. - 3:30 p.m. on regular school days. Students are asked to clear the hallways by 3:15 p.m. and either be waiting for a ride at the assigned areas or going to a supervised activity. The Nazareth Library will be open from 7:15 a.m. – 5 p.m. on Mondays through Thursdays and from 7:15 a.m. - 3:30 p.m. on Fridays. Those waiting for scheduled activities or parent rides will be directed to the Dining Hall, Academy Center Arcade or the front circle drive area until their ride arrives or practice starts.

OTHER SCHOOL POLICIES

ACADEMIC RECORDS

The release of academic records requires a signed release of information. Saint Joseph Academy will not include ACT or SAT results on official transcripts. As a student considers colleges and universities to which she might apply, she should instruct ACT and/or SAT to send scores to those colleges and universities directly. Academic records will only be released if financial obligations are current.

ADMISSIONS POLICY

Students of any race, religion, color, nationality and ethnic origin may be admitted and accorded all rights, privileges, programs and activities through Saint Joseph Academy admissions policies, scholarships, athletics, and all other school-administered programs.

All incoming freshmen are required to take a placement test on published dates. All applicants, whether an incoming freshman or transfer student, are reviewed on past school achievement; behavioral, academic and attendance records; standardized test scores; a personal interview with the parent and the student.

Foreign exchange students are admitted on a case-by-case basis and must have a valid student visa. Students over the age of 18 will not be considered.

For more information, please contact the Director of Admissions at 216-251-6788.

CLUB WEAR APPAREL PROCEDURE

All apparel must be ordered from the Paw Prints Bookstore manager. The order form may be obtained from the Dean of Women or the Paw Prints Bookstore manager. The process will take three weeks from start to delivery date. Please allow appropriate amount of time for your request. All club wear orders must be placed before spring break.

FUNDRAISING POLICY

All fundraising must follow the Internal Student Fundraising policy. Request for approval of any fundraising activity by student groups must be submitted to the Dean of Women at least 30 days prior to the proposed activity for review against the master calendar. Approval forms can be obtained from the Dean of Women.

PUBLICATIONS/PUBLICITY

The President and Principal are the publishers of all school publications and make the final decision as to their contents. Only publications, including posters or fliers, approved by the academic administration may be distributed at the school. Students responsible for the distribution of unauthorized materials may face serious disciplinary consequences as determined by the academic administration. Those consequences may include suspension or dismissal.

The following items of information are considered to be directory information and may be printed unless the school is otherwise notified:

- Student names, pictures, and activities for the yearbook and other school publications
- Student names, pictures, and activities for external community partnerships

- Athletics information and pictures for yearbook and newspapers
- Award information and picture for yearbook and newspapers
- Student pictures and student work for the school website
- Parent contact information for confidential (within school community) school directory
- Any parent who does not wish this information to be used must submit to the Communications Manager, in writing, a statement indicating this at the start of each new school year

SPORTSMANSHIP

Saint Joseph Academy students must be true sportswomen. They will therefore:

- Consider their athletic opponents as guests
- Never attempt to antagonize their opponents
- Always respect the decisions of the officials
- Remember that the reputation of the school depends on student conduct before, during and after athletic events
- Endeavor to make Saint Joseph Academy known for its good sportsmanship

VISITORS

All visitors must report to the main office before transacting any business. Visitors must sign the log in the Main Office and receive a visitor's badge. Visitors should sign out in the main office prior to leaving. Ordinarily, students from other high schools will not be permitted to visit except in the case of a student considering a transfer. If this is the case, arrangements should be made by the student's parent through the Admission Office.

WITHDRAWAL FROM SAINT JOSEPH ACADEMY

When a student chooses to withdraw from Saint Joseph Academy, a parent must contact the Assistant Principal to discuss the withdrawal process. At this time, an exit interview with the student and the parent will take place. The student will be given a Withdrawal Notice which she must have completed by her teachers, the technology department, the finance director and the librarian indicating that all obligations have been completed and all materials returned. This notice will then be returned to the Assistant Principal. If it is noted that all obligations have been completed, a Record Transfer form will be issued allowing the records for that student to be sent to the school that she will be attending.

Students withdrawing from Saint Joseph Academy during the school year for any reason may be eligible for a tuition refund. If a student is a registered student for any portion of an academic quarter, tuition for that entire quarter must be paid. Paid tuition will be refunded, less any applicable discounts, including scholarships and tuition assistance, for the remaining portion of the school year. Adjustments for the Cleveland Scholarship Program will be calculated on a daily basis, in accordance with state regulations.

ELECTRONIC COMMUNICATION ACCEPTABLE USE POLICY

Saint Joseph Academy believes that technology is a vital means to assist those who carry out the educational ministry of the school. We are pleased to offer the faculty, staff and students of Saint Joseph Academy access to our computers for electronic mail, the internet and other educational computer applications. This policy describes Saint Joseph Academy's general rules regarding use of electronic communications. Saint Joseph Academy adheres to all relevant federal and state laws and regulations regarding electronic communications.

EMAIL USAGE POLICY

Saint Joseph Academy provides electronic mail resources to support its work of teaching, scholarly research and public service. This sets forth Saint Joseph Academy policy with regard to use of, access to, and disclosure of electronic mail to assist in ensuring that Saint Joseph Academy resources serve those purposes.

PRIVACY, CONFIDENTIALITY AND PUBLIC RECORDS CONSIDERATIONS

Saint Joseph Academy will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, Saint Joseph Academy can assure neither the privacy of an individual user's use of Saint Joseph Academy electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

PERMISSIBLE USES OF ELECTRONIC MAIL

Only Saint Joseph Academy faculty, staff, students and other persons who have received permission under the appropriate Saint Joseph Academy authority are authorized users of Saint Joseph Academy electronic mail systems and resources.

The use of any Saint Joseph Academy resources for electronic mail must be related to Saint Joseph Academy business, including academic pursuits. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for Saint Joseph Academy. Any such incidental and occasional use of Saint Joseph Academy electronic mail resources for personal purposes is subject to the provisions of this policy.

PROHIBITED USES OF ELECTRONIC MAIL

Students are strictly prohibited from sending electronic mail or otherwise using the electronic mail system in connection with any of the following activities:

- Personal use that creates a direct cost to Saint Joseph Academy, that interferes with the productivity of other users or consumes system resources or storage capacity on an ongoing basis.
- Personal monetary gain or commercial purposes that are not directly related to Saint Joseph Academy business.
- Sending any material that is threatening, obscene, hateful, disruptive, sexually explicit or that could be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
- Sending copies of documents in violation of copyright laws.

- Inclusion of the work of others into electronic mail communications in violation of copyright laws.
- Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.
- "Spoofing," i.e., constructing an electronic mail communication so it appears to be from someone else.
- "Snooping," i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial Saint Joseph Academy business or educational purpose.
- Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization.

SAINT JOSEPH ACADEMY ACCESS AND DISCLOSURE

To the extent permitted by law, Saint Joseph Academy reserves the right to access and disclose the contents of electronic mail without the consent of the user. Saint Joseph Academy will do so when it believes it has a legitimate business or educational need and only after explicit authorization is obtained from the appropriate Saint Joseph Academy authority.

Electronic mail of students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). Saint Joseph Academy may access, inspect, and disclose such records under conditions that are set forth in the statute.

The use of an encryption device to restrict or inhibit access to her electronic mail is strictly prohibited.

Saint Joseph Academy will not monitor electronic mail as a routine matter, but it may do so to the extent permitted by law as Saint Joseph Academy deems necessary for purposes of maintaining the integrity and effective operation of Saint Joseph Academy electronic mail systems.

Saint Joseph Academy reserves the right to inspect and disclose the contents of electronic mail:

- In the course of an investigation triggered by indications of misconduct or misuse
- As needed to protect health and safety
- As needed to prevent interference with the academic mission
- As needed to locate substantive information required for Saint Joseph Academy business that is not more readily available by some other means.

Saint Joseph Academy will inspect and disclose the contents of electronic mail when such action is necessary to respond to legal processes and to fulfill Saint Joseph Academy obligations to third parties. The contents of electronic mail communications, properly obtained for Saint Joseph Academy purposes, may be disclosed without permission of the user. Saint Joseph Academy will attempt to refrain from disclosure of particular communications if disclosure appears likely to create personal embarrassment, unless such disclosure is required to serve a business or educational purpose or satisfy a legal obligation. Individuals needing to access the electronic

mail communications of others, to use information gained from such access, and/or to disclose information from such access and who do not have the prior consent of the user must obtain approval in advance of such activity from the appropriate Saint Joseph Academy authority. That procedure shall take into consideration ways to minimize the time and effort required to submit and respond to requests, the need to minimize interference with Saint Joseph Academy business and protection of the rights of individuals.

DISCIPLINARY ACTION

Appropriate disciplinary action, up to and including suspension or expulsion, will be taken against individuals found to have engaged in prohibited use of Saint Joseph Academy electronic mail resources.

PUBLIC INSPECTION, RETENTION, AND ARCHIVING OF ELECTRONIC MAIL

Electronic communications of Saint Joseph Academy students are considered the property of Saint Joseph Academy.

If the recipient of electronic mail messages has previously segregated and stored such messages as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of Saint Joseph Academy or because of the value of the official Saint Joseph Academy data contained therein, then such messages must be retained, archived, and destroyed in compliance with the Saint Joseph Academy Policy.

INTERNET ACCESS POLICY

Internet access is available to students of Saint Joseph Academy. We are very pleased to have internet access, as we believe it offers valuable, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the school by facilitating resource sharing, innovation and communication. Access to the internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with users throughout the globe. Students will be able to enhance communications and productivity and share information with the local community, including parents, social service agencies, government agencies and businesses.

PERMISSIBLE USES OF INTERNET ACCESS

Only Saint Joseph Academy students and other persons who have received permission under the appropriate Saint Joseph Academy authority are authorized users of Saint Joseph Academy's internet access and resources.

The use of any Saint Joseph Academy resources for internet access must be related to Saint Joseph Academy business, including academic pursuits. Internet use brings the possibility of breaches to the security of confidential information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized users potential access to passwords and other confidential information. Removing such programs from the network requires IT staff to invest time and attention that is better devoted to progress.

Incidental and occasional personal use of internet access mail may occur when such use does not generate a direct cost for Saint Joseph Academy. Any such incidental and occasional use of Saint Joseph Academy's internet access for personal purposes is subject to the provisions of this policy.

PROHIBITED USES OF INTERNET ACCESS

Users are strictly prohibited from accessing websites or otherwise using Saint Joseph Academy's internet access in connection with any of the following activities:

- Personal use that creates a direct cost to Saint Joseph Academy, that interferes with the productivity of the user or consumes system resources or storage capacity on an ongoing basis
- Personal monetary gain or commercial purposes that are not directly related to Saint Joseph Academy business
- Obscene/graphic imagery
- Pornographic material
- Unapproved Social Networking Sites
- ANY #chan site (i.e.: 4chan.org, 11chan.org, 420chan.org, etc.)
- Pirating/torrent/rapid share sites
- Dating/personals sites
- Chat rooms
- Non-classroom related games
- Message boards/forums for non-school/office related issues
- Shopping sites that are for non-school/office related purchases
- Hate/discrimination sites

With access to a computer and people from around the world also comes the availability of material that may not be considered to be of educational values in the context of the school setting. Families should be warned that some material obtained via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. On a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately.

We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals. Successful operation of the building network facilities requires use of internet resources be consistent with Saint Joseph Academy's stated mission, goals and objectives. All of the rules that apply to student conduct in school also apply when the students are off campus. The internet offers many opportunities for virtual field trips to distant locations. It is important that students realize they act as ambassadors for their school in such encounters and our policy states this explicitly. The following guidelines are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have her account terminated and future access could be denied in accordance with the rules and regulations discussed during internet training sessions.

INTERNET - TERMS AND CONDITIONS

- A “user” is defined as any student using the technology resources at Saint Joseph Academy.
- The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege - not a right - that entails responsibility.
- Inappropriate use will result in a suspension or cancellation of internet privileges. The system administrators, after consultation with the President and/or Principal, will deem what is inappropriate use and their decision is final.
- The system administrators will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather ensuring system integrity and responsible use of the system. A log may be kept of all internet use by students.
- The school administration, faculty, and/or staff may request the system administrator to deny, revoke, or suspend specific user accounts.
- Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical and polite manner while online. Disruptive or disturbing behavior, use of vulgar, obscene or bigoted language or materials will be handled as disciplinary issues.
- Exemplary behavior is expected on ‘virtual’ field trips. When visiting locations on the internet or using communication tools, users must conduct themselves as representatives of their school. They must abide by the rules/policies of any sites they ‘visit’. Users whose conduct is in conflict with responsibilities outlined in this document will lose network privileges.
- Users are not permitted to use the computing resources for commercial purposes, product advertising or political campaigning.
- Users are not permitted to transmit receive and/or submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
- Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, operating systems or computer networks will result in cancellation of privileges.
- Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
- Security on any computer system is a high priority, especially when the system involves many users. Users should notify a system administrator if a problem or potential bypass of security systems is detected. Users should not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work or files is prohibited.
- Attempts to log on to the internet as someone else may result in cancellation of user privileges.
- Saint Joseph Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Joseph Academy assumes neither responsibility nor liability for any phone charges, line costs, usage fees or damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the internet is at the user's own risk. Saint Joseph Academy

specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Unauthorized attempts to connect to Saint Joseph Academy's network are prohibited.
- Network systems administration may update the electronic communications acceptable use policies when new or changing technology warrants.
- Any violation(s) may result in a loss of computer access, as well as other disciplinary (up to and including suspension or expulsion) or legal action. Users are considered subject to all local, state and federal law.

SAINT JOSEPH ACADEMY CHROMEBOOK DEVICE POLICY

1. Purpose

Saint Joseph Academy is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty and staff due to the convenience, speed, cost effectiveness and environmental advantages it provides. Upon the return of the Chromebook Agreement signed by the student and one parent or guardian, Saint Joseph Academy will provide all students with a Chromebook (“device”). The following policy will define the proper use of school-provided and owned laptop computers and devices.

2. Enrollment

Enrollment in this one-to-one initiative is mandatory and only Saint Joseph Academy issued devices are to be used.

3. Applicability of Other School Policies and Rules

Saint Joseph Academy only authorizes the use of its device in a manner consistent with established instructional, research and administrative objectives of the school.

4. Ownership

While students are enrolled at Saint Joseph Academy, devices issued through this initiative are the property of Saint Joseph Academy. Should the student break, lose or have her Chromebook stolen, she is liable for the replacement cost of the device. Students have no ownership, interest or right to title in the device. Once a student has graduated from Saint Joseph Academy, the device is no longer supported by the school and becomes the property of the student. Transfer students may be subject to an additional buyout fee.

5. Acceptable Use

Saint Joseph Academy only authorizes use of its device in a manner that supports its mission. Personal use is permissible so long as, in the determination of Saint Joseph Academy, it does not interfere with the school’s mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person’s or entity’s rights and work and/or learning environment and does not conflict with any rule or law.

- Notwithstanding the above described permissible personal uses, Saint Joseph Academy devices are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
- A nonexclusive example of illegal activity for which the devices may not be used is transmission or storage of copyrighted materials not in the name of the student or Academy.
- Students must handle the device with care.
- Students must bring their devices to school with them every day fully charged.
- Students must not use device or computer programs in any manner other than that for which it is intended.
- Students must not intentionally modify network configuration files or otherwise interfere with the functioning of a Saint Joseph Academy computer.

- Students must not intentionally transmit viruses and other such malicious computer programs via the Saint Joseph Academy device.
- The device will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all Saint Joseph Academy policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of the device.
- Loss or theft of the device must be reported to the school by completing the “Lost/Stolen Device Reporting Form” and submitting a copy of the police report by the first subsequent business day following the loss or theft. It is the family's responsibility to report theft to the local police department.
- Students must not modify, upgrade or attempt to repair the device issued under this policy without the express permission of the Academy.

6. Reporting Unacceptable Use

Students are responsible for maintaining the integrity of the one-to-one initiative and reporting any violations of this policy.

7. Liability

- Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping their device free from all pornographic material, inappropriate test files, or files that may compromise the integrity of Saint Joseph Academy School’s network, equipment or software.
- Saint Joseph Academy is not liable for any material sent by and/or stored on the device.

8. No Guaranteed Content Privacy

- Saint Joseph Academy cannot guarantee that content stored on devices issued in accordance with this policy will be private. Saint Joseph Academy respects the rights of its students; however, the Academy is also responsible for servicing and protecting its property.
- Although the content of the device is not routinely monitored, Saint Joseph Academy reserves the right to monitor or access the hard drives of its devices if it suspects or is advised of possible breaches of security, harassment or other violations of other school policies, rules, regulations, directives or law, or evidence exists which demonstrates to the school that its device may contain information, data or other intellectual property that belongs to another person.

9. Insurance

Effect July 1, 2017, Saint Joseph Academy provides insurance coverage for each Chromebook as part of the annual technology fee. Please see Chromebook Support Procedures for instructions on how to obtain support and file a claim.

10. Return of the Device

Students will keep their devices throughout the school year and during the summer. If a student withdraws from Saint Joseph Academy, the device must be promptly returned to the Technology Department. If the device is not returned upon withdrawal, a fee equal to the full retail price of the device and all accessories will be billed to the student.

11. Disciplinary Measures

- Noncompliance with this policy will result in loss or restriction of device privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Saint Joseph Academy device may be revoked at any time for infractions.
- Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- School administrators will determine violations of this policy.
- Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Saint Joseph Academy. Discipline may include legal action.

12. Indemnification

By signing the Chromebook Agreement, the student and her parent(s) or guardian(s) agree to reimburse and hold the Academy harmless from and against any and all liabilities, costs, collections costs, attorney fees and other damages which arise out of or relate in any way to the use or failure to return the device and its software to the Academy in accordance with this policy. Saint Joseph Academy reserves the right to change this policy at any time. Please refer to our website for the most current policies.

How to Care for Your Chromebook and Accessories

GENERAL CARE

- Chromebook screens are sensitive. They may react negatively by blurring or cracking themselves if you touch the screen too hard with any object. This includes your finger, a pen, a pencil or any other item. Please take care not to leave any item on your keyboard prior to closing the lid on your Chromebook; this includes paper.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Be sure to unplug your Chromebook when it is not charging.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. Do NOT put your Chromebook under a blanket, on the dashboard of your car, leave it in direct sunlight, etc.
- Do not block air flow when device is on. While your Chromebook does not get overly hot as a traditional laptop may, it does need to breathe.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- Avoid placing or dropping, heavy objects on the top of the Chromebook.
- Chromebooks and carrying cases must remain free of any writing, drawing, or stickers. They have been labeled with the inventory tag number that was assigned to you.
- While the Chromebook cases are sturdy, drops from heights can damage the outside of the Chromebook.
- Damage, loss, or theft must be reported immediately.

CARRYING CHROMEBOOKS

- Transport Chromebooks with care.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Chromebook lids should always be closed and tightly secured when moving.
- Keep your Chromebook in the case provided to you at all times.
- Carry your Chromebook by the HANDLES of the provided case. This will help to avoid it sliding off of your books and dropping.

SCREEN CARE

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure placed on the lid or the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.

A/C POWER ADAPTER

- The port on the power adapter is fragile - insert and remove with care every time.
- Do not carry your Chromebook around with the power adapter plugged in.
- When not in use, wrap your Chromebooks power adapter up so the cords don't become tangled/knotted.

CHARGING YOUR CHROMEBOOK

- Chromebooks hold a charge for between 8-10 hours.
- Make sure to plug-in your Chromebook in each night so that it is fully charged by morning. There is limited power available at the school and you may not be able to charge it during the day.

KEEPING YOUR CHROMEBOOK CLEAN

- Never use any product containing any alcohol, ammonia or other strong solvent to clean your Chromebook.
- Do NOT spray or wipe your Chromebook with any windex/household cleaner/water and/or cleaning cloth/wipes.
- You may clean the screen with a soft, dry antistatic or microfiber cloth.