



STUDENT-PARENT HANDBOOK

St. Joseph Academy

328 Vine Street, Hammonton, NJ 08037

609-561-8700 | StJosephAcademy.com



FOR THE USE OF
STUDENTS, PARENTS, and FACULTY

This handbook belongs to:

Student _____

Address _____

City/Town _____

Zip Code _____

Phone _____

~ MISSION STATEMENT ~

Guided by the Holy Spirit, Saint Joseph Academy provides a Comprehensive quality education that fosters excellence in Scholarship, lifelong learning, enlightened citizenship, and moral integrity. Saint Joseph Academy prepares its students to serve as leaders who will use their values and education to shape a world of social justice and peace

~ STATEMENT OF BELIEFS ~

We believe that:

It is the responsibility of Saint Joseph Academy to deliver relevant, research-based curriculum which prepares students to meet the challenge of the twenty-first century with knowledge and confidence. Attention to the proper use of technology and media with an emphasis on higher order thinking and critical analysis are integral to our curriculum. Decisions based on Catholic teachings must guide the use of the ever growing technological innovations.

Going beyond the confines of the school and local community is essential as global citizenry is a reality. Such action fosters respect, understanding, and an acceptance of diversity which enables students to form educated opinions in the important work of seeking peace and social justice.

The creation of a safe environment ensures the well-being of our students emotionally and physically. Saint Joseph Academy strongly supports the dignity of every student. Respect for life in all forms stems from the reverence placed on each individual who is made in the image and likeness of Christ.

IMPORTANT NOTICE

The Principal of the school has the sole and absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct. Nothing this handbook says limits the Principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose penalties for offenses that are not specifically listed in this handbook, if the Principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

~ **AMENDMENT** ~

The Principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

~ **NON-DISCRIMINATION POLICY** ~

Saint Joseph Academy admits students of any race, sex, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and/or ethnic origin in the Administration of its educational policies, in its admission policies, scholarship and loan programs, athletic, and/or school-administered programs.

~ **ACCEPTANCE OF POLICIES** ~

This handbook explains what is expected of the parents and students. Enrollment at Saint Joseph Academy indicates an acceptance of these policies and regulations by students and their parents. The school reserves the right to dismiss any student whose parent or guardian refuses to cooperate with the policies established in this handbook or engages in conduct that is detrimental to the school.

~ **ACCREDITATION** ~

Saint Joseph Academy is accredited by the Middle States Association of Colleges and Schools.

~ **TECHNOLOGY** ~

~ **ACCEPTABLE USE POLICY** ~

The technology available at Saint Joseph Academy is for the use of the students and faculty for educational purposes. In order for students to use the technology services of the school, students and their parents must understand and accept the following **Acceptable Use Policy**. Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for our students and staff.

~ TECHNOLOGY ~
~ ACCEPTABLE USE POLICY~
(CONTINUED)

Material viewed, created, and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to ensure that the page is appropriate, has a legitimate educational purpose and is in conformance with this policy. A student using the access terminals in the Learning Media Center may be required to hand an I.D. card to the learning media staff. Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will receive disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspensions or expulsion, and/or criminal complaint.

Unacceptable use of the technology includes but is not limited to:

1. Doing anything with respect to hardware, software, programming which results in Damage to the technology or inconvenience to others.
2. Violating the privacy act of any student, employee or any other individual.
3. Revealing home phone numbers, addresses, or other personal information.
4. Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
5. Transmitting material threatening to another person, whether or not such threatening action is delivered.
6. Using the technology to bully another individual or group.
7. Copying proprietary information, including software, in violation of applicable law.
8. Plagiarizing, which is taking someone else's words, ideas, or findings and presenting them as your own without properly giving credit to the sources.
9. Using the network for financial gain, a business activity, or any illegal activity.
10. Creating, transmitting, or producing computer viruses.
11. Deliberately trying to degrade or disrupt system performance.
12. Transmitting product advertisement or political lobbying.
13. Violating any local state, or federal rule or regulation.
14. Exploring or transmitting information that conflicts with Christian moral values.
15. Granting access to unauthorized persons, either by intentional action or unintentional action (i.e. Failure to log off).

***The use of our school's technology, including internet use is a privilege, not a right.**

Parent Signature

Date

Print Student's Name

~ GUIDELINES FOR INTERNET AND ELECTRONIC COMMUNICATIONS ~

The Internet has become a global and ubiquitous reality. It offers access to a wealth of knowledge which can be extremely beneficial to students. The Internet can also be dangerous. Because the Internet offers the opportunity for anonymity, there is a possibility for cyber bullying and other harmful acts and for sexual predators to have access to minors.

It is important for students to maintain appropriate boundaries with respect to other students and the adults in the school. This is for the protection of both students and adults. The Internet and other electronic communications pose unique challenges in this regard.

Computer use, including use of non-school equipment and use outside of school can have harmful effects on students and the school community. Any person, who makes inappropriate use of the **Internet, cell phones, or other means of electronic communications** that is harmful to the good order and discipline of the school, its mission or its educational objectives, is subject to disciplinary action.

This document establishes guidelines for the appropriate use of the Internet, electronic mail, and telephone for students.

Acceptable protocol includes the following:

1. If a student must correspond with school personnel by e-mail, only school matters of matters appropriate to be discussed in school should be communicated.
2. Students should remember to write as if others are certain to read what is written. Email communication can easily be shared with others for whom the communication was not intended.

Unacceptable protocol includes the following:

1. Bullying or harassing another student, parent, teacher, administrator, school employee or other member of the school community.
2. Posting statements, pictures or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to another student, parent, teacher, administrator, school community.
3. Using the school seal (logo) or motto without written permission of the Principal.
4. Creating a website, web page, account, blog, or the like designed to look like it was created by or belongs to another student, a teacher, administrator, school employee or other member of the school community without the express written consent of that individual.
5. Creating a website or webpage designed to look like an official school posting.
6. Using the name Saint Joseph Academy, Saint Joseph, St. Joe or any form of our school name on a website without the written permission of the Principal.

ADMINISTRATION:

President.....Martin T. Durney, Ph.D
Principal..... Lynn Domenico, M. ED
Academic Advisor..... Michelle Curcio
Guidance Director.....Samantha Hughes
Advancement Director..... Anthony Apreda

SUPPORT STAFF:

Administrative Assistant to Principal.....Gina Gardiner
Administrative Assistant to Guidance.....Cathleen Berenato-Sanders

~ REGULAR BELL SCHEDULE ~

1 st Bell	7:40 am
Period 1	7:45 am – 8:43 am (10 minutes for prayer, pledge, announcements)
Period 2	8:47 am – 9:30 am
Period 3	9:34 am – 10:17 am
Period 4	10:21 am – 11:04 am
Period 5	11:07 am – 11:50 am
Period 6	11:53 am – 12:36 pm
Period 7	12:39 am – 1:22 pm
Period 8	1:25 am – 2:12 pm (includes afternoon announcements)
2:12 pm Dismissal	

~ ACADEMIC POLICY~

GRADE EQUIVALENTS:

A+	97 - 100
A	93 - 96
B+	89 - 92
B	85 - 88
C+	81 - 84
C	77 - 80
D+	74 - 76
D	70 - 73
F	0 - 70

ASSIGNMENT/HOMEWORK POLICY:

Students should expect to be assigned homework every night of the week. Since homework is a part of the grading process, it is expected that assignments be handed in on time and are done with seriousness and attention. Both students and parents may check homework assignments posted on the **Teacher Homework Sites**. (The [link to Teacher Homework Sites](#) can be found on the school's web page under the **Parents** tab.)

ACADEMIC DISHONESTY

An integral part of any institution of learning is the manner in which students and teachers endeavor to maintain the standards of truth in academic behavior. We believe that as a Christian community, we are dedicated to upholding the ethical standards of truth and justice.

DEFINITION OF ACADEMIC DISHONESTY

The following shall constitute academic dishonesty:

1. Plagiarism: The use of the language, ideas, or thoughts of another as if it were one's own original work.
2. Copying another student's answer on in-class examinations, take-home examination, Laboratory work, or class assignments.
3. Discussing answers during in-class examinations or take-home examinations.
4. Inappropriate use of technology for the transmission of information of others for use in papers or tests.
5. The use of crib notes, prepared tests, or other types of unauthorized material.
6. Attempting to secure a future examination or information regarding the contents of a future examination, unless authorized by the faculty member concerned.
7. Being in possession of a teacher copy of a test or testing materials of any kind.
8. Re-submission of old work, even though the student's own, for a new course without permission of the new instructor, or submission of the same paper in two courses without specific authorization from both faculty members concerned.

9. Impeding the academic progress of other students including, for example, unauthorized removal or misplacement of library material, theft or damage to equipment, and stealing or defacing another student's work.

~ **ACADEMIC POLICY** ~

PENALTIES FOR ACADEMIC DISHONESTY

In the event that any of the above rules are violated the following steps may be taken. The Administration will meet to evaluate the situation.

1. The student may be placed on **probation**.
2. The teacher may require an additional test or assignment for the student.
3. The student may be suspended from Saint Joseph Academy. Repeat offenders are liable for **expulsion**.
4. Membership in the National Honor Society must be withheld or rescinded.
5. Parent notification.

APPEALS

A student who believes he or she has been unfairly treated under the Academic Dishonesty Policy should first discuss the matter with the teacher who gave the assignment. This discussion should take place in private and outside of class time. If, after an objective discussion with the teacher, the student still feels falsely accused, the matter may be appealed to the Administration. The Principal will make the final decision.

PROGRESS ASSESSMENTS

Progress Assessments will count as 20% of the final grade for each course in each semester.

Final Grade, Quarter 1:	40%
Final Grade, Quarter 2:	40%
Exam Grade, Semester 1:	<u>20%</u>
	100%

Final Grade, Quarter 3:	40%
Final Grade, Quarter 4:	40%
Exam Grade, Semester 2:	<u>20%</u>
	100%

GRADE POINT AVERAGE/CLASS RANK

Class rank will be determined by students' final grade point average in junior and senior year. This average is weighted according to the academic challenge level of each course. Below is a chart designating the **Quality Points (Q.P.)** earned for grades in each level:

	<u>AP</u>	<u>ACCELERATED</u>	<u>HONORS</u>	<u>COLLEGE PREP</u>
A+	5.0	4.8	4.7	4.4
A	4.5	4.3	4.2	4.0
B+	4.0	3.7	3.6	3.4
B	3.5	3.2	3.1	3.0
C+	3.0	2.7	2.6	2.4
C	2.5	2.2	2.1	2.0

D+	2.0	1.7	1.6	1.4
D	1.5	1.2	1.1	1.0

~ ACADEMIC POLICY~

ACADEMIC HONORS

In order to achieve first honors, students must earn an “A” in all classes. In order to achieve second honors, students must receive all “As” and “Bs”.

ADVANCED PLACEMENT

Students are required to sign a contract stating that they must take the AP Examination. Students who do not take the AP Examination will receive Honors credit.

ACADEMIC FAILURES

If a student is issued a failing average in a subject, he/she is expected to attend summer school (on line or in seat) or to receive tutoring from a qualified instructor in order to make up the deficiency. In the latter case, the tutor must confer with the teacher for the work to be covered. In addition to the examination administered by the summer school or by the tutor, the school may choose to evaluate the student’s progress by administering its own examination.

Students who fail more than two subjects may not be permitted to return to Saint Joseph Academy for the following school year. A grade of “D” will be recorded on the permanent record card of a student who remedies a final failure by either of these methods.

ACADEMIC ELIGIBILITY

In order to be eligible to participate in co-curricular activities (sports, plays, offices, etc.) a student must attain at least a 2.0 grade point average each marking period.

The grade point average will be computed by the Guidance Department at the end of each marking period and the Principal or Academic Advisor will officially notify all students who are declared ineligible for the marking period.

A student who fails two or more courses during a marking period is not eligible for the entire next marking period. Students with incomplete grades are not eligible to participate until grades are completed. Completion dates will be determined by the Guidance Department and will be strictly enforced.

The eligibility of freshmen and transfer students will be evaluated after their second consecutive marking period. The Principal will make the final decision in all cases and reserves the right to waive the requirements in extraordinary situations. Some freshmen may be admitted on a probationary basis and may not be eligible for participation in fall sports.

ACADEMIC PROBATION

A student may be placed on Academic Probation by the Principal if the student’s academic record indicates a grade point average below the accepted minimum. Grade point averages (non-cumulative) will be calculated according to the grade point system as explained under the section “Academic Eligibility” and will be based on the grades for each year.

A student who does not achieve the minimum requirements may be placed on probation for the next semester. A conference will be held with the student and parents.

~ ACADEMIC POLICY~

INTERIM GRADES

At the middle point of each marking period, a Connect Ed. will be sent to remind students and parents/guardians to check grades on PowerSchool. Parents and students are encouraged to contact the teacher with any questions or to resolve shortcomings in the student's grades. It is important to note that the grade at the interim point is only an indicator of a possible outcome. Subsequent missing assignments and test failures can dramatically affect a student's grade **after** the interim point.

PARENT-TEACHER CONFERENCES

At any time during the year, parents may contact the teacher through Email or Voicemail to arrange a teacher conference. Parents and students should frequently access daily grades/averages through **PowerSchool**.

~ GRADUATION~

GRADUATION REQUIREMENTS

The following are the graduation requirements for Saint Joseph Academy:

Religion	4 Years
English	4 Years
Foreign Language	2 Years
Mathematics	3 Years
Science	3 Years
World History	1 Year
United States History	2 Years
Physical Education/Health	2 Years
Art History/Music Appreciation	1 Year
Drivers' Education	½ Year

Students will also take various electives during sophomore through senior years. **Seniors** must have completed **all of the above coursework** in order to be eligible for participation in graduation and graduation activities.

~ GRADUATION~

PARTICIPATION IN GRADUATION ACTIVITIES

Participation in graduation is a privilege that is earned through good behavior and academic success. Only those students who have completed all the requirements for a diploma may participate in graduation and graduation activities. Students may be excluded from these exercises for:

1. A failure for the year in one or more required courses.
2. A disciplinary failure or a major breach of the disciplinary code of the school.
3. Failure to fulfill financial requirements.
4. Failure to meet attendance requirements.

*No diploma will be issued until the above requirements (academic, financial, and behavior related) are met.

~ NATIONAL HONOR SOCIETY~

The National Honor Society was founded in 1921 “to recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy” (NHS Handbook). The purpose of the Saint Joseph Academy Fr. Mychal Judge, O.F.M. Chapter of the National Honor Society shall be to create enthusiasms for scholarship; to stimulate a desire to render service; to promote leadership; and to develop character. Our chapter has as its model Fr. Mychal Judge, O.F.M., a Franciscan Friar Minor, who was chaplain to the New York City Fire Department, Engine Company 1. Fr. Mychal was victim 00001, the first fatality of the World Trade Center attack.

SELECTION OF MEMBERS

A candidate must meet the following requirements for qualification:

- Member of the Junior or Senior Class
- Attended the school for one year.
- A cumulative average of at least 4.0 (weighted)
- Enrolled in Honor or higher-level courses.

Candidates who qualify will be notified by mail and invited to submit the Student Information Form. This is not an application and does not guarantee acceptance to the National Honor Society.

Candidates will also submit a 350-word essay defining their character.

The Faculty Review Council, appointed annually by the Principal, will evaluate the above and select a list of finalists. This list will be submitted to the Principal for approval.

~ STUDENT SERVICES~

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills and counseling. The guidance program includes personal interviews with the Guidance Counselor, informational conferences with faculty, and parent-teacher-student conferences. In junior and senior year, greater emphasis is placed on college and career planning.

Testing is an important part of the guidance program. The school administers to students the Read-Step Test and the P.S.A.T. SAT preparation is provided as part of the curriculum.

LEGAL DOCUMENTS

Any documents pertinent to court orders and/or child custody must be presented to the school and be kept on file in the Guidance Office.

SERVICE PLANS

Reasonable accommodations are provided for students with Individual Service Plans. A conference with the Coordinator of Special Education should be scheduled as early in the academic year as possible.

ILLNESS

If a student is absent, homework assignments may be accessed through the **Teacher's homework websites**. Teachers' email and voicemail are also available. Parents may arrange for books to be picked up through the Main Office.

HOMEBOUND

If a student is absent 10 or more **consecutive** days, he/she may be eligible for Homebound Instruction through Camden County Education Commission.

The following condition must be met:

- A doctor's note stating the nature of illness and estimated return date to school.

Saint Joseph Academy will work with tutors assigned by the Commission to determine the homebound curriculum.

Please report to the Guidance Counselor any problems concerning assignments or tutors.

TRANSFER

For transfer information, contact the Guidance Office.

~ STUDENT SERVICES~

HEALTH SERVICES

Students who wish to go to the medical area during class may obtain a pass from the teacher. If the nurse finds that the student is too ill to remain in school, the nurse will inform the parents of the condition. Students will be kept in the care of the nurse until a parent or parent designee arrives to take them home.

If a student must take medication during school hours the following procedures must be observed:

1. Parent or guardian must provide a written request for the Administration of the prescribed medication, including the time it is to be given, and the reason it is being given.
2. All medication must be brought to school in the original pharmacy container with the pharmacy label clearly marked with name, date, medication, directions, and physician's name.
3. Medication is to be left with the nurse. Students may not carry medication on their person, or in their lockers.
4. Students carrying inhalers must have signed forms in the nurse's office.

MEDICAL INSURANCE

Each student is covered by an accident insurance policy. This is secondary coverage. The parents' accident insurance policy is the primary carrier.

~ ATTENDANCE~

ATTENDANCE POLICY

Saint Joseph Academy cannot successfully fulfill its responsibility of education to the student unless the student is present for all regularly scheduled classroom activities. Therefore, it is essential that every parent and student accept responsibility for the student's attendance at classes as scheduled.

Students may not receive credit in courses if they have more than 12 total excused and/or unexcused absences for a full-year course. **The attendance of seniors is carefully monitored. Absence during the final quarter of the year will only be excused with a doctor's verification of illness.**

Grades of INCOMPLETE, "I", will be given to students who exceed the maximum number of absences allowed. Final grades and credits will be withheld until the student finishes a Student Credit Recovery Program:

- Student absences exceeding 12 days whether excused or unexcused may require attendance in the Credit Recovery Program.
- Beginning with the thirteenth absence, students may be required to remain after school for 280 minutes (4 class periods) on the day following the absence. During this time, students will make up class work missed. Guidance will supervise the Credit Recovery Program hours.
- Students with excessive lateness or absences **may** be liable for further disciplinary action. The determination of excessive will be made at the discretion of the Administration.
- All decisions regarding student attendance in the Credit Recovery Program will be determined by the Administration.

~ ATTENDANCE ~

LATE FOR SCHOOL POLICY

A student must be signed in no later than 11:00 am for a full day to be counted. Signing in after 11:00 am will be marked as a half day. A student must be present 4 complete periods to have the day considered full.

ATTENDANCE PROCEDURES

When a student is absent from school for any reason, parents must notify the school by telephone on the day of the absence before 9:00 am.

The day the student returns to school he/she must present a note signed by a parent, stating the students name, dates of absence, and reason. This note is to be presented to the attendance officer.

After an absence of three consecutive days, the student must present a doctor's certificate stating his permission for the student to return to school in addition to the parental note.

***IF A STUDENT IS ABSENT FROM SCHOOL OR UNABLE TO ATTEND CLASSES, THE STUDENT MAY NOT PARTICIPATE IN ANY SCHOOL ACTIVITIES THAT DAY WITHOUT ADMINISTRATIVE APPROVAL. STUDENTS MUST ARRIVE BY 11:00 AM IN ORDER TO PARTICIPATE IN SCHOOL ACTIVITIES.**

TEST POLICY FOR ABSENTEES

If a student is absent on the day a test is administered, the test must be taken upon return. If a student knows in advance he/she will be absent on a test day, he/she must make arrangements with the subject teacher.

EARLY DISMISSAL

Appointments with physicians, dentists, or other professionals during school hours are discouraged. Permission to leave school before the close of the class day is granted only when requested by a parent in a handwritten note, email or fax to the attendance officer. Dismissal before 11:00 am will be considered a half day. Administrative discretion will be used on a case to case basis. A student must be present 4 periods to have the day considered full.

VACATIONS

Vacations during the school year are strongly discouraged, especially during January and the first two weeks of June. If, however, the parents request the vacation, the student must see the Principal with a letter from the parents.

A student leaving for vacation must obtain assignments from his/her teachers for the time he/she will be missing. All assigned work is due the day the student returns to school. It is the student's responsibility to take all tests within three days of his/her return to school. The failure to complete assignments and take make-up tests will result in a grade of zero. Neither the school nor the individual teacher will assume the responsibility for work missed or for a drop in grades. This is the sole responsibility of the student.

In keeping with the attendance policy, vacation days count as absences which are included in the number of days considered towards the loss of course credit.

~ ATTENDANCE~

MAKE UP ASSIGNMENTS

Students who are absent for any reason are required to make up the assignments missed in each class, immediately upon their return to class. In case of a prolonged illness, the teacher and student will set a definite timetable, which will be determined by the length of the absence and the workload. Students who do not accept their responsibility to make up the assignments within the time limit may be issued a failure. All make-up assignments must be completed by the end of the marking period or in compliance with the teacher's classroom policy.

~ DISCIPLINE~

Saint Joseph Academy imposes various disciplinary actions, including suspensions and expulsion for behavior that is not consistent with the mission of our school.

The demerit system of discipline recognizes that students are responsible for their own actions. Infractions of school rules may result in demerits. Official school detentions work in conjunction with the demerit system. Private detentions may be issued by individual teachers to address classroom issues. A minimum of 24-hour notice will be given for all detentions.

DEMERIT LEVELS AND DISCIPLINARY PENALTIES

- **10 Demerits** – An official school detention is issued and the appropriate class level moderator is notified to schedule a conference with the student.
- **20 Demerits** – The student may be eligible for suspension. The student must appear before the Disciplinary Review Board. This Board consists of one administrator; a student advocate (teacher of student's choice); a faculty volunteer; and two students from Student Government. This Board will make recommendations to the Dean of Students.
- **30 Demerits** – The student will be suspended and must appear before the Disciplinary Review Board. The student may be eligible for further disciplinary action including expulsion.
- **35 Demerits** – A student who acquires a total of 35 demerits is eligible for immediate suspension and possible expulsion from Saint Joseph Academy.
- **Discipline** – The Principal has the right and the authority to impose different or additional penalties, and to impose penalties for offenses that are not specifically listed in the following table if the Principal concludes that the student's behavior is harmful to the good order and discipline of the school. Penalties may include suspension and/or expulsion.

**DEMERIT POLICY
OFFENSES AND GUIDELINE FOR PENALTIES**

Offense/Incident	Demerits	Detention	Suspension	Expulsion
Administration/Teacher/Staff Disrespect	5	X	X	
Behavior Inconsistent with SJA	10	X	X	Possible
Cell Phone/Electronic Violation	5	X	X	Possible
Cheating/Plagiarism	5	X	Possible	Possible
Classroom Disruption/Excessive Talking	3			
Cut School Detention	10	X	X	
Cut Teacher Detention	5	X	X	
Cutting Class	10	X	X	
Dress Code	2	Possible	Possible	
Failure to Return School Forms	1			
Fighting	10	X	X	Possible
Forgery	10	X	X	
Late to Class	1			
Late to School	2			
Leaving School Grounds	10	X	X	
Lying/Dishonesty	5			
No Absentee Note	1			
Offensive Language/Behavior	5	X	Possible	
Parking Lot Violation	5	Possible	Possible	
Pass Violation	3	Possible	Possible	
Peer Harassment	10	X	X	Possible
Public Display of Affection	2	X		
Repetitive Dress Code Violation	3	X	Possible	
Smoking	10	X	X	
Stealing	10	X	X	Possible
Truancy	10	X	X	possible
Vandalism	10	X	X	possible
Verbal Confrontation	10	X	X	possible

~ SERIOUS DISCIPLINE VIOLATIONS ~

SMOKING

Smoking is not permitted on school property.

- **First Offense:** 10 demerits, 1-day suspension, and parent notification
- **Second Offense:** 10 demerits, 3-day suspension, and a parental conference
- **Third Offense:** 10 demerits, 5-day suspension, a parental conference, and student must appear before the disciplinary panel.

Students in possession of tobacco products shall have them confiscated and will be subject to the above penalties.

***Smoking on campus is illegal and may be subject to more serious consequences than listed above.**

STEALING

Stealing is a serious offense and constitutes a significant breach of trust. Any student who steals from school or from any member of the school community will be issued 10 demerits, will serve a one day in school suspension with parent notification, and will be required to make restitution.

TRUANCY

A student who absents himself/herself from school without permission for any school day or any part of a school day is designated truant and is issued an in-school suspension with parent notification.

ALCOHOL/DRUGS

Any student who is under the influence of alcohol or drugs and/or has alcohol or drugs in his or her possession, or who partakes of alcohol or drugs in school or at any school sponsored event on or off school property is liable for expulsion.

Any student caught in the act of selling or distributing drugs or alcohol in school or at a school sponsored event on or off school property will be expelled from Saint Joseph Academy.

BULLYING/HARASSMENT/THREATENING

Bullying, cyber bullying, Social Media, i.e. Twitter, Instagram, Snap Chat, etc., harassment, and threatening will not be tolerated. Any student who bullies or harasses a student, faculty, or staff member at Saint Joseph Academy is subject to immediate expulsion. All demeaning behavior: such as, name calling or threatening in written form, verbally, or electronically is considered bullying. Bullying is not only a violation of Christian morals; it could be subject to legal action.

Any unauthorized use of school logo and/or school name, may be subject to disciplinary and/or legal action.

~ SERIOUS DISCIPLINE VIOLATIONS ~

VIOLENCE

Physical, verbal and confrontational actions entered into by students will not be tolerated at Saint Joseph Academy and will result in a minimum of 10 demerits and a 5 day out of school suspension. A student involved in any type of violence at Saint Joseph Academy is liable for expulsion.

SUSPENSION (In School or Out of School)

- When a student is suspended he/she will be withdrawn from class immediately. The parents will be notified. Suspension will take effect as soon as the student and parents are notified.
- Length of time of the suspension is determined by the Administration.
- A suspended student may not participate in or attend any extra-curricular activities. A student suspended on Friday may not participate in any weekend extra-curricular activities.
- A parental conference with the Administration is mandatory in the case of a student's suspension.

EXPULSION

Students who are dismissed from Saint Joseph Academy are not permitted to attend or participate in school activities. Furthermore, expelled students are prohibited from school property.

RIGHT TO APPEAL

A student expelled from Saint Joseph Academy has the right to appeal to the Board of Trustees. The necessary information will be provided by the Administration upon request.

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation at the discretion of the Administration for displaying unacceptable behavior. If the behavior of the student does not improve during the probationary period, the student will be asked to withdraw from the school. A student may be placed on disciplinary probation for the following reasons:

1. A suspension from school.
2. Accumulation of more than 20 demerits in a school year.
3. Seriously abusing rules and regulations.

A parental conference will be held. Written terms of probation will be provided to parents and student.

~ SERIOUS DISCIPLINE VIOLATIONS ~

SUSPICION OF DRUG OR ALCOHOL POSSESSION

Any student suspected of possessing a controlled dangerous substance or alcohol shall undergo a search of his/her personal belongings to include but not limited to school locker, athletic locker, school bags, gym bags, vehicle, and items of clothing. The search will be conducted in the presence of at least two school personnel. Parents will be notified of the suspicion and results of the search.

In the event that drugs or alcohol are discovered, the student will be subject to immediate suspension and authorities will be notified. A hearing to include school administrators, parents, and student will be conducted. The student will be subject to school disciplinary action as identified in the Student Handbook after the hearing has been conducted.

Penalties imposed by the school are unrelated to action taken by local authorities (police).

STUDENTS UNDER THE INFLUENCE OF ALCOHOL, CONTROLLED SUBSTANCE, OR ANY CHEMICAL COMPOUND

Any student who during a school day or during a school-sponsored event or activity displays evidence of being under the influence of alcohol, a controlled substance, or any chemical or chemical compound of any nature whatsoever, shall undergo a medical examination and medical testing, which testing may include the drawing of blood and urine at a professional medical facility designated by Saint Joseph Academy within two hours of departure from the school or school-related event. The purpose of the medical examination and medical testing shall be to ascertain whether the student is, or has been, under the influence of alcohol, a controlled substance, or a chemical or chemical compound that may harm the student.

The Principal, or his/her designee, shall immediately notify the parent or guardian of the student and shall request that the student's parent/guardian appear at the school. The pupil shall be accompanied by a parent/guardian and a designated member of the school staff to the Atlantic Care Facility in Hammonton, NJ, for examination. A urine sample will be obtained. Parent/guardian is responsible for the fee payable to Atlantic Care.

If a parent/guardian cannot come to school, he/she is to meet the student and designated school staff member at the Atlantic Care Facility.

The student shall not resume attendance at the school or participation in, or attendance at, a school-sponsored event or activity, including an athletic event, until a written report has been submitted to the Principal by the medical professional who has examined and tested the student.

In the event that no report has been received by the Principal within five (5) days from the date of the medical examination and medical testing, the student shall at the discretion of the Principal, be subject to expulsion.

***IN THE EVENT THAT THE STUDENT REFUSES TO APPEAR AT THE PROFESSIONAL MEDICAL FACILITY, REFUSES TO UNDERGO A MEDICAL EXAMINATION, OR**

REFUSES TO UNDERGO MEDICAL TESTING, THE STUDENT SHALL AT THE DISCRETION OF THE PRINCIPAL, BE SUBJECT TO EXPULSION.

~ STUDENT BEHAVIOR IN SPECIAL SITUATIONS ~

STUDENTS MUST ADHERE TO THE RULES AND REGULATIONS OF SAINT JOSEPH ACADEMY WHEN PARTICIPATING IN ANY SCHOOL-SPONSORED ACTIVITY INCLUDING TRIPS, DANCES, AND SPORTING EVENTS.

FIELD TRIPS/SCHOOL SPONSORED TRIPS

All financial obligations must be current before any student can participate in school sponsored trips. School trips provide educational and cultural experiences for students. It is the responsibility of each student to have the required parental permission form completed and returned to the moderator on the date specified. When other than school dress is required the following code is in effect.

Dress Code for Boys

- Dress slacks or khakis – clean and pressed – no jeans of any type, no cargo pants, no sweatpants, etc.
- Belt
- Shirt with a collar.
- Dress or school shoes, and socks. No sneakers, work shoes, boots, sandals, or athletic footwear.

Dress Code for Girls

- Dress pants or Capri pants are acceptable.
- No jeans of any type.
- No skirts or shorts of any type.
- No halters or midriff tops.
- No athletic wear such as sweatpants, sweatshirts, or sneakers.

DANCES AND PROMS

Students may be required to present their Student ID card at events. Some dances (e.g. Semi-Formal, Proms) are open to non-Saint Joseph Academy students. At these dances, a student is permitted to bring one guest provided that he/she has obtained a guest pass in advance.

Students and their guests must arrive at school-sponsored dances within the first hour of the scheduled starting time, or they will not be admitted.

Once admitted, students and guests must remain until the end of the event.

Students' guests are expected to comply with all school rules. Saint Joseph Academy students will be held Responsible for the behavior of their invited guests.

SPORTING EVENTS

Students are required to present their Student I.D. cards with the price of admission to all sporting events. All rules regarding student behavior are in effect during and following sporting events, whether home or away.

~ STUDENT BEHAVIOR IN SPECIAL SITUATIONS ~

FIRE DRILLS/LOCKDOWN DRILLS/SHELTER IN PLACE DRILLS

Fire and safety drills are held in accordance with NJ State Law. All students must be familiar with the drill instructions in every area of the building. During drills, silence is observed.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not acceptable on school property and at school functions.

~ INTERSCHOLASTIC SPORTS ~

Saint Joseph Academy is a member of the NJSIAA, which is the governing athletic association for the state of New Jersey. The objectives of the NJSIAA are as follows.

1. To foster and develop amateur athletics among the secondary schools of the state.
2. To equalize athletic opportunities by standardizing rules of eligibility for individuals and classifying for competitive purposes the Institutions which are member of the Association.
3. To supplement the physical education program of the secondary school of New Jersey by making a practical application of the theories of physical activity.
4. To promote uniformity in the arrangement and control of contests.
5. To protect the mutual interests of the members of the Association through the cultivation of ideals of clean sports in their relation to the development of character and good citizenship.

All rules and regulations of the NJSIAA, apply to the interscholastic athletic program at Saint Joseph Academy. A copy of the NJSIAA handbook is on file in the athletic office should parents or students have any questions.

FALL

Football
Field Hockey
Cheerleading
Boys Soccer
Girls Soccer
Girls Volleyball

WINTER

Boys Basketball
Girls Basketball
Cheerleading
Powerlifting/Co-Ed
Winter Track/Co-Ed
Wrestling

SPRING

Baseball
Softball
Track/Co-Ed
Golf/ Co-Ed

~ STUDENT-ATHLETE DISCIPLINE PROCEDURE ~

Participation in interscholastic athletics at Saint Joseph Academy is a privilege, which carries with it certain responsibilities. A student is a representative of the school and the entire community. There are certain basic standards expected of the participants in athletics at Saint Joseph Academy.

1. Students who represent Saint Joseph Academy as a member of an interscholastic athletic team are expected to reflect positively upon Saint Joseph Academy.
2. Students must remember they are representatives of the school first, and participants second. Participation in athletics is a privilege granted to a student, not a right guaranteed to them.
3. Being a member of an interscholastic athletic team does not entitle any student to special privileges in the school. It may carry a responsibility of being a good citizen in the face of peer pressure to become involved in some action that might violate school rules.
4. Athletes are expected to set examples of good citizenship and cooperation which will reflect upon them as individuals and upon all our athletes in general.
5. A student-athlete afforded these privileges must assume the responsibilities which accompany them at all times.
6. All detentions must be served before a student-athlete attends practice/games.

EJECTION FORMAN ATHLETIC CONTEST

In order to combat the rising trend towards violence and disrespect for the officials working athletic contests, the NJSIAA has imposed a two-game suspension for any student-athlete or coach who is ejected from an athletic contest because of violent, physical or verbal abuse directed toward an official or opponent. In order to reinforce this penalty among Saint Joseph Academy student-athletes, school officials may impose an additional two game suspension. Students will service an in-school suspension. A second offense may result in suspension of athletic privileges. Saint Joseph Academy officials expect athletes and coaches to be in control of themselves at all times. Any student-athlete ejected from an event must attend a conference with school administrators. Parents of Saint Joseph Academy athletes are expected to support the school's mission and philosophy at sporting events.

~ CO-CURRICULAR ACTIVITIES ~

Experiences in the co-curricular program are designed to help meet the leisure, recreational, social and emotional interest and needs of all students. In all activities, the development of democratic leadership and Christian attitudes is a major objective.

~ GENERAL SCHOOL INFORMATION ~

DRESS AND GROOMING CODE

General appearance of students should be neat, clean and appropriate for school attendance and all school activities. Full uniform code **must** be observed at all times while on campus. Any student who comes to school without proper attire may be sent home.

The regulation dress code will take effect on the first day of school in September and be observed until the closing day of school in June.

FOR ALL STUDENTS:

- No extreme hair designs
- No visible bodily piercings or tattoos
- No excessive jewelry

GIRLS DRESS CODE:

- Regulation uniform skirt – (Skirts may not be shorter than fingertip length).
- Saint Joseph Academy uniform sweater.
- Uniform blouse (blue or white oxford).
- Tights (maroon/red, grey, white).
- Uniform school shoe.
- No excessive makeup.
- Logo shirts are worn during times designated by the Administration.
- **ONLY** uniform t-shirts may be worn under uniform shirts.
- Uniform shirts **MUST** be tucked into skirts at all times

BOYS DRESS CODE:

- Saint Joseph Academy uniform sweater.
- UNIFORM PANTS ONLY.
- Uniform shirt (blue or white oxford).
- UNIFORM TIE ONLY.
- Uniform shoes.
- Logo shirts are worn during times designated by the Administration.
- **ONLY** uniform t-shirts may be worn under uniform shirts.
- **NO** facial hair – must be shaved at all times.
- Hair must be neat, clean and cut above shirt collar.
- Uniform shirts **MUST** be tucked into pants at all times.
- No earrings.

***Please Note: Sweatshirts are not part of the uniform.**

SCHOOL CAMPUS

Students are not permitted to leave campus after morning arrival without permission.

Supervision of students is not provided after 3:00 pm unless students are involved in activities with a coach, moderator, or teacher.

~ GENERAL SCHOOL INFORMATION ~

MEDIA CENTER

The Media Center is used for research and study. Students who use the Media Center at lunch time must have a pass issued by a classroom teacher. Lunch monitors **will not** issue passes.

CAFETERIA

Students are expected to be in the Cafeteria at the beginning of their assigned lunch and may leave the Cafeteria only with the permission of a lunch monitor. Each student is responsible for discarding trash and cleaning the table area.

LAVATORIES

During class time, students may use the lavatory with a pass from a faculty or staff member.

Students are permitted to use the lavatory during the change of classes.

CORRIDORS AND STAIRWAYS

Students are allowed four minutes passing time between classes. Walking to the right-hand side of the corridor provides ease of movement. Students should refrain from loud, boisterous, and discourteous behavior.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the responsibility of the student to see that the locker is kept locked and in order at all times.

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. They are school property.

To ensure overall school security, all lockers MUST be locked at all times.

***THE SCHOOL ADMINISTRATORS MAY INSPECT LOCKERS OR OTHER STORAGE FACILITIES PROVIDED FOR USE BY STUDENTS.**

STUDENT DRIVING

- Safe driving techniques must be used at all times. Cars must be properly parked and locked in the designated student parking area. Students are expected to proceed immediately to the school building. Students will not be permitted to return to cars during the school day except for an emergency with permission from the main office.
- **Any student who drives to school and is consistently late for school may be liable to forfeiture of driving privileges.**

- As operators of motor vehicle students must abide by all traffic rules and regulations. Students who operate their car in a reckless or unsafe manner will have their driving privilege revoked.
- Saint Joseph Academy assumes no responsibility for the student -driver, passenger, vehicle, or contents of vehicle.
- **Students must register their vehicle and obtain a student parking permit. Failure to do so may result in disciplinary action.**

~ GENERAL SCHOOL INFORMATION ~

ASSEMBLIES

Those assemblies in which students participate are prepared by them with the help of faculty advisers. The assembly schedule includes rallies to spark school spirit; informational programs to develop 21st Century Skills; and special honors and awards assemblies to encourage scholarship, well-rounded personal development, and good sportsmanship. Since assemblies are presented for everyone's enrichment, courtesy is expected at all assembly programs. Conduct leaves an impression on any guests that may be present.

PROPERTY INSURANCE

The school does not assume responsibility for loss of students' personal property, nor does it carry fire or theft insurance for the students' property. Parents who wish to carry this type of insurance should consult their own agent.

SCHOOL CLOSING

School closing information for inclement weather will be sent to parents via **Connect Ed** and will be posted on the school website.

TELEPHONE CALLS

Students will not be called to the telephone except in cases of extreme emergency and ONLY with the permission of an administrator. Students may request use of the office phone. Students are not to make or receive phone calls or text messages from Saint Joseph Academy students, family members or friends during school hours.

SUMMER SPORTS CAMP

Individual students who attend summer sports camp do so of their own choosing. The school is not responsible for injuries that occur at these camps.

~ YOUR SCHOOL AND THE LAW ~

Any student acting inside or outside of school in a manner which is alien to our Catholic philosophy or in a way which would cast shame or cause embarrassment to Saint Joseph Academy is liable for suspension, expulsion, or both.

~ BUS REGULATIONS ~

The bus driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a student, shall report the unmanageable student to the principal. A student may be excluded from the bus for disciplinary reasons by the principal and his/her parents shall provide transportation to and from school during the period of such exclusion.

The following are regulations for Saint Joseph Academy students riding school buses:

1. All students will be assigned seats.
2. No food is permitted on buses.
3. No smoking is permitted.
4. No profane or abusive language is permitted.
5. No litter on buses.
6. No part of the body is to extend beyond the bus.
7. No screaming or loud talking is permitted.
8. Each student is to occupy one seat and be responsible for his/her belongings.
9. There is to be no physical abuse or destruction of property.

If a student misbehaves on the bus, it is the responsibility of the bus driver to complete the UNSATISFACTORY BUS CONDUCT REPORT and submit this report to the Principal.

Students riding school buses are under the jurisdiction of all school rules from the time school is dismissed until students have departed their bus and the bus has left the stop.

Prayer to Saint Joseph

Saint Joseph, who are most powerful in heaven and earth, grant us your protection.

We pray that our school be a place of safety and learning, a place of encouragement and excellence.

May all students display respect and support for one another as we endeavor to increase love and understanding among the Saint Joseph family.

We ask for your guidance in all that we do, and honor you as our patron.

Amen

Mission Statement

Guided by the Holy Spirit, Saint Joseph Academy provides a comprehensive quality education that fosters excellence in scholarship, lifelong learning, enlightened citizenship and moral integrity. Saint Joseph Academy prepares its students to serve as leaders who will use their values and education to shape a world of social justice and peace.

