



Student-Parent Handbook

2021-2022

SAINT JOSEPH ACADEMY
328 VINE STREET ~ HAMMONTON, NJ 08037



SAINT JOSEPH ACADEMY

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STUDENT HANDBOOK

2021-2022

for the use of

STUDENTS, PARENTS, and FACULTY

This handbook belongs to:

Student _____

Address _____

City/Town _____

Zip Code _____

Phone _____

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SECTION 1: INTRODUCTION

1.1 Mission Statement

Guided by the Holy Spirit, Saint Joseph Academy provides a comprehensive quality education blended with a well-balanced athletic and co-curricular student life that fosters excellence in scholarship, lifelong learning, enlightened citizenship and moral integrity.

1.2 Statement of Belief

We believe that:

It is the responsibility of Saint Joseph Academy to deliver relevant, research-based curriculum which prepares students to meet the challenges 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 that 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.

1.3 Goal of Saint Joseph Academy

Spiritual

To instill in our students a Christian moral perspective about contemporary society in order to become an effective witness to the Christian message.

To aid students in attaining positive self-esteem by being sensitive to their needs, supportive in their endeavors, and available for consultation.

To create an environment in which Christian values are exemplified and students are encouraged to make informed, responsible, moral choices.

Academic

To provide carefully planned curriculum that will challenge, stimulate, and encourage the individual growth of each student.

To prepare students for the future by providing opportunities for critical thinking, decision making, problem solving, cooperative learning, and self-assessment.

To provide the opportunity for all students to be successful by offering a variety of instructional methods and alternative assessments.

To provide and support a qualified administration and faculty dedicated to educational excellence.

Developmental

To provide programs and activities which promote and maintain healthy living, emotional maturity, leadership skills, responsibility, good sportsmanship, and the ability to work cooperatively in various work and social settings.

To encourage students to select a socially useful and satisfying vocation.

To make available various sporting clubs and social activities that foster group participation and mutual cooperation.

To encourage participation in student government.

To develop accountability and self-discipline through a consistent and strictly enforced code of attendance, conduct, and dress.

To involve the parents and alumni in an ongoing assessment of the needs of the school community. To involve the parents and the alumni through effective ongoing communication.

1.4 Prayer 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.

1.5 Alma Mater

Honor, love, truth, and loyalty,
Although the world we may roam,
Deep in our hearts we shall cherish
'Til God calls us home.

Chorus

Of thee, Saint Joseph we are singing,
From the depths of each heart,
Comes our song.
May your praise be echoed forever,
May your hearts be joined here together.

Your voice of wisdom is calling,
For each one, every son far and near!
Of thee Saint Joseph we are singing,
Our Alma Mater so dear.

1.6 Non-Discrimination Policy

Saint Joseph Academy admits students of any race, color, national, 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administrated programs.

The school encourages reporting of all perceived incidents of discrimination against students or individuals seeking admission. If you believe that you have been subject to discrimination, you should report the alleged incident or activity immediately, in writing, to the Principal or Guidance Office, one or both of whom shall investigate the complaint.

Any report should include: (1) the date of occurrence; (2) the name(s) of anyone involved; (3) the location of the incident; (4) a description of the act of discrimination; and (5) the names of any witnesses.

The person investigating the complaint shall interview the complainant, shall conduct an investigation of the allegation, and may interview the accused and any person(s) who may have relevant information concerning the matter. The person investigating the complaint may enlist the assistance of other members of the administration, faculty, and staff.

The investigation shall be completed, if possible, within five (5) school days or, if it cannot be completed, it shall commence and be diligently pursued within five (5) school days and completed as soon as possible thereafter. The person investigating the complaint shall determine whether or not the complaint is substantial. If the complaint is substantiated, corrective measures will be implemented immediately.

SECTION 2: HANDBOOK INTENT

2.1 Purpose of this Handbook

The purpose of this handbook is to assist Saint Joseph Academy students and their families in understanding the school's mission and the manner in which the Administration, Faculty, Staff, and entire community seek to make that mission a concrete, daily, lived experience. Describing our philosophy, administrative procedures, and discipline policies, this book will serve as a guide to a successful experience at Saint Joseph Academy.

2.2 Important Notice

Administration 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 Administration believes to be correct. Nothing in this handbook limits the Administration'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 Administration has the right and the authority to impose penalties for offenses that are not specifically listed in this handbook, if the Administration 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.

2.3 Parent and Communication Support

As a community, it is critical that parents and guardians support the mission of the school and demonstrate a spirit of cooperation with the faculty and administration. Parents and guardians are expected to cooperate with and uphold the policies set forth in this handbook.

As a condition of enrollment, parents and guardians agree to encourage their children to respect and obey school policies and school officials. If a child should become involved in any difficulty in school, his or her parents or guardians are to register necessary complaints with the appropriate teacher and/or administrator and to cooperate in the school's procedures for addressing and resolving such complaints.

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.

SECTION 3: RESPECT FOR GOD AND THE THINGS OF GOD

3.1 Religion Classes

Religion properly finds its place at the center of academic subjects within a curriculum to form morally conscientious individuals through a Catholic lens. For this reason, each student no matter what his or her religious conviction, must take religion classes as part of his or her academic preparation. Saint Joseph Academy welcomes students of all religious discipline. Our students are able to respect and learn from a variety of opinions and diversity, while at the same time being able to distinguish between differences of opinion and outright error. Saint Joseph Academy students embraces truth; he or she desires it wholeheartedly and incorporates it into his or her life.

3.2 Mass

The third Friday of every month, Saint Joseph Academy will attend Mass at 8 am at our local Catholic church. Students are expected to be dressed in proper attire in full uniform conforming to the Saint Joseph Academy Uniform dress code. Students are to be on time the third Friday of the month to attend Mass service with the Saint Joseph Academy community.

3.3 Service Hours

Christian service is an integral part of learning and living the Gospels lessons of Jesus Christ. It is also an integral part of the education of a Saint Joseph Academy student. The sincere way of expressing thankfulness for blessings received, and to put into action our call to Christian Discipleship, is to use the gifts and talents we have for the benefit of God's people. All services performed, voluntary or required, is done in the name of Jesus Christ.

Service hours, are therefore, required as part of the Religion curriculum. Students are required to participate in community outreach activities. Completion of service hours, along with other components assigned by the student's religion teacher, will count as 20% of the student's final Marking Period Grade for the Religion Class.

Community Service Hours Required:

Grade 9	8 Hours
Grade 10	12 Hours
Grade 11	16 Hours
Grade 12	20 Hours

General Guidelines for what will NOT count under the Christian Service Hours:

1. Family services, such as mowing the lawn or baby-sitting are family obligations and will NOT be accepted.
2. Service performed for a for-profit company will NOT be accepted unless the for-profit company is engaged in a service project for the greater community.
3. Community service and civic organizations will NOT be approved if they hold or promote positions that are not consistent with Saint Joseph Academy mission statement, statement of belief, and goals of the academy.
4. Students may not be away from regularly scheduled classes to fulfill the service requirement, unless it is a school-sponsored event.
5. Students may NOT use fundraising for one's own self-interest for a service project. All fundraising activities must be approved through the Advancement and Giving office and the Office of the President.
6. Honor Society and Student Government service hours are in addition to the required service hours built into the Religion curriculum.

SECTION 4: ADMINISTRATION AND FACULTY

4.1 Administration:

President	Nicola L Howard
Principal	Nicholas LoSasso
Vice Principal of Academics	Mary Vaccarella
Business Manager	Joseph Rodio
Admissions Manager	Aleea Bishop
Director of Advancement & Giving	Paul Rodio, Jr.
Athletic Director	Anne Marie Mercado
Administrative Assistant	Gina Gardiner
Tuition Coordinator / Secretary	Heather Herold
Guidance Counselor	Blake Rosario
Guidance Secretary	Cathleen Bernato – Sanders
Facilities Manager	Michael Sutts

4.2 Faculty:

English.....	Mary Vaccarella
English	Blake Rossell
Foreign Language.....	Savanah Jenkins

Health	Anne Marie Mercado
History / Technology	Matt Kresz
History	Samuel Curcio
Mathematics	Joan Morsa
Mathematics	Michael McGuckin
Mathematics	Samantha Berenato
Physical Education	Anne Marie Mercado / Savannah Jenkins
Religion	Morgan Gilbert
Religion/Technology.....	Joseph Rodio, III
SAT Prep.....	Michael McGuckin/Blake Rossell/Joan Morsa/Samuel Curcio
Science	Mary Kehrl
Special Education	Susan Leonchuck

SECTION 5: NOTIFICATION AND CONTACT INFORMATION

5.1 Blackboard Connect Notification System

Blackboard Connect allows Saint Joseph Academy to deliver messages to parents and groups in a matter of minutes. The system will be used for important messages, emergency notifications, and general information. Parents register and choose the manner in which they wish to be contacted. The options include e-mail, cell phone, text message or any combination of the three. Questions regarding Blackboard Connect may be addressed to Mrs. Gina Gardiner at ggardiner@stjoseph.academy or Cathleen Bernato-Sanders @ csanders@stjoseph.academy.

Saint Joseph Academy will use Blackboard Connect to communicate school academic and athletic calendars, school events, academy newsletters and other general information.

5.2 Contact Information

Saint Joseph Academy Phone Number (609) 561-8700

Administrative Assistant	x. 202
Admissions/Recruitment Manager	x. 210
Advancement/Giving Director	x. 205
Athletic Director	x. 204
Business Manager	x. 203
Guidance Counselor	x. 206
Guidance Secretary / Transcripts	x. 207
Main Office Secretary / Tuition Coordinator	x. 201

Nurse	x. 201
President	x. 201
Principal	x. 202
Transportation	x. 202

5.3 School Closing

If school is closed on a normally scheduled operation day (e.g., snow, power failure, inclement weather), the decision will be made by 6:00 AM. At that time, Saint Joseph Academy will communicate school closing through Blackboard Connect. Saint Joseph Academy will use remote learning for school closings for the 2021 – 2022 academic school year.

5.4 Custody Documentation

It is the responsibility of the parent/legal guardian to present to the school a notarized copy of the court order determining custody agreements. Saint Joseph Academy requires that the legal documentation of custodial parent/guardian be on file in the Guidance Office and the Office of Student Affairs.

5.5 Change of Address

It is the responsibility of the parent/guardian to ensure that the school is kept up to date regarding the student’s address and phone number. Any changes in either of these should be reported to the main office as soon as they are available.

5.6 School Nurse

Through the State of New Jersey, the school provides the availability of a nurse. The purpose of this service is two-fold.

1. The nurse will administer all medication dispense in the school.
 - a. No student is allowed to carry any medication on his or her person or to have it in his possession.
 - b. Use of all medication must be documented.
2. The nurse if to attend to those students, and only those students who become ill or injured during the course of the school day. Prolonged presence in the Nurse’s Office means the student is ill and should not be sent home.
 - a. In such a case, the student will be marked as absent from school.
 - b. This student may not participate in athletic events that day.
3. When the nurse is not on-site, the student who becomes ill or injured will report to the main office.

5.7 Emergency Medical Form

For the safety of all concerned, it is the responsibility of the parent/guardian to ensure that an Emergency Medical Form is completed and on file.

- No student will be allowed to attend class for more than five (5) days unless this information is properly filled out and submitted to the school nurse. Any changes to this information should be made promptly.

5.8 Immunization Records

For the safety of all, students must have up to date immunization records on file in the Nurse's office. Failure to provide this information may result in exclusion from school until the necessary records are provided.

5.9 Injury

It is the responsibility of every student to care for his or her well-being. If an injury occurs during school time or at a school-sponsored event the student or a responsible person should report this immediately to the Nurse's office, Main Office, and/or the Athletic Trainer. The school offers secondary insurance (i.e., it covers the excess costs over and above the parents' own family insurance policy) in the case of all injuries.

5.10 Work Permits

Working papers are required of students under eighteen years of age who have obtained a full or part-time position. Application for working papers may be obtained before and after school from the guidance secretary or at https://www.nj.gov/labor/forms_pdfs/wagehour/A300.pdf.

During the Summer, the guidance office is open Monday through Thursday from 9 am to 2 pm. Pennsylvania employment certificates are not issued in New Jersey.

SECTION 6: RESPECT FOR OTHERS

6.1 Graduate Profile

Saint Joseph Academy graduate is a student who has completed a rigorous college preparatory curriculum that will help him or her to succeed in higher education, and in life. The graduate will be respectful, goal-oriented, and because of choices made at Saint Joseph Academy, the graduate will desire to be a life-long learner who is able to integrate instructional experiences into a realistic decision-making process motivated by authentic Christian values. The graduate will be a:

- A faithful Christian and respectful, solid citizen.
- A person who recognizes the dignity of every human person as a child of God.
- A reflective person who will make informed decisions using critical thinking and sound moral judgements.
- A person who possesses a sense of personal integrity and learn to recognize God through prayer, sacrament, service, and healthy relationships.
- A person who is engaged in his or her community, country, and the world through the service of others.
- A person who values learning and the need for life-long formation and learning.
- Be someone who continues the Saint Joseph Academy tradition for Honor, Love, Truth, and Loyalty.
- Values the education and accomplishments he or she has received as a student of Saint Joseph Academy.
- A person who is a man or woman for others.

6.2 Mutual Respect

Mutual respect that exists between faculty and students are the key to our successful school operations. Students must always refer to administration and faculty by their appropriate title. Members of the school staff are to be treated with the same respect as administration and faculty. No student should ever feel that he or she has been belittled, bullied, or humiliated by a fellow student or faculty/staff member. The following guidelines will be strictly enforced:

1. A student must respect the personal property of a faculty member. No student is permitted in a classroom without the presence of a faculty member or unless he or she has received expressed prior permission from the faculty member.
2. A student must respect the personal property of other students, including bags, books, lockers clothing, and other items of a personal nature. Pranks beyond friends can go too far, where someone is offended and trust is destroyed. Students are asked to use their honesty and loyalty when handling the possessions of others.
3. Anyone caught stealing or damaging the personal property of another or the school will be dismissed from school.

6.3 Lost and Found

Items that are found and unclaimed should be brought to the Main Office secretary. These items will be held for two weeks and then will be either donated or discarded.

6.4 Visitors

Visitors are welcomes at Saint Joseph Academy. All visitors are required to enter through the main office and sign – in on the visitor’s log. All visitors will be given a visitor’s badge which **MUST** be worn at all times on the school grounds during school hours.

If a prospective student is coming to a shadow day, this must be communicated with the Enrollment/Recruitment Manager at least one day in advance so that a student ambassador and schedule can be arranged. It is the commitment of every member of the Saint Joseph Academy, administration, faculty, staff, and students to make every visitor welcomed.

SECTION 7: BLOCK SCHEDULE

Introduction to Block Schedules: The 2021 – 2022 academic school year will follow a block schedule alternating between A Day and B Day. Classes will meet every other day for a 70-minute class period. Each student will attend four (4) classes each day with a total of eight (8) classes per student schedule. Homeroom will be held in the assigned Block 1 class on the student’s academic schedule. At the end of the day, announcements will be held in the assigned Block 5 class.

During Block 3.1 and 3.2, the students schedule will rotate between their lunch period and access period. The students will be assigned 1st lunch period or access period during Block 3.1 or 2nd access period and 2nd lunch period during Block 3.2.

The Access Period structure will be so that each student can attend co-curricular activities/clubs or tutoring with the National Honor Society students.

FULL-DAY BLOCK SCHEDULE

Homeroom:	7:45 AM – 7:50 AM (Block 1)
Block 1:	7:50 AM – 9:00 AM
Block 2:	9:05 AM – 10:15 AM
Block 3.1:	10:20 AM – 10:53 AM 1 st Assigned Lunch / 1 st Assigned Access
Block 3.2:	10:57 AM – 11:30 AM 2 nd Assigned Access / 2 nd Assigned Lunch
Block 4:	11:35 AM – 12:45 PM
Block 5:	12:50 PM – 2:00 PM
Announcements:	2:00 PM – 2:10 PM

EARLY DISMISSAL

Homeroom:	7:44 AM – 7:50 AM (Block 1)
Block 1:	7:50 AM – 8:25 AM
Block 2:	8:30 AM – 9:05 AM
Block 3.1:	9:10 AM – 9:45 AM 1 st Assigned Lunch / 1 st Assigned Access
Block 3.2:	9:50 AM – 10:25 AM 2 nd Assigned Access / 2 nd Assigned Lunch
Block 4:	10:30 AM – 11:05AM
Block 5:	11:10 PM – 11:45 AM
Announcements:	11:45 AM – 12:00 PM

EARLY DISMISSAL SCHEDULE – LATE LUNCH

Homeroom	7:45 AM – 7:50 AM (Block 1)
Block 1:	7:50 AM – 8:25 AM
Block 2:	8:30 AM – 9:05 AM
Block 4:	9:10 AM – 9:45 AM
Block 5:	9:50 AM – 10:25 AM
Block 3.1:	10:30 AM – 11:05 AM 1 st Assigned Lunch / 2 nd Assigned Access
Block 3.2:	11:10 AM – 11:45 AM 1 st Assigned Access/ 2 nd Assigned Lunch
Announcements:	11:45 AM – 12:00 PM

MASS / ASSEMBLY SCHEDULE

Homeroom:	745 AM – 7:50 AM (Block 1)
Mass: Block 1:	8:00 AM – 9:00 AM
Block: 1 Block 2:	9:05 AM – 10:00 AM
Block: 2 Block 4:	10:05 AM – 11:00 AM
Block 3.1 Block 3.1:	11:05 AM – 11:32 AM 1 st Assigned Lunch / 1 st Assigned Access
Block 3.2 Block 3.2:	11:35 AM – 12:02 PM 2 nd Assigned Lunch / 2 nd Assigned Access
Block 4 Block 5:	12:05 PM – 1:00 PM
Block 5 Assembly:	1:05 PM – 2:00 PM
Announcements:	2:00 AM – 2:10 PM

SECTION 8: ACADEMIC COURSE SELECTION AND REPORTING

8.1 Graduation Requirements:

To receive a four-year diploma from Saint Joseph Academy, a student must successfully complete specific course requirements with a minimal total of 120 credits, all service requirements, Freshman Health Fair, and an Advanced Semester.

Please note: Upon graduation, all course work, return of textbooks and equipment, and tuition must be paid before the student's diploma and official transcript will be released from the Academy.

8.2 College Preparation:

Saint Joseph Academy offers college preparation through a four-year course study focusing on humanities, arts, science, mathematics and technology. Freshman students are required to complete courses in technology, Freshman writing, and public speaking. College courses are offered on three levels: College Preparatory, Honors, and Advanced Placement. Dual credit is available in some upper level courses through Atlantic Cape Community College, Camden County College, and Stockton University.

8.3 Course Requirements:

Religion:	4 Years	World History/US History:	3 Years
English:	4 Years	Foreign Language:	2 Years
Mathematics:	3 Years	Health:	1 Year
Science:	3 Years	Physical Education:	1 Year
SAT Preparation:	½ Year	Performing Arts	1 Year
Advanced Semester	3 rd Semester	Freshman Tech/Writing/Public Speaking	1 Year

Class of 2025 will be required to complete three (3) years of the same foreign language.

8.4 Course Selection

The Course Selection Guide is available on the Saint Joseph Academy website. Parents and students will receive a course selection email at the beginning of March. Students are to consult with their teachers, guidance counselors, and parents regarding the best possible selection for the 2022-2023 academic year. Elective courses must be chosen carefully.

After course selection requests are submitted, they will be reviewed for:

- Proper placement
- Credits earned to date and credits planned for the next year
- Sequence of courses in order – prerequisites met

Guidance Counselors will select courses of any student who did not submit a Course Selection no later than March 31, 2022. Students can select to change courses up to April 15, 2022.

8.5 Grading Scale:

Letter Grade	College Prep	Honors	AP/Dual Credit
A+ 97-100	4.2	4.7	5.0
A 93-96	4.0	4.5	4.8
A- 90-92	3.7	4.2	4.7
B+ 87-89	3.3	3.8	4.3
B 83-86	3.0	3.5	4.0
B- 80-82	2.7	3.2	3.7
C+ 77-79	2.3	2.8	3.3
C 73-76	2.0	2.5	3.0
C- 70-72	1.7	2.2	2.7
D+ 67-69	1.3	1.8	2.3
D 65-66	1.0	1.5	2.0
F Below 65	0	0	0

Students who fall under a 2.3 GPA in one or any of his or her course(s) will be required to attend tutoring during the student’s access period.

8.6 Reporting Cards:

Students will receive official notice of their academic progress four times each year at the end of each marking period. Interim reports will be posted at the middle of each marking period. The report cards and interim reports will be posted on the PowerSchool portal. The only grades recorded on a student’s transcripts are semester grades and/or year-end grades, including the Advanced Semester program grade. A student’s grade point average is based upon the student’s year-end grades.

8.7 Academic Honors:

There are two levels of honors to recognize good student performance:

- 1. President’s Honor List:** Awarded to those students who earned a weighted GPA of 95 or higher who have successfully completed a course load which includes a minimum of at least two Honors and/or AP level courses.

2. **Principal's Honor List:** Award to students who earned a weighted GPA of 90 or higher.

SECTION 9: STUDENT RESPONSIBILITIES

9.1 Academic Policies

Our philosophy of educating young people is based on a fundamental belief in God, and in the unique dignity of each person. Our programs are designed to provide a Christian worldview, atmosphere, and environment.

We believe we have a responsibility to our students and their families to provide a quality academic program utilizing sound educational theory and acknowledging that students require structure and discipline. Saint Joseph Academy curriculum provides opportunities to master basic skills as well as presenting rigorous challenges for students at all academic levels.

9.2 Assignment and Homework Policy

Assignments include in-classroom participation, workbook or worksheet assignments, projects, quizzes, tests, and quarter performance assessments. Students should expect to be assigned homework every night of the week. Assignments and homework are a part of the grading process. It is expected that assignments are to be done with seriousness and attention and handed in on time. Both students and parents can check homework assignments posted in PowerSchool. (The link to the PowerSchool portal can be found on the school's web page under Parent's Tab)

9.3 Student Absence During Exams

Students who have an excused absent on a scheduled exam day are expected to take the missed exam on the scheduled make-up day.

Students whose absences are unexcused will not be permitted to take up the exams, and will receive a failure for each exam missed. If a student is unable to take or make up exams at the end of the school year (end of May, begin of June), the parent must call the Principal to explain the reasons. If the Principal permits, the parent and student will work with the Guidance Office to arrange a make-up date and time for missed exams.

9.4 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

1. Plagiarism – the use of language, ideas or thoughts of another as if they were one's own work
2. Copying phrases, sentences, and/or paragraphs from websites or published works
3. Copying or providing answers(s) during in-class tests or take-home tests, using "cheat sheets", prepared tests, or other unauthorized material as substitutes for study and expected test preparation
4. Falsifying data/citations: buying, selling, giving, or receiving term papers, notebooks, or the like from any source, including the internet

5. Attempting to secure copies of a test or examination, being in possession of a copy of a teacher-made test or testing materials before the test or exam date
6. Resubmission of previously graded work, even a student's own work, for a new course without agreement of the new instructor
7. Submission of the same paper of two courses without the agreement of both instructors
8. Impeding the academic progress of other students by the removal or misplacement of library materials, theft, or damage to equipment, or stealing or defacing another's work
9. Using electronic devices to give or receive questions and/or answers
10. Fabrication: handing in falsified results or sources or slightly altering a real source
11. 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
12. Lying to an administrator or faculty member during investigations of academic dishonesty

9.5 Procedures/Sanctions for Academic Violations

In maintaining academic integrity and honesty, the faculty member who has reason to suspect an academic violation will initially speak with the student to ascertain the facts. The details of this conversation, as well as the facts which are discussed, will be reported in writing. All materials pertinent to the situation will be given to the Principal. The Principal will meet with the student to determine if the academic integrity and honesty of Saint Joseph Academy was violated. If at this meeting, it is determined that the student has violated academic policies, the appropriate remedies apply.

First Offense

1. The student receives a zero on the assignment with no opportunity for make-up.
2. The student's Parents/Guardians will be notified.
3. The student will receive a detention.

Second Offense

1. All penalties as stated above for the first offense apply, except the detention will become an in-house suspension.
2. The student must relinquish any/all leadership positions (e.g. class or club officer, athletic captain) for a period of one calendar year from the date of the second offense.
3. The student is ineligible for any cocurricular activity (athletic participation, prom, trips, etc.) for 30 days from the date of the second offense.

Third Offense

1. All penalties stated above will occur.
2. The student will be presented to the President for the dismissal from Saint Joseph Academy.

Note: Sanctions are cumulative throughout a student's tenure at Saint Joseph Academy.

9.6 Academic Standards for Enrollment

In order for a student to graduate, the student must complete the required course of studies with a minimum of an unweighted cumulative grade point average of 2.0.

9.7 Failures

Summer school is required for students who fail a course(s) for the year. The student must either:

1. Arrange to retake the course(s) in summer school which is 60 hours per course in general summer school **(OR)**
2. Complete 30 hours with a certified tutor, who must be approved in advance by the Principal.

If you have any questions, please contact the school guidance counselors for information and details.

One or two failures may be made up in summer school. Students with more than two failures or who do not successfully make up final failures will not be permitted to return to Saint Joseph Academy. Any exceptions to this policy are at the principal's discretion. The final grade for a summer school course will be determined based on the final grade for the summer course and the Saint Joseph Academy School Grade Conversion Scale. The scale is distributed to students who fail a course for review.

9.8 Academic Watch

Based on poor performance or academic dishonesty, the Principal or Guidance Counselor may place a student on Academic Watch. A student on academic watch will be required to adhere to an academic plan approved by the principal. The plan will include required study room attendance and/or tutoring during Access Period. The student's progress will be reviewed at the end of the grading period and further steps will be taken by the Principal in accordance to the student's academic standing. If a student fails to meet the requirements of academic watch, the student will be eligible for dismissal. If a student meets all the requirements and the student's year-to-date unweighted Grade Point Average is above 2.3, then academic watch will be lifted.

It is the responsibility of the student to seek academic help if needed. Academic plans outline expectations that a student should meet.

9.9 Advanced Semester

Freshman and returning Juniors and Sophomore students must participate in an Advanced Semester. It is the student's obligation to know fully all that is required from the student before the student signs up for a course and to make sure that the student can and will complete all requirements. Failure to complete an Advanced Semester will result in mandatory participation and completion of an appropriate summer school program approved by the principal. Students who drop a course and add a different course after a specific date (the date will be communicated to the students and parents) will be charged a fee.

Advanced Semester takes place the last five days of the academic school year. The academic semester involves 60 class hours. Preparation hours are encouraged and may be accounted as part of the total clock hours. This consists of class time before the official start of the Advanced Semester that brings all participating students together and provides background for the experience they will encounter. Advanced Semester courses are approved by the Principal and President.

9.10 Transfer Students

Each student transferring into Saint Joseph Academy from another school will have their transcripts and course of studies evaluated on an individual basis. The general expectation is that a transfer student

must meet as many of the above stated requirements as possible. Grades from another institution will not be included on a Saint Joseph Academy transcript. Grades in progress from another institution will be incorporated into the marking period the student transfers and/or final grades on the Saint Joseph Academy transcripts. The final grades earned from the initial high school will be used to calculate the students cumulative unweighted and weighted GPA for the purposes of Honors and college application documents. Each transfer student will be given his requirements for graduation at the time of enrollment.

9.11 Performance Assessments, Exams, Quizzes, Writing Assignments, and Projects

Students will have Quarterly Assessments in each class in addition to exams, quizzes, writing assignments, and projects.

9.12 Homework

Homework is an integral part of the educational process. It helps the student to integrate the material he has learned in class and helps him/her prepare for learning. Homework is a reflection of the author. Students should always do their best and take pride in their work. Generally, there should be approximately two hours of homework a night. A student should always give his or her best effort. Faculty members should see that homework covers different academic demands: knowledge, comprehension, application, analysis, synthesis, and evaluation. Each faculty member should establish clear guidelines on what he or she considers acceptable and make these guidelines readily available to the students.

9.13 Personal Computers and Chromebook Use

Students are required to possess either a personal computer or a Chromebook. Chromebooks can be purchased through Saint Joseph Academy main office. These learning tools are the student's primary resources for conducting research and accessing digital textbooks, resources, and instructional materials.

To optimize the instructional capacity of electronic learning and to promote a focus on optimal academic achievement, the non-academic use of a personal computer or Chromebook (e.g. online games) is permitted only during lunch periods.

SECTION 10: SCHOOL'S RESPONSIBILITIES TO THE STUDENT

10.1 Communication

Saint Joseph Academy uses computer applications such as Blackboard Connect, PowerSchool, Google Classroom, and Google Mail, by which administration, faculty, and staff communicate with the parents and students. It is the obligation of every student to access Connect ED and Google accounts to access important information.

Each student is issued a stjoseph.academy email address. School policy, for the protection of both faculty/staff and students mandates that no email communication be directed to the student's private email accounts(s) from faculty/staff personal email accounts. The only email correspondence that can

occur between faculty/staff and student is through the Saint Joseph Academy email domain accounts of @stjoseph.academy.

Students are responsible for the information that is disseminated. Parents, while not mandated are strongly encouraged to check their students email accounts. Blackboard Connect is the default method of communication with parents/guardians. Parents/guardians will receive an email, text, or phone call through the messaging system in Blackboard Connect. Parents may request in writing to receive school communications through their personal email address or through the United States Postal Service.

10.2 Official Failure Warning

If a student is in danger of failing a course for the marking period, semester, or the year, the student's parents/guardians will receive a written notice from the faculty member; the notice will be filed in the student's record in the Guidance Office.

10.3 Parent/Teacher Conferences

Each student has a right to have a parent(s)/guardian(s) meet with their parents to discuss the student's academic performance and social behavior. Parents can make an appointment to talk to and/or meet with a faculty member one-on-one.

- To make an appointment, the parent should contact the faculty member directly. If desired, the Guidance office or the Child Study Team will serve as an intermediary.

Faculty members are expected to respond promptly to any parent's request for such as meeting. Students and parents should always feel free to contact the administration at any time with any concern they may have.

- Any student who intercepts and does not deliver communication from the school to their parent(s)/guardian(s) will be disciplined. This is a violation of the academic dishonesty policy.

10.4 Counseling and Guidance Services

The school provides counseling and guidance services to help and guide students in matters during such counseling sessions involve personal difficulties, academic motivation, course selection, and career-college selection and decision. College, career, and financial aid for her education information programs are held annually for students and parents. The Guidance Office will arrange for standardized testing, prepare transcripts, and keep accurate records on all students.

The Guidance Office is here to support all Saint Joseph Academy students in their academic and social behavior skill sets. The students will be help with personal problems and be directed to where they might receive the appropriate internal or external counseling, if necessary.

Students are scheduled to meet with the guidance department during the school year. Students may arrange for a meeting at any time and are encouraged to seek the assistance of the guidance counselor(s). Students wishing to use the information and resources in the guidance area during the school day must arrange to do so with the Guidance Secretary or their Guidance Counselor.

Students are encouraged and expected to see their guidance counselor if they are failing or fall under a 2.3 GPA in any one or more classes.

Counseling emphasis at various grade levels:

- **Freshman:** Orientation and Adjustment
- **Sophomores:** Career investigation and planning
- **Juniors:** Career and higher education, decision-making
- **Seniors:** College/Post-Secondary School Career Placement

The Guidance Department uses PowerSchool to monitor grades and academic progress, and Naviance and CommonApp websites for students to apply to multiple college/university applications.

Transcripts of credit for transfer to another school will not be sent until all books, computers, and financial obligations have been returned and paid. A student transferring from Saint Joseph Academy to another school will follow the Transferring Out Procedure (**see 10.6 Transferring Out**).

Present students and alumni must request transcripts through the Guidance Office. Senior students may request three transcripts free of charge. Two dollars (\$2.00) is charged for any additional transcripts.

10.5 Tutoring

Students have a right to receive additional help from National Honor Society students and faculty members during access period, after school, or during a mutually agreeable time. If a student has a 73 in any one or more classes, he or she will be required to attend tutoring with the National Honor Society to improve his or her class average focusing on academic success. Students needing long-term tutoring should contact outside services.

10.6 Transferring Out

Any student seeking to transfer from Saint Joseph Academy to another institution has a right to have their records handled promptly upon receipt of a formal written request for records for the new institution. Before any transfer of records take place, all obligations (financial and otherwise) must be met.

Student or Parent/Guardian withdrawing from Saint Joseph Academy is required to do the following:

1. Schedule an appointment with the Principal
2. Return all school property, books, electronic devices, sport uniforms, etc.
3. Pay all outstanding debts and
4. Pick up health record and transfer card

SECTION 11: STUDENT CONDUCT

11.1 Expectation

A student at Saint Joseph Academy on or off campus is part of the Saint Joseph Wildcat family and a student's actions and behavior should reflect that in the upmost high standard.

11.2 Attendance and Lateness

Students are expected to be present and punctual for assigned classes and all other required events.

1. Excused Absence – may be either unexpected or anticipated. In the case of an unexpected absence, the parent/guardian are expected to notify the main office secretary between 7:30 AM to 8:30 AM on the day and every day thereafter (in the case of continuous absences). The administration reserves the right to determine what an excused or unexcused absence is. Proper documentation for an excused absence(s) must be submitted to the main office within one week of the student's return to school. Failure to submit needed documentation will result in the absence being deemed unexcused. To report a student absent, please contact the main office at (609) 561-8700.

Anticipated Absence – a parent/guardian signed note of explanation must be brought to the main office at least two days in advance. Anticipated absences during the school day must be preceded with a note to the Principal to receive permission to leave school. For doctor or dentist appointments, the student is required to return with a note from the doctor or dentist indicating that the student kept their appointment.

The only excused absences permitted during exam days for illness, death in the family, or court summons.

2. Unexcused Absence – parents always have the right to keep their child out of school or take him out during the school day. The school, however, has the right to determine if any absence is excused or unexcused. An unexcused absence is recorded when no acceptable reason can be given for the absence or when a student is suspended. In the case of unexcused absences, tests and assignments that are due the day of the absence become due the day the student returns. An unexcused absence will result in disciplinary penalties.

Vacations are not excused absences. Vacation time should be scheduled when school is not in session.

3. Excessive Absence/Irregular Attendance – students' absence from school or from individual classes for more than eight (8) unexcused days in a given semester will receive a letter of notification. After ten (10) unexcused days the student and their parent/guardian must meet with the Principal to determine if academic action is warranted. After fifteen (15) days within the whole school year, the Principal reserves the right to decide if academic credit can be awarded.
 - a. Excessive lateness and irregular attendance without sufficient cause are serious concerns and may result in suspension. The school reserves the right to make judgements in these areas.
4. Extended Absence – in case of an extended absence, it is essential that the parents be in contact with the Main Office and Guidance Office s to the nature and expected duration of the absence.

Information regarding the nature of the absence will be shared with other school personnel only on a need to know basis. The administration, in consultation with the parents, reserves the right to determine the best plan of action with regard to extended absence. Any student returning to school after an extended absence must present written documentation with regard to the absence on the day of his return.

11.3 Make-Up Work

All missed assignments, tests, quizzes, etc. assigned on excused absence day(s) are to be made up for full graded value. Everything must be made up within a time frame equaling the number of days absent plus one in order to receive full credit. (For example, a student is absent for two days, has three days counting the day of the student's return, to make up all missed work.) Assignments given prior to the absence but due during the absence are due on the day of return. Tests and quizzes are to be made up on the day of return if the first day missed was the day of the test. (For example, if a student is absent on Tuesday and there is a test on Tuesday, the student is required to make up the test on Wednesday). Teachers reserve the right to insist that a long-term assignment due three or more weeks after it is assigned, be turned in on the due date, even if the student is absent on the day the assignment is due.

11.4 Truancy

If a student is absent without a valid excuse for four (4) or more days within a four-week period or is absent without a valid excuse for ten (10) days within a semester, the Principal will notify the parent/guardian.

Any student who misrepresents their presence on or off school property as being in class, while not in attendance is considered to be truant and is issued an in-school suspension with parent notification.

11.5 Lateness Policy

Punctuality is an essential component of a responsible and respectful student. Any student who is not in their first block class when the second bell rings is considered late.

1. After three (3) first lateness to Block 1 in one semester, students will be assigned a one-hour administrative detention upon the fourth late arrival. Any further late arrivals in the same semester, may result in further disciplinary action by the Principal.
2. Three (3) unexcused lateness in any class(es) will result in a one-hour administrative detention given on the fourth late arrival.
3. Six (6) unexcused lateness's in any class(es) during one semester will result in further disciplinary action deemed appropriate by the Principal.
4. Any student that arrives after 8:45 AM without a doctor's note or a valid emergent situation will be considered late and will not be able to participate in any athletic and co-curricular activities for the day.

The Principal will make the final determination as to whether a late is excused or unexcused.

11.6 Early Dismissal

Early dismissals are discouraged since academic success is paralleled with regular school attendance. There are times when a situation necessitates an early dismissal, the following procedure must be followed:

1. A note stating the reason for the early dismissal signed by the parent/guardian must be submitted to the Main Office prior to 8:15 am. The time of the dismissal should be included in the note as well.
2. The Principal will determine whether the request will be granted and may phone the parent/guardian to verify the request. If granted, an early dismissal pass will be issued at that time.
3. Phone call requests for early dismissals will not be accepted once the school day begins.
4. A student will be recorded as absent for a full day if they miss more than 4 block periods. A student will be recorded as absent for half a day if they miss 2.5 block periods or less.
5. Students returning to school following an early dismissal should present an official note to the Main Office upon their return to school.
6. Students may not leave the building or school grounds during school hours without an early dismissal granted, nurse's dismissal granted, or administrative permission.
7. Students are not permitted to contact their parents directly to ask them to come to school to pick them up for any reason. If a student falls ill, the student must see the school nurse or come to the office. The school nurse will determine if it is necessary for the student to go home. The main office will contact the parent/guardian for instructions.
8. If a parent arrives to school to pick up a student, it will be considered a regular early dismissal, unless the parent was contacted by the nurse or main office due to a student's illness.

11.7 Driving/Parking Privileges

Reckless driving on, near campus, or on an athletic complex or campus where Saint Joseph Academy is representing will not be tolerated. Students who violate this will lose their driving/parking privileges as determined by the Principal. Parking on campus without a current parking permit is prohibited as well as parking in a no parking zone or other area that is not a valid parking spot. Once the school day begins a student may not return to their car until dismissal without the permission of the Principal or in the absence of the Principal, the President. If permission is given, the student must get a parking pass at the main office.

11.8 Lockers and Personal Property

Students are responsible for the security of their personal property and property issued to them by the school. At no time should students leave their property unattended. To ensure the security of personal property and maintain school safety, students are assigned a locker with a personal combination. Lockers must be secured at all times. Students are to memorize their combination and should not give it out to anyone. Students may go to their lockers before school, between class blocks, and after the school day ends.

For special occasions, students may decorate the outside of their or their classmates' lockers. NO pictures may be used to decorate the outside of lockers. NO permanent stickers. Students must remove decorations after a week of display.

Students should not break or vandalize the locking mechanism. Parents/Guardians and the student will be held responsible for damage to the lockers.

11.9 Food, Drink, and Chewing Gum

Food and drink are to be consumed inside the lunch room at all times. Students may not eat or drink with the exception of water in the hallways, or at their lockers. At no time is gum chewing permitted in the school building.

11.10 Student Deliveries

Deliveries of items/projects left at home, gifts, or deliveries from outside agencies disrupt the learning process. The administration discourages the delivery of these items during the school day. Deliveries from outside agencies, including food items will be refused. Deliveries of any kind, to students will be made for emergencies only; these items will be delivered and stored in the Main Office and can be retrieved by the student at the end of the school day.

11.11 Lavatories

Students are expected to use the lavatories during their lunch periods. Students may use the lavatories during class time with a lavatory pass from a faculty, or staff member in cases of emergency and during the change of class.

11.12 Hallways and Stairways

Students are allowed four (4) minutes passing time between classes. Walking on the right-hand side of the hallways provides ease of movement. Students are not permitted in the hallways or stairs during class time, unless they have a lavatory pass. Food and drink are NOT permitted in the hallways and stairways at any time. The hallways and stairways are a device free area during the school day.

11.13 Dress Code

Saint Joseph Academy dress code is an educational tool that complements the education of the Catholic men and women. The dress code has several purposes: to enhance self-esteem, to teach discipline, and to prepare students for professional careers. 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.

Dress code will take effect on the first day of school in September and be observed until the end of the academic school year.

For All Students:

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

Girls Dress Code:

- Saint Joseph Academy uniform sweater
- Regulation uniform skirt
- Uniform blouse (blue or white oxford)
- Polo Shirt (seasonal)
- Tights (maroon/red, grey, white)
- Uniform school shoes
- No excessive makeup
- Uniform t-shirts may be worn under uniform shirts

Boys Dress Code:

- Saint Joseph Academy uniform sweater
- Regulation uniform pants
- Uniform shirt (blue or white oxford)
- Polo Shirt (seasonal)
- Uniform tie only
- Uniform school shoes
- NO facial hair / NO Earrings
- Hair must be neat, clean, and cut above the shirt collar

Polo shirts are permitted in September and October and from April through June.

Girls:

1. Skirts must be worn at the waist and never rolled and are not to exceed 2 inches from the knee.
2. Blouses must be properly tucked into skirts and sweaters must fit properly and in good condition.
3. T-shirts worn under uniform must be plain white and free of any logos.
4. Tights must adhere to dress code colors and are free of any holes.
5. Shoes must be tied and backs may not be broken.

Boys:

1. Pants and shorts must be worn at the waist and hemmed appropriately.
2. Sweaters must be in good condition and fit properly.
3. All shirts must be tucked in so that the belt is visible.
4. T-shirts worn under uniform shirt must be plain white and free of any logos.
5. Shoes must be tied and backs may not be broken.

Please note:

1. Sweatshirts are not part of the uniform.
2. Students should be dressed neatly and well-groomed.
3. Head coverings such as hats and full bandanas may not be worn.
4. Sunglasses are prohibited.

Students should not wear inappropriate clothing or have inappropriate body art on display when they represent the school. The determination of proper appearance and consequences for improper appearance will be made by the Principal.

Uniforms can be purchased at:

Flynn & O'Hara, 2240 W. Marlton Pike, Cherry Hill, NJ 08002; (856) 931-8838

(located in the Garden State Pavilions)

Carl Shoe's, 27 W. Main Street, Moorestown, NJ 08057

School Store: <https://stjosephacademygear.merchorders.com/>

(polo shirts, gym clothing, and all athletic warm-up gear are to be purchased from the school store)

Casual Dress Down Days

A casual dress down days is a privilege. The casual dress down days are granted during school sponsored activities and school field trips.

The following attire is prohibited for a casual dress down day:

- Shorts of any kind
- Torn or patched clothes (including ripped jeans)
- Tank top
- Bare mid-drift
- Short-shorts
- Sandals, backless shoes, flip-flops, UGGs
- Earrings for boys / large looped earring for girls
- T-Shirts with offensive or vulgar words, drugs or alcohol or any form of violence
- See-through or transparent apparel
- Bare shoulders
- Mini skirts
- Pajama pants, shirts, slippers
- Visible tattoos
- Body piercing and nose rings

Discipline:

A warning is given to a student who is not in compliance with the dress code. If a student needs repeated warnings, then one or more courses of action may be pursued. For example:

1. The student will be given detention.
2. The student will not be allowed to attend class or school until the situation is rectified. The student will be responsible for any and all missed assignments issued on that day.
3. The student will not be allowed to participate in any extra-curricular or outside school events (e.g., class trips, athletic events, conferences, etc.) on the day of the infraction and until the situation is rectified.

SECTION 12: STUDENT LIFE

Individuals develop and fulfill themselves best within a community. Respect, acceptance, and global awareness are core values of Saint Joseph Academy. Our goal is to develop student's behavior in self-respect, respect for fellow student, and respect for the entire school community. The work of the Administrative Office is to focus on growing competencies in these areas through each student's experience outside of the classroom. Whether participating in a sport, meeting a deadline for a classroom project, or learning the choreography for the school musical, Saint Joseph Academy has diverse offerings of extracurricular activities that allow students to explore and develop their interests and talents.

Behavior in the wider community reflects the missions, beliefs, and goals of Saint Joseph Academy. A student of Saint Joseph Academy represents the school 24/7. When a student's actions, even outside of the school day reflect negatively upon Saint Joseph Academy, disciplinary action may be warranted by school officials. Please refer to the Disciplinary Section.

12.1 Student Identification Cards

The school will provide each student with an ID card that includes the student's photo, name, class year. The student must keep his or her ID card on them at all times. The cost of a replacement cost of the ID card is \$5.00. Students are to report lost ID cards to the Main Office as soon as possible. The use of another student's ID card for whatever reason will be deemed a serious disciplinary offense.

12.2 Co-Curricular Clubs and Activities

Students are encouraged to join clubs and activities sponsored by the school. Each club and activity will regulate its membership as it sees fit by the Club Mentor and/or Principal.

Student Government Association	National Honor Society
Women's Institute of Leadership & Learning	INTERACT
Student Ambassadors	Performing Arts & Creative Writing
Global Leadership	Choir
Technology Club	Mock Trial

12.3 Class Trips

School trips are intended to be educational and cultural experiences. Students can become involved by participating in school-sponsored trips. It is the responsibility of the student to have a permission slip signed by their parent/guardian. The moderator of the trip will determine the appropriate dress code and schedule. Each student must remember that they are a representation of the school and should act accordingly. Students who attend overnight trips must fill out and submit the emergency medical form in order to participate in the activity.

Students may be denied permission to participate in trips if tuition and fees are not current, if the student have academic failures, absent, leaves early due to illness on the day of the scheduled activity, arrives later than 8:15 am, or have a pattern of excessive absence.

12.4 Social Functions

Students should seek to become involved by attending school social functions. Student are required to exhibit good social behavior providing an atmosphere where everyone can enjoy themselves.

Some events are open to non-Saint Joseph Academy guests. A student is permitted to bring one guest provide that they have obtained permission in advance. All students and guests must complete the appropriate permission form in advance.

Policy:

1. Students and their guests must arrive at the social function on-time or they will not be admitted.
2. Once admitted, students and guests will not be allowed to leave early without the permission of an administrator.
3. The time for departure will be clearly stated before the event.
4. Inappropriate language, gestures, and behavior will not be tolerated.
5. Students and guests will not smoke anywhere on the premises.
6. Students and guests will not be under the influence or in possession of alcohol or drugs.

12.5 Participation and Eligibility in Athletics and School-Sponsored Activities

To be a member of a school-sponsored team or activity is a privilege. Participating students must meet the following requirements.

1. A student must meet the standards set up by organizations with whom Saint Joseph Academy is a member. Saint Joseph Academy is a member of the NJSIAA and Cape-Atlantic League.
2. Each student athlete is required to have all forms on file (e.g. parental consent, current physical).
3. A student must maintain a respectable academic standing.
 - a. Any student who passes all courses with a 70 average or higher in a given marking period is academically eligible for all extra-curricular activities. Likewise, any student who has two (2) or more failures (F) in class and/or does not achieve at least a 70 average is not eligible to play or participate in extra or co-curricular activities. This includes practices, games, rehearsals, or trips.
 - b. This co-curricular participation probation may be lifted by the Principal prior to the next report card being issued (to be interpreted as follows: from the issuance of the report to when grades are next handed in to the office).
 - c. A student-athlete must be in good standing by NJSIAA standards as well:
 - i. "To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second passed 25% of the credits (27.5) [30 beginning with the Class of 2014] required by the State of New

Jersey for graduation (110) [120 beginning with the Class of 2014], during the immediately preceding academic year.

- ii. To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a student must have passed the equivalent of 12 ½ % of the credits (13.75) [15 beginning with the Class of 2014] required by New Jersey for graduation (110) [120 beginning with the Class of 2014] at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.” (NJSIAA Constitution, Article V)
4. Any student whose behavior is not exemplary of the Christian faith will not be allowed to participate. The length of suspension from participation will depend on individual circumstances. Any student who engages in fighting, cursing, or other inappropriate behavior, will be suspended from participation.

Every student that represents Saint Joseph Academy is an ambassador of the school and should take pride in the rich history. The student must realize that spectators observe the student and admire the student and evaluate the reputation of the school based on the student’s actions. Any student who has this privilege must abide by all the rules of the school; most especially, those related to dress code. As a representative of Saint Joseph Academy, students should maintain proper appearance at all times. Students must adhere to the same grooming standards as they would during the school day. The policy remains intact even if school is not in session (e.g., Christmas Holiday and post-graduation ceremony). The determination of proper appearance and consequences for improper appearance will be made by the administration.

12.6 Athletic Communication

A student’s athletic experience is enhanced through clear communication between coaches, athletes, and parents. Coaches will dispense the following information (usually at a pre-season parent meeting):

1. Student handbook issues, attendance rules, academic eligibility, social service project, transportation, etc.
2. Fundraising – Athletic Advancement
3. Off season programs
4. Practice times
5. Physicals – required medial forms, concussion policy, etc.
6. Trips
7. Cut policy
8. Parent Volunteers – concessions, security, etc.

Coaches will expect the following from parents:

1. All necessary paperwork prior to the beginning of the season
2. Notification of illness or injury in a timely fashion
3. Notification of scheduling conflicts well in advance

How to Lodge a Complaint – when there are perceived conflicts, we encourage issues to be resolved at the lowest level between the player and the coach. It is our belief that some things are left to the discretion of the coach and they include the overall strategy, play calling, and play time. If a meeting between the athlete and coach fails to resolve a problem, a meeting between the coach and parent may be scheduled. Immediately before or after a game is an inappropriate time to schedule a meeting with a coach. Please wait and make contact the next day. If resolution of the problem cannot be satisfactorily reached, the next contacts include:

- Athletic Director
- Principal
- President

12.7 Transportation

Saint Joseph Academy contracts with outside companies for all athletic and co-curricular activities. Many student groups make use of the buses during the school year; therefore, at times it becomes necessary to depend on the good nature and generosity of coaches, parents, and students to have enough vehicles to see that all participants arrive at the event site.

Due to safety and liability concerns, it is necessary for the students to have written permission on file, signed by the parent/guardian, in order to drive their own vehicle, transport other students to an athletic event, or ride with a faculty or staff member, a coach, or another parent or student. The head coach in conjunction with the Athletic Director is responsible for determining transportation arrangements and the selection of willing student drivers.

12.8 Hazing

Hazing is considered any act of harassment, humiliation, intimidation, or bullying whether it is written, verbal, or physical. If student-athletes are involved in any form of hazing, they will be dismissed immediately from their team for the remainder of the season. Students will be subject to the further disciplinary action by the Principal.

It is the responsibility of each coach to familiarize himself with the literature provided on the issue of hazing. Each head coach must meet with his team to explain what constitutes hazing and discuss the school policy on hazing. Any athlete or coach who actively or passively engages in a hazing activity will be subject to immediate disciplinary action, including suspension and/or removal from the team and possible legal action.

SECTION 13: ACCEPTABLE BEHAVIOR AND DISCIPLINE

13.1 Acceptable Behavior

Saint Joseph Academy expects the individual student to behave in a manner that follows the Catholic-teaching and our Statement of Beliefs. Individuals develop and fulfill themselves best within the community. To guide the student in this process, the community formulates certain guidelines that act as parameters for the individual's exercise of freedom. By accepting membership into Saint Joseph Academy community, the student expresses his or her willingness to abide by the established rules of

the community and to act in accordance with established behavioral policies. Mere acceptance of these policies is not the goal of the Saint Joseph Academy community. It is hoped that values and goals established by the school will be internalized by each student so that the appropriate behavior will foster more by conviction than by persuasion. In such an environment, a student is free to accept the personal and communal responsibility and is held accountable for the exercise of that freedom. The rules established by Saint Joseph Academy for student behavior are intended to assist the student in developing self-respect, respect for fellow students and for the entire school community. The student will achieve acceptable behavior through self-discipline when the student makes mature responsible choices that are beneficial to themselves and to others.

Behavior in the wider community reflects the values and goals of Saint Joseph Academy. A student of Saint Joseph Academy represents the school at all times. When a student's actions, even outside of the school day reflect negatively upon Saint Joseph Academy, disciplinary action may be warranted by the Principal or Administration.

Parents / Guardians and students who are enrolled in Saint Joseph Academy agree to the following rules and regulations:

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

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 suspensions and/or expulsion.

13.2 Digital Communication Devices

Technology plays an important role in enhancing the learning experiences of Saint Joseph Academy students; however, possession of a cell phone or other electronic communication devices on school grounds or at a school activity is a privilege and is subject to the rules of the school. Saint Joseph Academy is not responsible for lost or stolen property.

If a student brings such device to school, such device is not to be used in the classroom. In the classroom setting, all communication devices will remain on silent mode. If a teacher suspects the device is being used in the classroom setting, the teacher will ask the student to put the device away in a secured location, such as a book bag.

A second offense is considered to be when the student continues to use the communication device on such date or at a later date, the student will be sent to the office with his or her communication device. The communication device will be turned over to the main office secretary, At the end of the day, the student can pick up the device from the main office secretary. A detention will be issued by the teacher for the second offense.

A third offense is considered to be when the student persists to use his or her communication device in the classroom setting, the student will be sent to the main office. The student will meet with the Principal, the Principal will confiscate the communication device, and the parent/guardian are required

to pick up the communication device and meet with the Principal and student. The student will be given an in-school suspension.

If the student consistently violates the digital device policy, it could lead up to expulsion.

Students may NOT make phone calls, take pictures, or videos during the school day without the permission of an administrator. Students must come to the main office to obtain permission from the Principal, designee, or President.

Students are permitted to use his or her communication device during their lunch time.

Students are not permitted to use his or her communication device during their access period.

Parents/guardians are to contact the main office if an emergent situation arises.

Students who need to communicate to their parent/guardian are required to report to the main office.

13.3 Detentions, Suspensions, and Expulsions

Detentions:

1. Detentions will be served before school, after school, or at another time deemed appropriate by the Principal.
2. Restricted List I – excessive detentions may result in a student receiving Restricted List I. The status restricts a student from athletic and co-curricular activities, not to exceed on semester, as determined by the Principal.

Service / Character Development Based Community Service:

1. For each day of suspension, the student will spend the equivalent of one school day completing service work as determined by the Principal.
2. All suspensions will result in Restricted List I, and if warranted, Restricted List II, which restricts a student from all athletic and co-curricular activities for a period of one year. The restriction includes participation in school functions such as prom, semi-formal, school play, athletic events, etc.

Expulsions:

1. Dismissal from Saint Joseph Academy

13.4 Procedure and Course of Action

A faculty member is expected to handle discipline in his or her classroom. Detentions that do not rise to the level of involvement of the Principal are to be handled by the individual teacher.

1. Administrative detentions will be held after school and will be administered by the faculty member. Administrative detentions include but are not limited to any offense listed in this Student Handbook.
2. As a general rule, any student receiving an administrative detention will be expected to serve on the next schedule day (e.g., A student receives an administrative detention on Monday, he or she is expected to serve on Tuesday).

3. Suspensions will be administered by the Principal. A student serving a school suspension is ineligible for any extra-curricular activity on that school day (practice, games, clubs, etc.)
4. When a student is asked by a faculty member to leave class, he or she is to report immediately to the Main Office. The teacher is to contact the Main Office, who will then contact the Principal regarding the removal from class prior to the dismissal of the student.
5. Actions up to and including in-school suspensions will generally be handled by the Principal. Incidents that may result in out of school suspensions will be handled through the Principal and President's office.
6. Incidents that may result in expulsion will be handled through the Principal, President, and Board of Trustees.

SECTION 14: CONDUCT REGULATIONS

1. Students shall conduct themselves with due respect toward one another with empathy and integrity at all school personnel at all times. Insolence, defiance, insubordination, or refusal to accept the direction of any school personnel is a serious offence.
(Penalty: up to suspension for gross disrespect.)
2. The use, sale, or distribution of illegal drugs, alcohol, or other controlled substances at school or any school function, is strictly prohibited. A school function is defined as any activity in which the name of Saint Joseph Academy is used whether the activity takes place on school grounds or not. The possession of drug-related paraphernalia is likewise prohibited. In addition, students who demonstrate by their behavior that they are involved in the use of drugs or alcohol and who refuse help or will not agree to abide by the school's requirements (such as random screening) will not be permitted to remain in school.
(Penalty: see guidelines under Drug/Alcohol Testing Policy)
3. The use, sale, or distribution of tobacco, E-cigarettes, and/or vaping products at school or any school function, is strictly prohibited. A school function is defined as any activity in which the name of Saint Joseph Academy is used whether the activity takes place on school grounds or not. The possession of tobacco or vaping products is likewise prohibited.
(Penalty: see guidelines under Tobacco Possession and/or Usage)
4. Fighting between our students or between our students and others is prohibited on campus and at any school function. Students who instigate fights but are not actively involved (e.g. spreading rumors, making rude, vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight. Students would be aware that the penalty for fighting will normally be imposed on all participants equally unless investigation proves otherwise.
(Penalty: detention, suspension, expulsion)
5. Any behavior that constitute immorality in talk or action and/or any conduct that is detrimental to the reputation of the school and its mission are prohibited.
(Penalty: detention, suspension, expulsion)
6. Saint Joseph Academy has a concern with students whose conduct outside of school or at a school activity brings discredit or harm to the name of the school or the reputation of its student

body. Therefore, such conduct or behavior in opposition to our catholic-teaching philosophy and moral standards could require a penalty or dismissal from school.

(Penalty: detention, suspension, expulsion)

7. Vandalism, littering or the student being in the school during non-school hours unsupervised by a teacher, administrator, or coach.

(Penalty: detention, parent-meeting, suspension, up to expulsion)

8. Students are expected to arrive to school on time daily. Students are expected to arrive to their assigned class block on time daily. (see 11.5 Lateness Policy)

(Penalty: detention, suspension)

9. Students may not leave campus between arrival at school and the end of the school day unless they have authorization from the Principal or designee. Students may not go to their cars or be in the parking lot without permission from an administrator.

(Penalty: detention, suspension)

10. Students may not leave his or her class without permission from the teacher. Class is defined as a course taken in a classroom, assembly and/or mass. Cutting class is unacceptable.

(Penalty: detention, suspension)

11. Lying to cover one's own misdeeds or the misdeeds of others works against the mutual trust that should exist between faculty members and students and is an offense against the school community.

(Penalty: detention, suspension up to expulsion in serious situations)

12. Academic Dishonesty: Students are provided the resources for academic success at Saint Joseph Academy. Students are expected to turn in original work completed by the student. Students who turn in work that is not original with the proper citations will receive a grade penalty and are subject to a penalty. (See 9.2 Academic Dishonesty)

(Penalty: detention, suspension, up to expulsion)

13. Hazing, intimidation, or initiations of new students, underclass students or students joining clubs or teams is prohibited. (see 12.6 Hazing)

(Penalty: suspension, expulsion)

14. Public display of affection is not accepted on school grounds or at any school events.

(Penalty: detention)

15. Repetitive dress code violation is frowned up and is subject to penalty. (see 11.13 Dress Code)

(Penalty: student will be sent home, detention, will not participate in athletic or co-curricular activities on infraction day, suspension)

16. Any type of harassment – sexual, racial, ethnic, religious, bullying, or threatening harm to others, directed at a student or group of students is strictly prohibited. In addition, any electronic communication can be viewed as harassment, intimidation, or bullying. (Electronic communication is defined as communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to, a telephone, cell phone, or other wireless telecommunication device or computer.)

(Penalty: detention, suspension, up to expulsion)

17. Inappropriate usage and violation of Saint Joseph Academy digital communication device policy. (see 13.2 Digital Communication Devices)

(Penalty: detention, parent-meeting, suspension, up to expulsion)

18. Social Networking, such as Facebook, Twitter, Instagram, Snapchat, etc. provides students with instant nonverbal communication access. The primary responsibility of monitoring appropriate use of this technology rests with the student's parent or guardian. Inappropriate postings (comments, pictures, etc.) on any social media networking site are in complete opposition of the overall mission of Saint Joseph Academy. The school will become involved if such behavior causes a disruption in the daily life of the school. Individuals directly or indirectly involved in such action may be subject to disciplinary action.

(Penalty: detention, suspension, up to expulsion)

19. The use of inappropriate, abusive, or profane language is prohibited on school grounds or at any school event. It is also unacceptable to engage in demeaning activities in athletic contests, such as insulting the other team, its fans, or the officials. Displaying good sportsmanship at athletic contests is paramount to our mission. As a Catholic-teaching school, we strive to be humble in victory and gracious in defeat. Students, parents, faculty, and guests of Saint Joseph Academy will be held to a high standard of sportsmanship.

(Penalty: detention, suspension, expulsion from game – future attendance at risk)

20. Reckless driving and/or parking on campus without a current parking permit is prohibited.

(Penalty: retraction of parking privileges or driving privileges)

21. Saint Joseph Academy Catholic-teachings believes that Christ is present in the Eucharist. Irreverent behavior during school liturgies is a serious offense.

(Penalty: detention, suspension, up to expulsion)

NOTE: Punishment for each individual violation will be subject to the discretion of the Principal, designee or President.

SECTION 15: DRUG AND ALCOHOL POLICY

15.1 Drug and Alcohol Testing Policies

Providing a safe school environment and promoting an atmosphere of health and wellness is critical to the philosophy and overall mission of Saint Joseph Academy. As part of the mission, it is imperative that students and parents fully understand the consequences for drug and alcohol use, abuse, possession, and/or distribution.

The guidelines outlined below provide a way for the school to minister to its students and families by offering maximum support while maintaining a commitment to the community. In light of this commitment, students attending Saint Joseph Academy will be subject to:

- Random drug and/or alcohol testings' and
- Upon reasonable suspicion, may be required by the school to undergo such testing.

Students found to be in use of illegal or banned substances are subject to all Drug/Alcohol Consequences. The cost of the random testing will be absorbed by the school while the cost of reasonable suspicion and any follow-up testing will be the responsibility of the parent/guardian.

1. **Drug / Alcohol Policy at School Sponsored Events** – the school reserves the right to randomly test and/all students at all school activities. If found in violation of the Drug/Alcohol Policy, the student’s parents/guardians will be immediately notified and level consequences will be applied.
2. **Random Testing Collection Process** – if selected, a student is required to submit a test at the designated Saint Joseph Academy collection site. Once informed of his or her selection, the student must stay in the designated area until the testing is successfully completed. The process should not take no more than ten (10) minutes.

A student may be required to test at a location determined by the school. A parent/guardian must accompany the student. If an insufficient sample is received from the lab, a parent/guardian will be called and instructed to pick up their student and proceed directly to a collection lab. If a second sample is insufficient*, it will be assumed positive.

***Insufficient – the sample is lacking or altered during or after collection.**

3. Reasonable Suspicion Testing – Reasonable suspicion is a logical conclusion based on experiences, observations, and first-hand knowledge of a student’s appearance, speech, and behavior resulting in a sincere concern that a student may be involved with drugs/alcohol. Any student required by the school to take a drug test based on reasonable suspicion (determined by the Principal or designee), and the results are determined positive by the testing agency, is subject to the penalties as outlined below.

15.2 Consequences for Positive Results on Drug/Alcohol Testing

First Positive Test Result (Reasonable Suspicion Testing) – all test results will be kept in the strictest confidence between the testing agency, the Principal, the President, and the school nurse. The parent/guardian will be notified by the Principal if their son or daughter’s test results are determined to be positive.

1. Any drug/alcohol dependency assessment and consultation.
 - a. Parents/guardians are required to participate.
2. The student may be retested at any time within the next 60 days.
 - a. A positive test will result in 2nd Positive Test Consequences listed in these guidelines.
 - b. Regardless of the result of the second interim test, the student will be required to submit a third test 90 days after the confirmation of the first positive test.
 - c. Expenses for the dependency assessment and consultation and additional tests will be the responsibility of the parent/guardian.

Failure to adhere to the above requirements will result in immediate dismissal from the school.

15.3 Penalties

Ordinarily, a two (2) day in-school suspension, Drug/Alcohol dependency consultation and assessment, suspension from all school athletic and co-curricular activities including practices and games for fifteen (15) days.

A student to be readmitted to Saint Joseph Academy, he or she will be placed on Restricted List I for the remainder of the semester in which the offense occurred as well as the next semester. Any student on Restricted List 1 can be required to be tested at any time during the term of the probation.

Students may be subject to removal of leadership positions within student life.

Second Positive Test Result – repeat offenses of the Drug/Alcohol Policy places a student in serious jeopardy of being able to remain at Saint Joseph Academy. If a student is allowed to return, he or she will be subject to all the policies listed above (First Positive Test Results), as well as a five (5) day in-school suspension, Drug/Alcohol dependency assessment, 60-day suspension from all athletic and co-curricular activities, and disciplinary probation for the entire time the student remains at Saint Joseph Academy.

Possession, Sale, and/or Distribution of Illegal Drugs – a student who is found to be in possession of and/or distributing an illegal drug or substance on campus or at a school related activity will be expelled. The school is required by law to report possession and/or distribution of illegal drugs or substances to the Hammonton Police Department. An expulsion for possession and/or distribution of an illegal drug or substance will be documented on official school transcripts.

SECTION 16: TOBACCO POSSESSION AND/OR USAGE

16.1 Tobacco Product Possession and/or Usage

Federal and state law prohibit smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children. Therefore, smoking, chewing, vaping, or any other use of tobacco is prohibited on school property. Students are prohibited from possessing tobacco or vaping products on, in or upon any school property which includes student vehicles which could be searched if deemed necessary by the Principal or designee.

If students are found to be carrying a tobacco product, tobacco product will be confiscated. This policy includes E-cigarettes and similar products. Parents will be notified of any offenses and students will be subject to the appropriate level consequences.

NJSA 26:3D-58 and NJSA 26:3D-57 prohibit smoking and the use of e-cigarettes on public and private school grounds. In accordance with these laws, the Hammonton Police may be contacted in reference to students using tobacco on campus.

16.2 Consequences for Violating the Tobacco Policy

Parents will be notified when a student is found to be in possession of a tobacco product. The product will be confiscated.

First Offense

1. The student will receive a one (1) day in-school suspension (and)
2. He or she will be placed on Restricted List I

Second Offense

1. The student will receive a two (2) day in-school suspension;
2. He or she will be placed on Restricted List II for the remainder of the semester the offense occurs plus the next semester
3. He or she will receive a fifteen (15) day suspension from all athletic and co-curricular activities

Third Offense

1. The student will receive a three (3) day in-school suspension
2. He or she will receive a sixty (60) day suspension from all athletic and co-curricular activities

SECTION 17: GENERAL INFORMATION

17.1 Mandatory Reporting

The current standard in reporting of discipline records of students in secondary education in public schools is determined by the Family Education Rights and Privacy Act (FERPA) and the No Child Left Behind (NCLB) Law. These pieces of legislation require that any suspensions a student has received be reported as part of the student's public record. The legislation does this so that those who have committed acts of violence that endanger the safety of others or themselves can be identified. In this way, the school to which the student is applying can make an accurate decision with respect to whether the student should become a member of that community. Saint Joseph Academy will follow this standard in reporting any suspensions that a student receives to any school to which a student may transfer or colleges to which a student may apply.

17.2 Family Educational Rights and Privacy Act (FERPA)

Under this act of the Federal Government, each school must state what information it considers part of the student directory. Student directory information is information that is available to the public at the discretion of the school.

Saint Joseph Academy considers the following to be directory information:

1. A student's name, address, phone number, date of birth, email address, class schedule, height, weight, dates of attendance, honors and awards, clubs and teams to which a student belongs, and pictures of the student participating in school events.
2. Directory information does not include grades and GPA, social security number, student ID number, race, gender, or ethnicity.
3. Parents may request that certain parts of their student's directory information not be made public.
 - a. To do so, a parent must complete the License, Release, and Hold Harmless Agreement. If any information is not included in the License, Release, and Hold Harmless Agreement,

the parent must state in writing (specifically detailing which pieces of information are not to be made to the public and address that directly to the Principal of the school.

17.3 Tuition

As a private school, Saint Joseph Academy is a tuition-based institution. In fairness to all families, no student will be allowed to have college applications processed or received his or her report card, transcripts (unofficial or official), or diploma if the student's account is in arrears.

17.4 Tuition Assistance

Serving students in all means in an atmosphere of academic excellence and cultural/social diversity is a key element at Saint Joseph Academy overall educational experience for our students. Saint Joseph Academy utilizes SmartAid which handles all aspects of the tuition assistances data gathering and verification process to determine tuition assistance eligibility. Parents/guardians are required to make arrangements with the Business Office to pay outstanding arrears before tuition assistance is considered for the next academic school year. Admission to Saint Joseph Academy is entirely separate from consideration for tuition assistance.

17.5 Scholarships

Saint Joseph Academy awards incoming Freshman who have achieved academic excellence throughout their academic achievements and who perform well on a scholarship test administered by Saint Joseph Academy.

Saint Joseph Academy awards academic scholarships to incoming Freshmen who are top of their eighth-grade class. The middle school Principal is required to submit a letter explaining the student's academic excellence, athletic and/or co-curricular achievements, and service hours the student has completed during their eighth-grade year.

The award is a four-year scholarship. Scholarships awardees are required to maintain:

1. A high academic standard by taking challenging courses
2. Maintain a year-end unweighted grade point average of at least 90
3. Become a student ambassador of Saint Joseph Academy by promoting the values of the school
4. Perform service to the school and community by using his or her gifts and talents to make the lives of others better

SECTION 18: 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, on only school matters of matters appropriate to be discussed in school should be communicated. Email communication between teacher and student and from student to teacher will be communicated only through the Saint Joseph Academy email accounts.
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 the school name on a website without the written permission of the Principal.

If a student violates the Section 18: Guidelines for Internet and Electronic Communications, see Section 14, under #16, 17, 18, 19.

SECTION 19: SOCIAL MEDIA AND INTERNET SAFETY POLICY

Social networking, such as Facebook, Twitter, Instagram, etc. provides students with instant nonverbal communication access. The primary responsibility of monitoring appropriate use of this technology rests with the student's parent or guardian. Inappropriate postings (comments, pictures, etc.) on any social networking site, are in opposition to the overall mission of Saint Joseph Academy. The school will be involved if such behavior causes a disruption in the daily life of the school. Individuals directly or indirectly involved in such action may be subject to disciplinary action including, but not limited to: **detention, suspension, or up to expulsion.**

The term social media is defined as the use of web based and mobile technologies to facilitate communication and sharing of information or create virtual communities. Some examples of social media include Twitter, Facebook, YouTube, Snap Chat, and several more. Social media outlets have become a significant means of communicating with friends, family, classmates, and for that matter, the entire world. The impact of social media has been powerful, incredible, and present in recent years. Social media provides exciting new channels for students to share their knowledge, creativity, and ability to connect with others who share their interests. Students must understand however, that they need to follow behavioral standards online as they would in real life. The rules and regulations, which guide the conduct of students on campus, also apply to what one may contribute online.

19.1 General Rules and Best Practices for Posting

1. **Be Respectful:** not everyone shares the same beliefs or opinions. Consider the feelings of others.
2. **Be Accurate:** make sure you have all the necessary and correct information before you post.
3. **Be Confidential:** do not post confidential information about Saint Joseph Academy, School, students, faculty members, staff, or alumni.
4. **Be Authentic:** be honest about your identity.
5. **Take the High Ground:** do not be the type of individual who is constantly on the attack. Keep your personal dignity as your highest priority.
6. **Remember Your Audience:** make sure that your post will not harm, alienate, or provoke the public at large.
7. **Remember Liability:** you are legally liable for what you post on your own site or on the site of others.
8. **Think Twice:** before you post, make sure that what you want to convey is in line with common decency and will be for your benefit or the good of others. Remember that privacy does not exist in the world of social media. College admissions personnel often review the social media sites of students who are applying to their institution.
9. **Be a Valued Contributor:** too many people who use the Internet as a means to debase and harm others. Please use it as a conduit of goodwill and friendship.

Students who use social media outlets or the Internet as a tool to cause angst or harm to others will be liable for disciplinary action. Therefore, you are to treat others, as you would expect to be treated.

19.2 Avoid the Following (the list is not exhaustive)

1. Posting items of a derogatory, slanderous, defamatory, or hostile nature toward the school, faculty, staff, students, or alumni.
2. Posting items with sexual content or lewdness.
3. Posting threats toward any person or member(s) of the community.
4. Posting items exhibiting or advocating the use of drugs or alcohol.
5. Posting the pictures/caricatures of others without their express consent.
6. Posting the Saint Joseph Academy logos.
7. Posting any copyrighted material without proper acknowledgement.
8. Posting phone numbers, email addresses, or other confidential information of students, faculty, staff, or any other person other than yourself.
9. Posting comments under multiple names or using another person's name.
10. Posting any type of information that may be considered harassment or any criminal offense in the State of New Jersey or other applicable jurisdiction.

Note: Saint Joseph Academy uses Google Classroom, PowerSchool, and other software in compliance with the Children's Online Privacy Protection Act (COPPA) and the Family Education Rights and Privacy Act (FERPA).

19.3 Parent Notification of use of Internet Filter and Monitoring

Saint Joseph Academy is proud of the use of technology. To help keep your child safe and to continue to promote the scholarly use of technology, we have adopted online content filtering and monitoring services provided by our Technology Department. Saint Joseph Academy issued devices and school managed Google Accounts are automatically connected to the filtering and monitoring software. The use of this content filter is a mandatory condition of the School's Technology Acceptable Use Policy, and it is a violation of the Technology Acceptable Use Policy to disable, or attempt to disable in any manner, the content filter.

A content filter blocks inappropriate sites based on keywords, automatically, before they reach devices with content filter, and provides notice of the visit or attempted visit of the sites. Parents are further advised that Saint Joseph Academy records all internet activity while students use their school managed Google Accounts, regardless of the student or device's physical location. All Chromebooks are configured to monitor internet traffic, as well as to provide notification of the visit or attempted visit or viewing of Explicit content sites, or potential Self-Harm sites.

Explicit content is generally, but not exclusively, defined as those sites that contain vulgar, obscene, lewd, illegal, or offensive content with no artistic or educational value. School administrators and personnel will be alerted during the school day if a student visits a website that displays explicit content. The school administrator or personnel will determine what action, including disciplinary action, will be taken.

Self-Harm content is defined as those sites that promote or provide information or instruction regarding suicide, self-injurious, or other harmful behaviors. School administrators and personnel will be alerted during the school day if a student visits a website that displays self-harm content. The school

administrator or personnel will take appropriate steps to address student safety based on recommended best practices for the prevention of self-harm and student safety.

Saint Joseph Academy helps protect your child while on and off campus. Saint Joseph Academy enables teachers to use Google Classroom with students in their classes only during school hours from 7:40 am to 2:10 pm. Saint Joseph Academy's filter and monitoring content services help students stay safe and continue to promote the scholarly use of technology. We will work with the students during class time to help teach them digital responsibility and safety. Additionally, teachers are trained about our policies and procedures to protect student privacy.

When students use their school managed Google accounts and school managed devices, that use shall also be subject to, and in compliance with, the Saint Joseph Academy Technology Acceptance Use Policy, Social Media Policy, Student Handbook, and this notice regarding the use of content filter and monitoring software. Please be advised that while the content filter and monitoring software is configured to filter and notify about device use at all times, like all tools, it is not perfect. **Parents are advised that it is their responsibility to monitor and oversee their child's use of electronic devices, particularly outside of the school day. The school shall not be responsible for any actions taken by the student outside of the school day.**

The school only monitors and collects internet activity. The school software does not collect photos, videos, or audio of students, school personnel, or school activities. The school does not use any software, on any device, which would violate the privacy rights of any student or any individual residing with the student.

19.4 Internet Safety Policy

It is the policy of Saint Joseph Academy to: (a) prevent user access over its computer network to receive or transmit inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions: Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material: to the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults, or in the case of minors, minimized only for bona fide research or other lawful purposes.

Education, Supervision, and Monitoring: it shall be the responsibility of all members of Saint Joseph Academy staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the school's Information Technology Department or designated representatives. The Principal or designated representative will provide age-appropriate training for students who use Saint

Joseph Academy Internet facilities. The training provided will be designed to promote the school's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Saint Joseph Academy Internet Safety Policy.
2. Student safety with regard to:
 - a. Safety on the Internet
 - b. Appropriate behavior while using online, social networking websites, and chat rooms
 - c. Cyberbullying awareness and response
3. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA)

19.5 Children's Internet Protection Act (CIPA) Definitions of Terms:

1. **Minor:** means any individual who has not attained the age of 17 years.
2. **Technology Protection Measure:** means a specific technology that blocks or filters Internet access to visual depictions that are:
3. **Obscene:** as that term is defined in section 1460 of title 18, United States Code
4. **Child Pornography:** as that term is defined in section 2256 of title 18, United States Code
5. **Harmful to Others:** means any pictures, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or stimulated sexual act or sexual contract, actual, or simulated normal or perverted sexual acts, or a lewd exhibition of the student's external organs of reproduction.
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors
6. **Sexual Acts; Sexual Conduct:** means having the means given such terms in Section 2246 of title 18, United States Code

If a student violates the Section 18: Guidelines for Internet and Electronic Communications, see Section 14, under #16, 17, 18, 19.

SECTION 20: 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.

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. This includes a violation to disable, or attempt to disable in any manner, the content filter.
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

Date

SECTION 21: COVID-19 POLICY

21.1 Mask Mandates – Executive Order 251

Saint Joseph Academy students, staff, faculty, and coaches are required to wear a mask at all times effective August 9, 2021, including but not limited to entering and exiting any Saint Joseph Academy facilities, moving between rooms in the school, and in the classroom setting. Facilities includes such areas as the weight room, locker rooms, and during lunch. Students, staff, faculty, and coaches are permitted to remove their mask while eating or drinking in designated lunchroom and when outside. If the student is not participating in a physical activity during gym, the student is required to wear a mask.

Students, staff, faculty, and coaches will not be admitted to the building without a mask. Students, staff, faculty, and coaches can request a mask from the main office if he or she does not have one at the beginning of the school day. If the mask breaks, the student will receive a replacement in the main office.

All students who use Saint Joseph Academy transportation is required to be correctly masked for morning and afternoon transport.

Students are required to wear masks correctly covering both the nose and the mouth.

No bandanas, scarves, or t-shirt coverings may be used as a replacement for a mask.

Note: Students, Staff, Faculty, and Coaches should use hand sanitizer, disinfectant wipes, and wash hands for at least 20 seconds.

Executive Order 251 Mask Wearing Exemptions

“The following circumstances are exempt from Executive Order 251:

1. When doing so would inhibit the individual’s health, such as when the individual is exposed to extreme heat indoors;
2. When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face mask without assistance;
3. When the individual is under two (2) years of age;
4. When the individual is engaged in activity that cannot physically be performed while wearing a mask, such as eating or drinking, or playing a musical instrument that would be obstructed by a face mask;
5. When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals; or
6. When wearing a face mask creates an unsafe condition in which to operate equipment or execute a task.

21.2 All Employees Vaccination Requirements – Executive Order 253

Full-time and part-time employees, including the athletic coaches of Saint Joseph Academy are required to follow the Governor of New Jersey’s Executive Order 253.

By October 18, 2021, all employees are required to have a copy of their Covid-19 vaccination card on file.

If an employee is not vaccinated, the employee is mandated in Executive Order 253 to obtain two (2) Covid-19 tests per week and submit proof of testing to Saint Joseph Academy.

Employees do have the option to submit to the school proof of an antigen or molecular test, which Saint Joseph Academy will accept to fulfill the requirements of the order.

See Executive Order 253 below:

“For purposes of Executive Order No. 253, preschool to Grade 12 settings include:

- All public, private, and parochial preschool programs, elementary, and secondary schools, including charter and renaissance schools.

For purposes of Executive Order No. 253, workers are defined as:

- All individuals employed by a preschool to Grade 12 setting as defined above, both full- and part-time, including, but not limited to, administrators, teachers, educational support professionals, individuals providing food, custodial, and administrative support services;
- Substitute teachers, whether employed directly by a preschool to Grade 12 setting or otherwise contracted; and,
- Contractors, providers, and any other individuals performing work in preschool to Grade 12 settings whose job duties require them to make regular visits to such covered settings, including volunteers.

Covered workers do not include individuals who visit the covered setting only to provide one-time or limited-duration repairs, services, or construction.

All preschool to Grade 12 settings will have until October 18, 2021, to come into full compliance with the vaccine or testing requirement. At that time, if a worker has not submitted proof that they are fully vaccinated against COVID-19, the worker will be required to submit to a minimum once to twice weekly testing. Regardless of whether the setting is providing workers with on-site access to testing or requiring workers to submit proof of a COVID-19 test, both antigen and molecular tests will be acceptable to fulfill the requirements of the Order.

Workers are considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated when they have received a COVID-19 vaccine that is currently authorized for emergency use by the U.S. Food and Drug Administration or the World Health Organization, or that are approved for use by the same. Workers for whom vaccination status is unknown or who have not provided sufficient proof of document, must be considered unvaccinated for purposes of this Order.”

21.3 SJA Covid-19 Layered Prevention Strategy

Saint Joseph Academy is implementing a layered prevention strategy to ensure the safety of the students, staff, and faculty.

- Staff, faculty, and coaches' vaccination requirements (see section 21.2 All Employee Vaccination Requirements)
- Screening at Home (see section 21.4 Screening at Home)
- Consistent and correct mask use (see section 21.1 Mask Mandates)
- Physical distancing – 3 feet apart
- Track student, staff, faculty, and coaches Covid-19 vaccination rate
- Daily arrival temperature checks
- Students who arrive late to school will report to the main office to sign-in and receive their daily temperature check.
- Staff, faculty, and coaches will receive daily temperature checks in the main office or by the head coach of each team.
- Visitors will need to contact the main office before entering the school. Visitors are required to wear a mask, have a temperature check, and maintain social distancing while on premises.
- All athletes are required to have a temperature check before practice and games
- Students, staff, faculty, and coaches are to use proper handwashing techniques
- Contact tracing in combination with isolation and quarantine (see section 21.5 Contact Tracing)

21.4 Screening at Home

All parents will be expected to screen their child(ren) at home and not send their child(ren) to school if any of the following present:

- Symptoms of Covid-19
- Fever equal to or higher than 100.0F
- Under evaluation for Covid-19 (e.g., waiting for the results of a Covid-19 test)
- Been diagnosed and not yet cleared to discontinue isolation

If a student has a fever or exhibit symptoms that are not explained by other conditions, he or she is required to stay at home. Parents are expected to contact their healthcare provider to seek medical attention for a child(ren) that is symptomatic, but not yet tested for medial consultation. Students are expected to be fever free for more than 72 hours without use of fever reducing medication before returning to school.

Covid 19 Symptoms

- Fever or feeling feverish (chills, sweating)
- New cough
- Difficulty breathing
- Sore throat
- Muscle aches or body aches
- Vomiting or diarrhea
- New loss of taste or smell

Saint Joseph Academy recognizes that most of the Covid-19 symptoms are common to many viral and bacterial infections that do not carry a Covid-19 diagnosis by a medical provider. For this reason, Saint Joseph Academy is requiring parent/guardian to submit a physician's note medically clearing the student to return to school.

All employees of Saint Joseph Academy are required to following the Covid Policy 2.3 Screening at Home.

Note: Saint Joseph Academy is not requiring student vaccinations. We believe it is a decision made between the parent and student.

21.5 Contact Tracing

Saint Joseph Academy will collaborate with the state and local health departments, to the extent allowable by privacy laws and other applicable laws, to confidentially provide information about people diagnosed with or exposed to Covid-19. This allows identifying which students, faculty, staff, and coaches with positive Covid-19 test results should be isolated and which close contacts should quarantine.

- Fully vaccinated close contacts should be referred for Covid-19 testing. If asymptomatic, fully vaccinated close contacts do not need to quarantine at home following an exposure. The student, staff, faculty member, and coach can continue to attend school in-person and participate in all activities.
- Close contacts who are not fully vaccinated should be referred for Covid-19 testing. Regardless of test result, they are to quarantine at home for fourteen (14) days after exposure; or
 - Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring or
 - Quarantine for seven (7) days with a negative Covid-19 test within 48 hours before the time of the planned quarantine discontinuation
- Saint Joseph Academy will report positive Covid-19 test results to the state and local health department
- Administration will notify, teachers, staff, coaches, and parents/guardians of student(s) who were in close contact as soon as possible after the school has been notified that someone in the school has tested positive.

SECTION 22: ACKNOWLEDGEMENT PAGE

I hereby acknowledge that I have read, fully understand and agree to adhere to all of the policies contained in the Saint Joseph Academy Student Handbook. This handbook is prepared to provide each student and parent with information relevant to a successful school experience at Saint Joseph Academy. A student or parent's failure to comply with the policies and procedures outlined in this handbook may constitute as a breach of the enrollment contract. All policies and procedures outlined in this handbook and/or other supplemental materials provided by the Saint Joseph Academy leadership may be changed or superseded by school leadership at any time, with or without notice. Saint Joseph Academy will make every effort to keep parents and students informed when changes occur. Saint Joseph Academy school leadership has the authority to lead, teach, and discipline in areas not specifically addressed in this handbook.

Parent Signature: _____

Parent Print Name: _____

Date: _____

Student Signature: _____

Student Print Name: _____

Date: _____