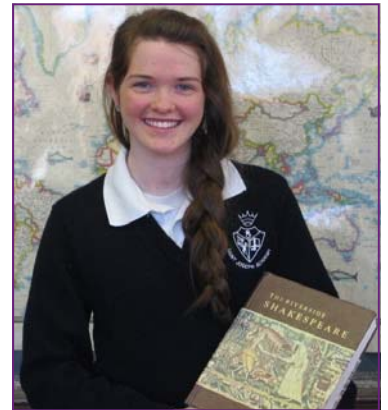




SAINT
JOSEPH
ACADEMY

2011-2012
*Student
Handbook*



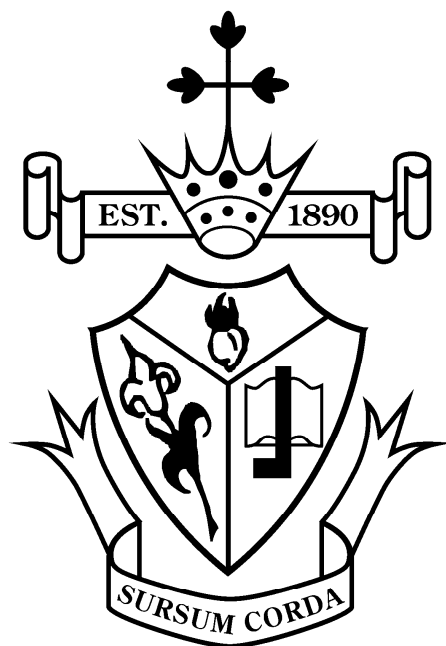
Sursum Corda
Lift Up Your Hearts

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MISSION STATEMENT OF SAINT JOSEPH ACADEMY

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



THE SAINT JOSEPH ACADEMY CREST

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

- The cross is a symbol of our salvation.
- The crown represents Christ the King.
- The five points of the crown represent the five wounds of Jesus during the crucifixion.
- The symbol of the inflamed heart reminds us of charity.
- The lily represents purity and is the symbol of St. Joseph.
- The carpenter's square, serves as a support for the Holy Rule of the Congregation.
- The motto "Sursum Corda" is Latin for "Lift Up Your Hearts".

ADMINISTRATION

Mary Ann Corrigan-Davis '71, President
Blake J. Prewitt Ed.S., Principal
Moira McGreer, Director of Finance
Constance S. Sipple, Vice President of Institutional Advancement
Emily Hanson '99, Assistant Principal
Marie Ciolek, Dean of Women

Lisa Gregorski, Director of Intervention Services
Ryan MacRaid, Instructional Technology
Educator
Jennie Amodio, Athletic Director
Maryann Marek, Guidance Counselor
Susan Jensen, Director of College Counseling
Maria Mueller, College Counselor

Mary Ann Fischer '66, Alumnae Director
Diane M. Kanney, Director of Admissions
Susan Love, Director of Communication and
Public Relations
Amy Kocian, Director of Development
Jim Gutoskey, Director Building and Grounds
Maintenance

OFFICE STAFF

Keli Miller, Administrative Assistant to President and Principal
Louise Blayney, Registrar and Office Manager
Maureen McAdams, Transportation/Administrative Assistant
Lucille Mack '71, Attendance/Administrative Assistant
Judy Case, Administrative Assistant
Diana Fogarty, Receptionist

Saint Joseph Academy

3430 Rocky River Drive
Cleveland, Ohio 44111

Phone: 216-251-6788

Fax: 216-251-5809

ATTENDANCE HOTLINE

Telephone: 216-251-5374

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

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

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

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

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

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

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

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

The Sisters of the Congregation of Saint Joseph have sponsored Saint Joseph Academy since its founding. They have given spiritual, academic and financial support to the Academy for 120 years. It is through the inspiration of the Sisters that we at Saint Joseph Academy strive to encourage our students to experience an awakening to faith, man and the world. So that each young woman who attends SJA develops into a compassionate leader with a loving relationship with God, each other and all creation.

IMPORTANT INFORMATION

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

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

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

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

In the event of a snow or winter weather day or an important message the Saint Joseph Academy community will be notified through the Alert Now telephone system. In addition, each major Cleveland news station (WEWS, WKYC, and WOIO) will be notified to add our school to their running list. The Saint Joseph Academy website will also be updated to indicate that school is closing.

ATTENDANCE HOTLINE

Telephone: 216-251-5374

Attendance Policies & Procedures on pages 18-21.

SAINT JOSEPH ACADEMY PHILOSOPHY

Saint Joseph Academy exists to discover and nurture the talents and capabilities of each young Christian woman. Each student will grow toward mature creative womanhood to the degree that she lives out rational, responsive, and compassionate faith relationships with God and others. We believe the Gospel must be understood and lived in the context of our world; this calls for personal and societal transformation. In view of this philosophical statement, we attempt to create a climate wherein a student can best become:

A WOMAN OF FAITH . . .

. . . who, knowing the traditions and teachings of the Catholic Church, commits herself to a growing relationship with God and others and to a life of service in imitation of Jesus Christ. Rooted in prayer, nourished by the sacraments, and guided by Scripture, she shares in the ongoing creation of the world.

A WOMAN PREPARING FOR LIFE. . .

. . . who is developing her talents and potential which enable her to analyze, interpret, and interact critically with her environment and others in a creative and confident manner. Her positive shaping of the future requires physical and emotional well-being, as well as communication, which is empathetic and resourceful.

A WOMAN STRIVING FOR INTEGRITY. . .

. . . who is learning to deal with herself and others with honesty, gentleness, and respect. She believes that her direction comes from within and that she is responsible for her own destiny. She seeks balance through the interplay of mind, body, and spirit and finds meaning through experiencing life's beauty, sorrow, and joy.

A WOMAN SEEKING JUSTICE. . .

. . . who is acquiring the skills, knowledge, and values necessary to become effective in creating a more just world order. She is developing a critical consciousness, enabling her to reflect on society and its values, and to choose actions that will promote the mutuality of all human beings.

PARENT INFORMATION

PARENT-SCHOOL PARTNERSHIP

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

PARENTAL CONCERNS

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

CUSTODIAL PARENT

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

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

JAGUAR JACKPOT RAFFLE

Families will have from June until October to sell their raffle tickets. **IT IS STRONGLY RECOMMENDED THAT FAMILIES SELL THEIR TICKETS PRIOR TO SEPTEMBER 30TH.** All unsold tickets will be charged back to the student's tuition account. As previously communicated, the first \$100 in ticket sales will be retained by the Academy to offset the cost of raffle prizes. Credit cards will not be accepted to purchase raffle tickets.

SCHOLARSHIPS AND TUITION ASSISTANCE

Scholarship and tuition assistance are available. Information will be available on Saint Joseph Academy's website in the fall. The deadline for financial aid applications for the following academic year is November 23, 2011 and scholarship applications are due by December 5, 2011.

TUITION AND FEES

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

- A student may not be able to attend classes
- Schedules will not be issued and grades will not be assigned
- A student may not participate in any extracurricular activities
- Transcripts will not be released
- A late fee of \$15.00 may be charged

Seniors must have completed all obligations, financial and otherwise, in order to participate in the senior graduation activities, including the prom. Additionally, report cards will be held until all obligations including, but not limited to, financial, disciplinary, athletic, and academics, are met. Students withdrawing during the school year will be charged all payments up to the end of the month in which they withdraw. No transcripts, report cards, or records will be released until tuition and fees are paid in full.

ACADEMICS

CURRICULUM

Saint Joseph Academy is a comprehensive high school offering a full range of rigorous courses providing skills necessary for college and the work force. Reading, writing and 21st century skills are incorporated across the curriculum. Honors and Advanced Placement courses are offered for students interested in a more challenging curriculum.

REGISTRATION AND SCHEDULE CHANGES

Ordinarily, students register for courses for the next academic year during February and March. A \$60.00 registration fee will be charged at that time. Once this process is completed, students who request a schedule change may do so until May 1st. After this date a \$100.00 fee to cover the cost of processing may be charged.

ACADEMIC REQUIREMENTS

The minimum academic requirement for graduation from Saint Joseph Academy is 28 credits. Students are strongly encouraged to exceed the minimum credit requirement.

The following State, Diocesan, and School requirements must be fulfilled in order to graduate from Saint Joseph Academy:

SUBJECT	NUMBER OF COURSES	CREDITS
Theology	4	4.0
English	4	4.0
Math	4	4.0
Social Studies	3	3.0 World History, U.S. History, Government/Economics
Science	3	3.0
World Language	2	2.00 Credits must be earned in the same language
Health	1	0.50
Physical Education	1	0.50
Visual and Performing Arts	1	1.00
Business Technology	1	1.00
Electives	Enough to meet the requirements for graduation	

- It is strongly recommended that students consult with their college counselor for specific requirements for college admission or other post secondary plans.
- Students wishing to take any classes outside of Saint Joseph Academy must be pre-approved by the Principal.
- Students may not take courses outside of Saint Joseph Academy which are offered at Saint Joseph Academy.
- All students must earn a minimum of 28 credits at Saint Joseph Academy.
- In the event a student fails four classes, she will be asked to leave Saint Joseph Academy.

SERVICE PROGRAM REQUIREMENTS

Every year all students are required to perform a minimum of 20 service hours. These hours may be performed during the summer months and throughout the school year. This year all students will submit their service hour requirements to their theology teachers on or before, Tuesday, April 25th. The documentation forms will be provided *online* by CORE ministry.

Each student's parent/guardian must sign the service hour sheet to verify the information is valid. Any false information or forged signatures will prompt disciplinary action. If a student does not complete the required hours verification sheet by the due date, she will immediately become ineligible, and she will not be allowed to return to school until the hours are submitted. These absences will be unexcused. Service hours are required to advance to the next grade level and to graduate from Saint Joseph Academy.

RETREAT PROGRAM REQUIREMENTS

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

JUNIOR PROFESSIONAL SHADOWING PROJECT

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

GRADUATION REQUIREMENTS

In order to graduate, a student must complete all course work, service hours, retreats, and Junior Shadowing. Seniors participating in the Commencement Ceremony must also be present for all other end-of-the-year activities including the Farewell and Baccalaureate Masses, Tree Night, the Honors Convocation, and all graduation practices.

PROMOTION REQUIREMENTS

- A freshman must have earned at least 6 credits, completed 20 service hours and 9th grade retreat requirement to be promoted to sophomore status.
- A sophomore must have earned at least 12 credits, completed another 20 service hours, and the 10th grade retreat for promotion to junior status.
- A junior must have earned at least 20 credits, completed another 20 service hours, the 11th grade retreat and the Junior Shadow Project requirements before achieving senior status.
- A student who is not promoted to the next grade level because she is short credits or does not complete the service and retreat requirements on time (by the due date) will not be permitted to return to Saint Joseph Academy until these requirements are satisfactorily completed. Missed school days will be unexcused.

GRADING

Each student will be graded according to the following:

GRADE	CUT OFF%	QUALITY POINTS	HONORS QUALITY POINTS	AP/PSEOP QUALITY POINTS
A	94.5	4.0	4.5	5.0
A-	92.5	3.7	4.2	4.7
B+	89.5	3.3	3.8	4.3
B	86.5	3.0	3.5	4.0
B-	84.5	2.7	3.2	3.7
C+	81.5	2.3	2.8	3.3
C	78.5	2.0	2.5	3.0
C-	76.5	1.7	2.2	2.7
D+	74.5	1.3	1.8	2.3
D	71.5	1.0	1.5	2.0
D-	69.5	.7	1.2	1.7
F		0.0	0.0	0.0

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

When looking at grades in PowerSchool students will receive two different GPA's: a simple and a weighted GPA. Colleges request both types of GPAs on transcripts.

A simple GPA is calculated without incorporating extra honors or AP quality points. The maximum GPA is 4.0.

A weighted GPA is calculated by incorporating extra honors or AP quality points. The maximum GPA is 5.0.

A weighted GPA is only reported at the end of the semester.

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

Advanced Placement (AP) and Post Secondary Educational Options Program (PSEOP) courses are taught at the college level. These courses are weighted 1.00 quality point.

Semester grades are calculated by:

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

Note: No vacations or appointments should be scheduled on exam days.

SEMESTER HONOR ROLL

This is based strictly on academic achievement each semester, providing no failing grade has been earned. A student may achieve one of the following honors based on her GPA for the semester grading period:

High Honors	3.8 or above
Honors	3.3 - 3.7999

EXTRA CREDIT

If an individual teacher chooses to make extra credit available to students, the conditions and criteria for scoring it will be outlined in the teacher's classroom expectations and should agree with standards for awarding extra credit set by the teacher's academic department. Extra credit assignments must be related to the course of study and may not be awarded for student behavior or attendance.

If extra credit is made available, ALL students in the class will have the opportunity to participate provided all regular course work is completed satisfactorily. If a student has missing assignments for whatever reason, the student must submit the make up work before she can earn any extra credit including bonus questions on tests. This applies whether or not the make up work itself receives any credit.

Points awarded for extra credit may not exceed one full letter grade of the student's total grade for the quarter. (Example: B to B+)

REPORT CARDS/PROGRESS REPORTS

All grades will be posted on PowerSchool. Printed copies of report cards will only be issued at the end of each semester. Grades are not final on PowerSchool until the report card is mailed home at the end of each semester. Both students and parents may check student progress at any time by logging onto PowerSchool.

ACADEMIC DISHONESTY

Academic integrity is a guiding principle of Saint Joseph Academy's course of studies. Consequently, any form of cheating, including plagiarism, bears severe consequences. Generally, plagiarism is any presentation of another's work as one's own without acknowledging the source in standard academic formats such as a "Works Cited" list or a bibliography. Forms of plagiarism include:

1. Copying information word-for-word, in whole or in part, without using quotation marks and without acknowledging sources;
2. Copying another student's work;
3. Copying key words and/or phrases without using quotation marks and without acknowledging sources;
4. Paraphrasing material and using another's ideas without acknowledging sources;
5. Using another's creative work such as art or photography without permission or acknowledgment;
6. Representing another person's work as one's own;
7. Using work produced for another assignment or class without the current instructor's permission, though not technically plagiarism, is similarly cited under this policy;
8. Fabricating or deliberately giving incorrect information about sources. Sources include any audio or visual means of recording information, such as printed material, computer files, CD's and on-line media.

Consequences for academic dishonesty will be given to both the student who provided the work to be copied and the student copying the work.

The academic penalty is zero credit with no option to rewrite the assignment. This could entail a student failing for the quarter if the assignment is a major part of the grade, such as a research paper.

In addition, the student will receive a six-point infraction, the school's disciplinary penalty for cheating. There may be additional consequences if the student is involved in any extracurricular activities, such as, but not limited to, National Honor Society.

A second occurrence of academic dishonesty may result in a zero on the assignment and a suspension or expulsion.

This policy is predicated on the fact that words and ideas are intellectual property, which is protected by United States copyright law. Intellectual theft is therefore illegal as well as unethical, and grounds for dismissal from colleges and universities.

SEGO (Student Educational Goals and Objective) PLANS

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

INCOMPLETE

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

ACADEMIC ELIGIBILITY

Academic success is of upmost importance at Saint Joseph Academy. Students and parents are encouraged to work closely with teachers at all times to help find academic success.

Every other Friday, at the end of each block rotation, (beginning with the fourth Friday of the semester) the academic administration will check for students whose grades are failing a class.

The first time a student is found to be failing any class she will be expected to do the following:

- Meet with her teacher to work on improving her grade in the class she is failing. She will be expected to have the teacher sign off the academic eligibility form stating that the student has worked to improve her grade in a manner that is acceptable to the teacher. (For example, if a student is failing due to missing assignments a teacher may choose to sign off on the form simply after the student turns in missing assignments. If a student is failing because of tests or comprehension the teacher might ask that a student works on extra worksheets or attends tutoring during the two weeks before they will sign off.)
- Attend an ineligibility study hall during the activity block period. She **may not** attend extracurricular meetings at this time (she may attend guidance/college counseling meetings).
- She **will** still be permitted to participate in after-school privileges such as athletics, play rehearsals, and dances.

If a student is still failing a class after two weeks she will then become ineligible for the following two weeks. During this time period she will be expected to do the following:

- Meet with her teacher to work on improving her grade in the class she is failing. She will be expected to have the teacher sign off the academic eligibility form stating that the student has worked to improve her grade in a manner that is acceptable to the teacher. (For example, if a student is failing due to missing assignments a teacher may choose to sign off on the form simply after the student turns in missing assignments. If a student is failing because of tests or comprehension the teacher might ask that a student works on extra worksheets or attends tutoring during the two weeks before they will sign off).
- Attend an ineligibility study hall during the activity block period. She **may not** attend extracurricular meetings at this time (she may attend guidance/collage counseling meetings.)
- She **will not** be permitted to participate in after-school privileges such as athletics, play rehearsals, and dances.

Academic eligibility runs for a full two weeks. Even if a student improves their grades they will still be expected to follow the laid out guidelines for the full two weeks.

Students who do not meet with their teacher to work towards improving their grade (or do not turn in their signed form stating that they have meet with their teacher) will automatically be ineligible for the following two week period until their grade improves.

A student who has a quarterly GPA of below 1.5 will be placed on academic probation for the following quarter. She will be expected to abide by the following guidelines:

- Attend an ineligibility study hall during the activity block period. She **may not** attend extracurricular meetings at this time (she may attend guidance/college counseling meetings).
- She **will not** be permitted to participate in after-school privileges such as athletics, play rehearsals, etc. (this includes try-out for plays and sports)
- She **may not** attend dances, including prom as a senior.
- She may be asked to withdraw from Saint Joseph Academy. This decision is the right and responsibility of the Principal.

Beginning with the 2012-2013 school year the GPA for quarterly eligibility will be raised to a 2.0. Any student falling below a 2.0 will be ineligible for the following quarter. A student whose grades fall below a 2.0 for 4th quarter in the 2011-2012 school year will be ineligible for the 1st quarter of the 2012-2013 school year.

WITHDRAWAL FROM A COURSE

Normally, a student will not be permitted to withdraw after the first seven days of the class. Students withdrawing from a class after the first seven days will receive either a WP (withdraw passing) or WF (withdraw failing) based on their course average at the time of their withdraw. A course change fee of \$100.00 will be assessed.

POLICY ON CREDITS EARNED OUTSIDE OF SAINT JOSEPH ACADEMY

A Saint Joseph Academy education is a four-year plan with each year allowing for unique opportunities for students to learn, grow and be challenged. Each student should plan to earn all of her credits required for graduation through classes offered at Saint Joseph Academy. There are certain instances, however, when students have earned or will earn credits outside of SJA. In these instances, the following policies shall apply:

- **Credits earned while in 8th grade** – coursework shall be reviewed on a case-by-case basis and granting credit will be determined accordingly. If credit is granted, the course will appear as an addendum to the SJA transcript and the grade will not be calculated into the student's grade point average.
- **Credits earned on-line or in summer session** – a student must receive approval from her counselor before enrolling in on-line or summer courses. Courses taken on-line or in summer session must not currently be offered as part of the SJA curriculum (unless the course is being taken for remediation purposes, i.e., the student has failed the course at SJA and needs to repeat the course). If enrollment in summer or on-line courses is approved, credit will be granted, the course will appear as an addendum to the SJA transcript and the grade will not be calculated into the student's grade point average. If the course is being taken for remediation purposes, the course will appear on the SJA transcript and the grade will be calculated into the student's grade point average.
- **Credits earned through the Post-Secondary Educational Options Program (PSEOP)** – a student must receive approval from her counselor before enrolling in a PSEOP course. PSEOP courses must not currently be offered as part of the SJA curriculum; rather, the PSEOP course should be a supplement to SJA's current academic program in the context of an elective taken for individual enrichment. PSEOP credits will appear as an addendum to the SJA transcript and the grade will not be calculated into the student's grade point average.
- **Credit earned for Physical Education** – beginning with the 2011-12 school year, students may receive credit for PE under the guidelines set forth by the Ohio Department of Education, Section 3313.603 of the Ohio Revised Code. A student must receive approval from her counselor before pursuing credit for PE outside of SJA. To fulfill this requirement, a student must participate in interscholastic athletics, marching band or cheerleading for at least two full seasons. If credit is granted, it will appear as an addendum to the SJA transcript and the grade will not be calculated into the student's grade point average.

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

POST-SECONDARY EDUCATIONAL OPTIONS PROGRAM (PSEOP)

A student pursuing Post Secondary Educational Options Program (PSEOP) needs to be aware of the following:

- Student notifies, in writing, her College Counselor of her intent to participate by March 30.
- Students must attend an informational meeting with the College Counselors.
- The state can change annually PSEOP funding and registration procedures.
- The high school will determine what college classes will be eligible for high school credit.
- All Theology courses must be taken at Saint Joseph Academy.
- Students who take PSEOP courses off campus must stay in contact with Saint Joseph Academy on a weekly basis to keep abreast of announcements and mailings.

TRANSCRIPTS

A transcript release form is necessary in order to have transcripts sent. A final transcript will be sent at no cost to one college/university for each graduating senior. Thereafter, a \$3.00 fee is charged for each additional request after a student graduates from Saint Joseph Academy. No transcripts will be sent for students with unpaid financial balances.

HONORS AND AWARDS

PHI BETA KAPPA AWARD

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

VALEDICTORIAN AND SALUTATORIAN

These distinctions are awarded to the graduating seniors who:

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

GRADUATION WITH HIGH HONORS AND HONORS

This distinction of high honors is granted to any graduating senior who has attained an accumulative grade point average of 3.8 or above at the end of eight semesters.

This distinction of honors is granted to any graduating senior who has attained an accumulative grade point of 3.3 to 3.7999 at the end of eight semesters.

OHIO DIPLOMA WITH HONORS

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

THE OUTSTANDING STUDENT AWARD

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

NATIONAL HONOR SOCIETY (NHS)

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

Qualifications for membership include:

- Has a minimum accumulative GPA of 3.300
- Participates in challenging program of studies
- Participates actively in school and community organizations
- Is an active member in Saint Joseph Academy extracurricular activities
- Demonstrates positive leadership qualities in the classroom and in social situations
- Fulfills responsibilities promptly, demonstrates high standards of integrity, cooperates with school policies and regulations

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

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

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

2011-2012 DAILY SCHEDULE & ROTATION

DAILY SCHEDULE

<u>Monday, Tuesday, Thursday & Friday</u>		<u>Wednesday</u>		<u>Wednesday 2:00 Release (Every Other Week)</u>	
A	8:00-9:25	A	8:00-9:13	A	8:00-9:01
B	9:29-10:54	B	9:17-10:30	B	9:05-10:06
ACTIVITY 1	10:58-11:28	READ	10:30-11:00	READ	10:06-10:36
ACTIVITY 2	11:32-12:02	HOMEROOM	11:04-11:18	HOMEROOM	10:40-10:52
C	12:06-1:31	ACT 1	11:22-11:52	ACT 1	10:56-11:21
D	1:35-3:00	ACT 2	11:56-12:26	ACT 2	11:25-11:50
		C	12:30-1:43	C	11:54-12:55
		D	1:47-3:00	D	12:59-2:00

Special schedules will be published on the Weekly Schedule as needed.

WEEKLY ROTATION

A	<u>Week Beginning:</u> August 22 August 29 October 17 * October 24 December 12 January 2 * February 20 February 27 April 23 April 30 *	B	<u>Week Beginning:</u> September 5 * September 12 October 31 * November 7 January 9 January 16 * March 5 * March 12 May 7 May 14 *
B		A	
C		D	
D		C	
C	<u>Week Beginning:</u> September 19 * September 26 November 14 * November 21 January 23 January 30 * March 19 * March 26 May 21 May 28	D	<u>Week Beginning:</u> October 3 * October 10 November 28 December 5 * February 6 February 13 * April 2 * April 16 * June 4
D		C	
A		B	
B		A	

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

ATTENDANCE POLICIES AND PROCEDURES

Telephone: 216-251-5374

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

The parent/guardian will receive written notification from the Dean of Women when a student has been absent seven and ten times during a semester. When a student has accumulated ten or more absences in a semester, medical documentation will be required for each absence thereafter in order for the student to make up the class work missed. If this documentation is not provided upon return to school for each absence after the ten days, the days will be unexcused and work will not be able to be made up. Excessive absences as determined by the academic administration may be a reason to ask a student to transfer to another school.

Absences are recorded according to the number of blocks the student misses during the school day. An accurate record of student absences is indicated on her permanent record.

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

Students arriving at school between 7:30 - 7:45 AM are expected to report to the cafeteria, auditorium, or the library. At 7:45 AM students may go to their lockers and then proceed to their first class.

ABSENCE

When a student is absent due to illness, the parent/guardian must telephone the attendance hotline at 251-5374 prior to 8:00 AM on the day of the absence (emails will not be accepted). A 24-hour answering machine has been provided for your convenience. The message should include:

- ***Date of the absence,***
- ***The name of the student,***
- ***The student ID number,***
- ***The caller's name and a phone number where the caller can be reached during the day. If a call is not received by 8:00 AM, the absence will be unexcused even when the Attendance Secretary contacts the parent after this time. The student will not be able to make up any missed work.***

In the case of an extended absence due to illness or surgery, a daily telephone call is not necessary if the parent/guardian provides the Attendance Secretary with all of the dates of absence. The parent/guardian may also contact the student's guidance counselor to collect missing assignments. The assignments can then be picked up in the Main Office after 2:30 PM on the day following the request. Excessive absences may require a student and/or parent conference with the Dean of Women and/or the Principal.

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

MORNING TARDIES

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

Each student will receive two excused morning tardies per semester.

A call from a parent before 8:00 AM reporting the reason for the tardy is required; however, the reason for the tardy does not necessarily excuse the tardy.

A student arriving late to school must report directly to the Main Office. The student will be responsible to use the time clock to record the time when she arrived at school on two passes. One pass will be given to the teacher of her first block class. The other pass with the time of arrival at school also recorded on it will remain in the Main Office to be used by the Attendance Secretary.

A student who misses the entire first block class and whose parent has not called in the reason for the tardiness or has not provided a note for the student to bring in on the day of the tardy will be issued a class cut infraction, not a morning tardy. Classwork will not be able to be made up by the student. The classroom teacher who has a student who frequently misses the same first block class may contact the parent to inform them of this concern.

When a student is tardy in the morning for the third time in a semester and for all following morning tardies in the semester, she will receive a one-point infraction.

A student who accumulates seven morning tardies in a semester will be placed on disciplinary probation. A student who continues to accumulate morning tardies after being placed on disciplinary probation will be required to have a conference with the Dean of Women and/or Principal at which time further consequences will be discussed.

TARDINESS TO CLASS

A student who is late to a class other than the first block class will receive a one-point infraction unless the student has a note from a faculty or staff member excusing the tardiness. The classroom teacher will issue the infraction.

APPOINTMENTS

When a student has an appointment during the school day, the parent/guardian needs to *telephone* the Attendance Secretary at 251-5374 before 8:00 AM on the day of the appointment. When the student returns to school from the appointment, she must bring *documentation* from the physician, dentist, orthodontist, court official, etc., which verifies the appointment and present it to the Attendance Secretary. The student will be marked absent for each block missed as a result of the appointment, and it will be reflected as such on the student's permanent record.

Failure to call the Attendance Office by 8:00 AM, to provide a note before the appointment, or to return from the appointment without proper documentation may result in the absence being recorded as unexcused. The student will not be able to make up work missed while out for the appointment.

COLLEGE VISITS

Juniors and seniors are permitted four days per year for the purpose of visiting colleges. The college visits may take place in either school year, but the total number of visit days cannot exceed four per student between junior and senior year. Prior to the visit, a ***Pre-Arranged Absence Form*** should be obtained from the Attendance Secretary, completed and returned to the Attendance Secretary.

Upon returning to school, ***written verification*** from the admissions officer of the college must be presented to the Attendance Secretary. Students will be marked as absent for the day until written verification from the college is presented. Days missed as a result of approved college visits are not recorded on the student's permanent attendance record. **Failure to follow this procedure will result in the day being recorded as unexcused, and the student will not be able to make up work missed.**

FIELD TRIPS

The sponsoring teacher and/or organization will distribute ***Field Trip Permission Forms*** to the students in advance of any trip. This form must be completed and returned to the designated Saint Joseph Academy sponsor prior to the day of the trip. The student is responsible for making up any class work and assignments missed while attending the field trip. Days missed as a result of approved field trips are not recorded on the student's permanent attendance record. **A student who does not return a field trip permission form at the prescribed time will not be permitted to go on the field trip.** She will remain in school and attend her regular classes. Students may never drive other students for field trips. Phone in permission from the parent or guardian is not valid and will not be accepted. Students are expected to participate fully and behave appropriately. Ordinarily, students on field trips are expected to be in ***formal uniform***.

SCHOOL TRIPS

In order for a student to participate in a school sponsored trip, all financial obligations to the school must be current before a student is permitted to sign up for the trip. Any deposit that is made for such trips is nonrefundable.

FUNERALS

Any student wishing to attend a funeral must have a parent/guardian ***telephone*** the attendance hotline at 251-5374 before 8:00 AM on the day of the funeral. **Failure to follow this procedure will result in the day being recorded as unexcused, and the student will not be able to make up work missed.**

ILLNESS DURING THE SCHOOL DAY

If a student becomes ill during class, she secures a clinic pass from the teacher and reports to the clinic. A student must sign her name, the time she arrived, and the time she leaves. If it is deemed advisable, her parent/guardian will be contacted. Normally, a student may remain in the clinic for no longer than thirty minutes. Upon returning to class, the student must present a signed clinic pass to the teacher. **Time spent in the clinic will be recorded as block absences and will be reflected on the student's permanent record.**

MAKE UP WORK

Make up work is defined as work a teacher assigns to a student when she is absent. **It is the student's responsibility to see her teachers about the missed work.** Parents are asked to let the school know if a student is so ill that she will be out for an extended time. While they are out, students are strongly encouraged to try to keep up with class work.

The student will have two days to make up missed class work and homework for each day she is absent. The student should check the teacher's syllabus distributed at the beginning of the semester for specific details regarding the teacher's make up work policy. Any assignments, tests, quizzes, etc., not made up or arranged with the teacher to be made up in the specified time will automatically receive a score of zero.

For extenuating circumstances, please see the administration to make special arrangements.

CODE OF CONDUCT

Our Code of Conduct flows from our belief in the process of growth as a means to Christian maturity. We believe that each student learns responsibility for her actions through choices and the acceptance of the consequences of her actions.

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

We recognize that the young women who attend Saint Joseph Academy are at an exciting, and sometimes confusing, time in their lives and that the transition from dependent child to responsible adult can pose particular challenges. However, we also believe that, given clear guidelines and expectations, fair and consistent consequences, and loving support and opportunities for growth, all students are able to meet these challenges.

We detail *basic expectations* for behavior that are grounded in respect for oneself, respect for others, and responsibility for one's actions. We also list *consequences* for behavior not compatible with these expectations, which are intended to assist students in achieving more productive behavior, as well as *opportunities* to build on this achievement that may be awarded at the discretion of the Dean of Women.

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

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

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

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

- Participation in graduation exercises
- Participation in athletics
- Participation in extracurricular activities
- Participation in school activities (both during and after the school day)
- Attendance at dances

- Use of parking lot space
- Participation in field trips
- Use of technology in school

GENERAL EXPECTED BEHAVIORS AND CONSEQUENCES

Students are immediately informed when a violation occurs by the faculty or staff member issuing the infraction. Students sign a dated infraction form and are given copy by the faculty or staff person issuing it. The form states that the infraction must be served within two days (day issued or the next day) of its issuance. Refusing to sign the infraction forms does not mean that the detention does not need to be served. For each infraction point, one half hour detention must be served within two days from the date on which the infraction was issued. If the detention is not served the time will double. (without additional notice to students) Detentions are held on Monday - Friday from 3:10-4:10 PM of each week unless otherwise announced. On early release days detentions will be held for one hour immediately after school.

Example: One point infraction = 30 min detention
 Three point infraction = 1.5 hours detention
 Six point infraction = 3 hours of detention

When called upon to handle a disciplinary situation, it is the intent of the academic administration to act as consistently as possible. However, sometimes situations arise which, in the judgment of the Dean of Women, require individual handling. The Dean of Women, in conjunction with other members of the academic administration, retains the right to make that judgment. The Principal is the final recourse in any disciplinary situation and may waive any disciplinary rule for just cause at their discretion. Other inappropriate conduct, whether inside or outside school, that is detrimental to the reputation of Saint Joseph Academy, may result in disciplinary action.

CONSEQUENCE = ONE POINT INFRACTION (30 minute detention)

- Arrive to classes after first block and to all assigned locations on time.
- Be in correct dress code from 8:00 am until 3:00 pm. This includes formal uniform days.
- Take proper care of school and all personal property.
- Conduct yourself properly at all times.
- Do not eat or drink outside the cafeteria.
- Use language expected of a Saint Joseph Academy student.
- Behave on all buses at all times.
- Do not use book bags, backpacks, athletic bags from 8:00 AM – 3:00 PM
- Be in assigned locations. If not in assigned location, provide a properly issued pass.
- Have visible proper identification: school ID (on lanyard), out of dress code pass, etc., all worn as directed (**Replacement fee for ID \$10.00**)
- Other unacceptable behavior as specified.
- Coats, non-SJA sweatshirts, sweaters and backpacks in lockers (not on top of or next lockers or carried around) from 8:00 AM – 3:00 PM

CONSEQUENCE = THREE POINT INFRACTION (1.5 hours detention)

- Be present for class, assemblies, or assigned activities.
- Cell phones and personal electronics will be turned off and put away during the hours of 8:00 AM and 3:00 PM
- Drive safely & follow parking regulations. (Driving privileges may be revoked)
- Tell the truth.
- Only ride the elevator with appropriate pass (regardless of the time of day).
- Conduct at Mass/assemblies is appropriate.
- Behavior is polite, courteous, and respectful.
- Other serious behavior as specified.

CONSEQUENCE = SIX POINT INFRACTION (3 hours of detention)

The following behaviors are considered to be very serious. Any of these offenses will involve the academic administration. Only an academic administrator will issue infractions for these offenses. Parents will be contacted. These behaviors may result in additional consequences including suspension or expulsion.

- Students will not use/abuse drugs, alcohol, and stimulants. (See Alcohol/Drug policy for other possible consequences.)
- Students will not smoke on school property, in vicinity of school where they can be identified as a Saint Joseph Academy or at school sponsored events. (Note: Cigarettes should not be brought to school. All cigarettes and paraphernalia will be confiscated.) \$25.00 fine for first offense, \$50.00 fine for second offense.
- Students will not steal.
- Students will not damage/destroy any school or personal property. (Student will be held financially responsible for any repairs or replacement.)
- Students will not tamper with school alarm systems. (Possible suspension)
- Students will not be truant.
- Academic Dishonesty (See Academic Dishonesty Policy on pages 12-13.)
- Other serious behavior as specified

The following offenses will result in an immediate dismissal of a student from Saint Joseph Academy.

The Principal will notify the police:

- Sale of drugs
- Possession and/or use of a weapon e.g. razor blades, knives, batons, etc.
- Assault of an administrator, teacher, staff member
- Other serious behavior as determined by the administrator

SUSPENSION AND EXPULSION

The administration believes that the right of a child to attend school carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of Saint Joseph Academy. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school, or any other misconduct deemed unacceptable by the school administration. Furthermore, if a student poses a threat

to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time as determined by the administration. The term "expulsion" refers to permanent removal from Saint Joseph Academy.

Before suspending or expelling a student the academic administration will conduct a thorough investigation. Following an investigation parents and students will be called in for a conference with the Principal and Dean of Women to discuss the situation and consequences.

COLLEGE REPORTING

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

CLASSROOM BEHAVIOR

Each teacher will outline and explain his/her requirements for behavior in the classroom syllabus at the beginning of each semester. If a student does not adhere to the teacher's classroom expectations, the teacher will address the issue with the student first. If the behavior continues, the teacher will contact the parent to discuss the situation and determine a course of action. If after this parent contact, the student decides to continue to ignore the behavioral expectations, the teacher will refer the student to the Dean of Women. The Dean of Women will meet with the student and issue a consequence appropriate to the problem.

DISCIPLINARY INELIGIBILITY

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

If the offense is of serious nature and/or one that has affected the reputation of Saint Joseph Academy.

- If the student has not completed assigned penalties for violations of school rules in the prescribed time.
- If the student continues to receive a considerable number of infractions and/or seven morning tardy detentions.
- If the student has not shown a sufficient commitment to the Saint Joseph Academy Philosophy as determined by the academic administration.

A student who is placed on disciplinary ineligibility:

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

CELL PHONES AND PERSONAL ELECTRONICS

Saint Joseph Academy understands the need and desire for cell phones and personal electronics (mp3 players, etc.) in today's society. However, in an academic environment these items can often act as a deterrent to learning and personal interactions, which are the priority. Therefore cell phones and personal electronics must be off and put away during all academic blocks. It is at the teacher's discretion if these items may be used during their individual class. **These items may however be taken out during activity blocks. Students are not permitted to have ear buds in while walking in hallways.**

If a student is found using a cell phone or personal electronic item during the school day (outside of the activity block), she will be issued a three-point infraction (and teachers may temporarily ask for student's cell phone or personal electronic item which may be picked up at the end of the school day in Dean of Women's office). Students who are repeatedly caught using these items during the school day will be addressed by the Dean of Women.

Cell phones and personal electronics should be locked in student's locker when not in use. Saint Joseph Academy is not responsible for lost or stolen items (see Lost and Found Policy on page 36).

As always, if an emergency occurs and student needs to be notified, we request that a parent call the Main Office during school hours at 216-251-6788 in order to have the message delivered to the student.

Water Bottles

Any Saint Joseph Academy water bottle is permitted to be used anywhere on campus. SJA water bottles may be purchased in the bookstore or through the athletic department.

CONDUCT IN PUBLIC PLACES OR AT EVENTS OUTSIDE OF THE SCHOOL

Behavior should reflect that of a Christian young woman who is aware of her obligations to respect other people and property. Students should keep in mind that their behavior reflects not only on them, but also on their families and the entire school community. **Therefore, whether on campus or not, a student should be aware that any actions which reflect negatively on the school community may be reported to the student's parents. This includes social networking websites such as MySpace or Facebook. In addition, when the school becomes implicated or involved in any way, the students may become subject to disciplinary consequences as determined by the academic administration.**

GANG POLICY

Because of our belief in the value of each student as an individual, gang membership, or insignia or activity is strictly prohibited.

HARASSMENT, THREATS, AND ABUSE

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

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

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

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

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

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

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

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

Sexual harassment/bullying: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual’s educational development, participation in a school-related activity, or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual;

- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment;
- Spreading sexual rumors or making sexually suggestive or sexually abusive remarks, as well as the sharing of sexually explicit materials.

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

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

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

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

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

COMPLAINT/REPORTING/FOLLOW-UP PROCEDURES

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

If the bullying/harassment continues, or if the employee or student is not comfortable confronting the perpetrator, she/he has the responsibility to report the bullying/harassment as soon as possible to the Dean of Women. The Dean of Women will investigate the complaint/report.

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

If the academic administration determines that bullying/harassing has occurred, effective remedial action will be taken in accordance with the circumstance involved. Any student determined by the academic

administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion; any employee determined by the administration to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. In serious cases, the police will be notified.

UNIFORM GUIDELINES AND DRESS CODE

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

UNIFORM GUIDELINES

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

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

The academic administration reserves the right to determine appropriateness of the students' attire.

DAILY UNIFORM

The daily uniform consists of a school approved blouse, sweater, sweatshirt, skirt, slacks, socks or tights, and shoes. ***Skirts must be buttoned and zipped at the waist. Blouses must not hang down below sweaters or sweatshirts.***

FORMAL UNIFORM

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

BLOUSE

A white over blouse with the school crest must be worn. It can be tucked in or worn over the skirt/slacks waistband. The blouse must be purchased from Schoolbelles. ***Long-sleeved shirts may not be worn under a short-sleeved uniform blouse. Shirts worn under the uniform shirt must be tucked in at all times. Shirts worn under the uniform shirt may only be solid white (no colors, writing, illustrations, etc.)***

ID CARDS

Students are required to wear their own ID badges from 8:00 AM to 3:00 PM on a lanyard.

IDs must remain in good ***condition including no unauthorized embellishment*** (e.g. stickers). IDs found to be in poor condition must be replaced at the student's expense.

If a student loses her ID, she must report to the Main Office where she will be given instructions for replacing her ID. There is a replacement fee of \$10.00. Students who do not wear their IDs will be issued a one-point infraction.

SKIRT

The skirt is black watch plaid available in either of two style options: kick pleat or kilt. It must be purchased from *Schoolbelles*. ***Skirts are to be buttoned and zipped at the waist.***

SLACKS

Only flat front, mid-rise slacks in khaki purchased from *Schoolbelles* may be worn.

SWEATER

Only sweaters purchased from *Schoolbelles* in navy blue, dark green, or black may be worn. One of three sweater style options is available: V-neck, crew neck, or button down cardigan. The monogrammed sweater is required with the formal uniform. ***A white uniform blouse must be worn under all styles of sweaters.***

SWEATSHIRT

Only navy blue sweatshirts with the Jaguar paw print or crest may be worn. The sweatshirt must be purchased from *Schoolbelles*. Uniform shirts do not need to be worn under the sweatshirt. Shirts worn under the sweatshirt may only be solid white (no colors, writing, designs, etc.)

SOCKS/TIGHTS

Ankle length or knee socks in solid colors of navy blue, dark green, black, or white may be worn. Socks with the Jaguar paw print are for sale in the school bookstore and may be worn with the daily uniform. Other types of logos are not permitted. ***Golf, tennis socks, footies, etc., may not be worn. On formal uniform days, tights or hose in designated colors must be worn instead of socks. Students will be permitted to wear leggings in solid colors of navy blue, dark green, or black with socks that match their leggings.***

Tights and hosiery in solid colors of navy blue, dark green, or black may be worn. Tights are part of the formal uniform. ***Socks may not be worn with the tights.***

SHOES

A solid color shoe (heels no higher than 2 inches) may be worn in any one of the following styles: tie, buckle, oxford, docksider, clogs or loafer. The shoe can be solid colors of navy blue, dark green, black, or brown. (No shoes with plaids, patterns or visible linings may be worn.) The top of the shoe cannot be over the ankle. Sandals (shoes with an open toe) ***are not*** acceptable. ***Athletic shoes of any style are not permitted.***

HAIR

Hair must be within the range of natural coloring. Hairstyles may not be extreme, such as spikes, shaved head, etc.

BOOKBAG

During school hours, all types of book bags (backpacks, totes, athletic bags, and other types of bags which carry books, equipment, or clothing) must be stored in the students' lockers. Students may use book bags to carry books to school in the morning and to their homes in the evening.

PURSES (which may be no larger than 8 ½ x 11) may contain personal items, such as, keys, wallets, make-up, pens/pencils, calculators etc. (***not books***). Regardless of style, purses must be able to fit under a student's desk completely and placed there during school hours.

OTHER ITEMS

A plain white, short-sleeved T-shirt (with no printing or illustrations) may be worn under the uniform blouse. It must be tucked into the skirt/slacks waistband.

- Shorts may be worn under the uniform skirt but may not hang below the skirt hemline.
- Jewelry, (no “dog collar” type, no spikes, no gauge earrings) accessories, make-up, etc. should be appropriate for a school environment.
- Piercing other than ears (band aids, make-up, clear studs, etc. may not be used to cover piercings) and visible tattoos and hats are not considered appropriate.
- Bandanas may not be worn.
- It is the responsibility of Dean of Women to determine what is appropriate.
- Tattoos **should not** be visible.

“DRESS DOWN DAYS”

- Shirts, sweatshirts, sweatpants, jeans, and shorts of appropriate length may be worn on designated dress down days as announced.
- Clothing which bears words of profanity and/or writing or symbols promoting inappropriate activities, including drug/alcohol use, are not acceptable.
- Halters and bare midriffs are not acceptable.
- “Joe’s clothes” are any items of clothing purchased in the Paw Prints Bookstore and/or any item of clothing bearing a Saint Joseph Academy name or logo.
- Student appearance may not distract from student learning.
- Specific guidelines regarding dress down days will be announced as needed.

STUDENT SERVICES

CAMPUS GROUNDS

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

- The campus must be left free of litter and in proper order.
- Students must show respect of activities taking place in session inside the building.
- At no time, before, during, or after school are students permitted by or near the bluff area at the rear of the property.
- The outdoor classroom (next to the arcade) is reserved for seniors only.

CARS AND PARKING

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

1. The following information must be submitted to the Dean of Women by the designated date as stated in the summer mailing:
 - A photocopy of a valid driver's license
 - A photocopy of proof of car insurance
 - A list of all cars that could be driven to school by the student with the following information:
 - i. Make and model of car(s)
 - ii. Color of car(s)
 - iii. License plate number(s)
 - A check for \$70.00 made to Saint Joseph Academy for one semester parking drawing or a check for \$150.00 made to Saint Joseph Academy for the entire year parking drawing.
2. The names of the students who submitted the above information will be included in a drawing to assign parking spaces.
3. Students will be notified during the first week of school if their names were drawn and given their parking pass with their assigned parking space number.
4. Students whose names were not drawn will have their checks returned.
5. Students are ***strongly encouraged*** to consider car-pooling with each other when possible.

All students will be notified when a drawing for the second semester assignments will take place through daily announcements and weekly parent information.

Students Parking/Driving Regulations:

1. Students who are assigned a student parking space must only park in the assigned space.
2. Students must display their parking permits on their rear view mirror at all times.
3. Students must use the entrance and exit signs correctly, follow the established traffic patterns, drive safely and slowly, be aware of pedestrians, and show respect for all adults and students who are in the parking lot.
4. Students may not park in spaces designated for faculty, staff, handicapped, or visitors or any areas not designated as parking spaces unless given permission by the Dean of Women.
5. All overflow student parking should be done on the side streets, which are not designated as "No Parking" streets. Students who park off campus are expected to respect private property and pay close attention to all posted traffic signs. Please refer to the *Digest of Ohio Motor Vehicle Laws* for further information on parking laws.

Violations of Student Parking/Driving Regulations:

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

1. First Violation

- Be given one warning

2. Second Violation

- Issued a three-point infraction with parent notification

3. Third Violation

- Issued a three-point infraction with parent notification
- Issued a \$50.00 parking fine
- Student becomes ineligible as determined by Dean of Women

4. Fourth Violation

- Parking privilege revoked for the remainder of school year.

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

- May be issued a three-point infraction
- May require a parent conference

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

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

COUNSELING

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

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

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

ELEVATOR

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

FOOD SERVICE

A hot breakfast and lunch program is provided at Saint Joseph Academy through the Cleveland Diocesan Food Services Program.

Students receiving lunch cards must pick up their lunch card from the cafeteria manager by 9:30 AM. Students may only receive their lunch if the lunch card and school id is presented.

HOLY FAMILY CHAPEL

The presence of the Blessed Sacrament in the Holy Family Chapel is a privilege for all of us. The Chapel is available to students and the SJA community for private and/or group prayer. Students are encouraged to visit the Chapel located in the Main Hall across from the Office.

LEARNING ENRICHMENT CENTER (LEC)

The Learning Enrichment Center is intended to assist students academically and to supply remediation to students who need it. The LEC is an extension of the classroom with instruction designed to personalize and enrich the academic experiences students receive in the classroom.

Test Taking In The LEC

- Make up tests or reading tests to students will be administered during academic blocks.
- Academic Block – Student gets a pass from classroom teacher and then comes to LEC with pass.
- Activity Blocks — Students may make up tests during activity blocks if space permits.

MENTORING PROGRAM

Beginning with the Class of 2014 a mentoring program has been established to develop a mentoring relationship between the student and a mentor-teacher who will follow the student during her four years at SJA. Research shows that well constructed mentoring programs are effective in helping students to achieve greater self-confidence and overall success.

Mentors will meet with their group of freshman mentees twice a month on Wednesday's during second activity block. At the sophomore level mentors will meet with their mentees once a month on Wednesday's during first activity block. During these mentoring meetings there will be a variety of planning activities such as ice breakers, games, team building, and guided discussions on diverse topics from SJA traditions to goal setting and dealing with stress.

The role of the mentor is to be a trained and trusted teacher who fosters appropriate relationships with students in order to know and nurture them as whole persons for their success both inside and outside the classroom.

NAZARETH LIBRARY AND 225 MULTIMEDIA LAB

- The Nazareth Library is a place for study, research and reading for relaxation and enjoyment. Students are encouraged to make use of as many of the available materials as possible. Specific expectations are determined by Nazareth Library personnel and are posted in the Library, Media Center and 225 Lab.
- The Nazareth Library is open from 7:15 AM to 3:30 PM on Wednesdays and Fridays, and from 7:15 AM to 5:00 PM on Mondays, Tuesdays, and Thursdays.
- Students who are using the Nazareth Library should come prepared to work, equipped with all the notebooks, texts and supplies that they will need for the block.

- Students who wish to use the Nazareth Library during the **activity blocks** should sign the activity block sign-in sheet located in the Library and Media Center. **At the beginning of each activity block**, students report directly to the Library or Media Center and check in with Nazareth Library personnel for attendance purposes.
- Students who drop into the Nazareth Library during academic blocks should bring a pass from their classroom teacher and sign-in with the Nazareth Library personnel.
- *If students are leaving the Library or Media Center at anytime, they should notify Nazareth Library personnel before leaving.*
- The cost of any outstanding library materials will be added to the student's tuition bill at the end of each semester. Thirty days after the end of the semester, no refund for returned materials will be made.
- The 225 Multimedia Lab is not a drop-in lab. The lab is available for classes to use under the direction of a classroom teacher or library personnel.

LOCKS AND LOCKERS

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

LOST AND FOUND

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

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

PAWPRINTS BOOKSTORE

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

STUDENT ACTIVITIES AND ORGANIZATIONS

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

TELEPHONES/MESSAGES

Telephone messages coming into the office for students will be delivered at some time during the school day depending upon the urgency of the information. (*Also see "Cell Phone" use*)

TEXTBOOKS

All basic textbooks (except Theology 9 and Theology 10 which may be purchased in the bookstore) are loaned to the students for their use during the school year.

Textbooks are to be identified with the student's name and homeroom number, kept clean, and handled carefully. If a text is lost or damaged beyond normal wear and tear, the student must replace its value.

WORK PERMITS

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

WRITING CENTER

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

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

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

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

The Writing Center is located in the computer lab next to the Library (room 225). To use the Writing Center, you should sign up on the clipboard in the Library. There are only five spaces available for each activity block.

The Writing Center is open ***Monday through Friday, during both activity blocks***. If students are unable to visit during activity blocks, they can make Writing Center consultation appointments with the Literacy Coach for before (7:30 AM – 8:00 AM) or after (3:00 PM–3:30 PM) school or any academic block (A, B, C, or D). A student must have a teacher referral to make an appointment for an academic block.

Other Important Information for the Writing Center

- The student ***must be present for their Writing Center consultation***. The Writing Center is not a proofreading service and will not accept papers that have been “dropped off” for review. Again, the goal of the Writing Center is to help students learn how to critique and edit their own writing.
- ***The Writing Center will not review your paper if it is due during the block immediately following the consultation***. Please plan Writing Center visits far enough in advance to allow time to revise papers before they are due.
- Please bring the following materials along to a Writing Center consultation:
 - Specific questions and/or concerns about a paper or writing in general;
 - A typed, double-spaced, hard copy of the paper; and
 - Any assignment sheets, texts, notes, and/or drafts that can be used for the paper.
- ***The Writing Center will not provide a grade estimate or guarantee grade for your paper***. The student will decide how to revise the paper, and the teacher will decide what grade to assign for the paper.

STUDENT HEALTH

ALCOHOL AND DRUGS

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

Policy Statement: Use of alcohol and/or drugs before coming to school, on school property, at school-related events, or when occurring at off-campus events and reported to the school is forbidden.

No student shall:

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

Saint Joseph Academy reserves the right to use alcohol detecting instruments at any time on a random or suspicious basis.

In order for a student to continue her education at Saint Joseph Academy, the following conditions must be met when a violation has occurred.

Consequences for Students in Violation of the Alcohol and Drug Policy:

1. First Offense:

- A parent conference will be held.
- A six-point infraction will be issued.
- The student and parent, at their own expense, will be required to attend an educational program offered by Community Challenge. Proof of attendance must be submitted in order for the student to continue enrollment at Saint Joseph Academy.
- Student will be placed on disciplinary probation until proof of attendance at Community Challenge is provided.

2. Second Offense:

- A parent conference will be held.
- A six-point infraction will be issued.
- The student will be suspended.
- The student, at the family's expense, must have a professional evaluation before returning to school. Any days missed prior to the professional evaluation will be marked as unexcused and missed work may not be made up.
- Proof of completion of evaluation must be submitted in order for student to continue enrollment at Saint Joseph Academy.
- Recommendations made during the evaluation are followed in order to continue enrollment at Saint Joseph Academy.

3. *Third Offense:*

- Possible expulsion from Saint Joseph Academy or other actions as determined by the academic administration.

Sale or Distribution of Alcohol/Drugs:

- Sale of drugs results in automatic dismissal from Saint Joseph Academy.
- Distribution of drugs and alcohol will ordinarily result in dismissal from Saint Joseph Academy.
- The Principal will notify the police.

Students who are found to be under the influence or in possession of alcohol and/or drugs at the prom will not participate in graduation exercises.

ALLERGIES

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

ASTHMA

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

BLOOD BORNE PATHOGENS STANDARD

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

EPI PEN

If a student will need to keep and carry an epi-pen at school, please contact the school nurse to obtain the correct forms.

MEDICATIONS

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

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

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

PREGNANCY

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

MARRIAGE

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

STUDENT SAFETY

EMERGENCY RELEASE OF STUDENTS

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

- Contact TV and radio stations
- Place a message on the school voice mail
- Place a message on the school website
- Dismiss students to go home in their normal mode of transportation unless advised differently by a parent or the administration determines otherwise

FIRE/TORNADO/LOCK DOWN DRILLS

State laws require fire, tornado, and lock down drills. Students will be advised of special directions for each type of drill. **CELL PHONES ARE NOT PERMITTED DURING ANY FIRE, TORNADO, OR LOCK DOWN DRILLS FOR THE SAFETY OF ALL INDIVIDUALS.**

STUDENT SUPERVISION

The building and premises at Saint Joseph Academy will be supervised from 7:30 AM until 3:30 PM on regular school days. Outside of these times students are not to be in the school or on the premises without supervision of a Saint Joseph Academy faculty or staff member. Students are asked to clear the hallways by 3:15 PM and either be waiting for a ride at the assigned area of supervision or going to a supervised activity. The Nazareth Library will be open from 7:15 AM -5:00 PM on Mondays, Tuesdays, and Thursdays and from 7:15 AM to 3:30 PM on Wednesdays and Fridays. Those waiting for scheduled activities or parent rides will be directed to the Academy Center Arcade or the front circle drive area until their ride arrives or practice starts.

OTHER SCHOOL POLICIES

ACADEMIC RECORDS

The release of academic records requires a signed release of information. Saint Joseph Academy will not include ACT or SAT results on official transcripts. As a student considers colleges and universities to which you might apply, please instruct ACT and/or SAT to send scores to those colleges and universities directly.

Academic records will only be released if financial obligations are current.

ADMISSIONS POLICY

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

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

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

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

PUBLICATIONS

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

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

- Student names, pictures, and activities for the yearbook and other school publications
- Sports information and pictures for yearbook and newspapers
- Award information and picture for yearbook and newspapers
- Student pictures and student work for the school website
- Parent contact information for confidential (within school community) school directory

Any parent who does not wish this information to be used must submit to the Dean of Women, in writing, a statement indicating this at the start of each new school year.

SPORTSMANSHIP

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

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

VISITORS

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

WITHDRAWAL FROM SAINT JOSEPH ACADEMY

When a student chooses to withdraw from Saint Joseph Academy, a parent must contact the Admissions Office to make an appointment with the Admissions Director to begin the withdrawal process. At this appointment, an exit interview with the student and the parent will take place. The student will be given a Withdrawal Notice which she must have completed by her teachers, the Finance Director, the Librarian, and the Dean of Women, indicating that all obligations have been completed and all materials returned. This notice will then be returned to the Admissions Director. If it is noted that all obligations have been completed, a Record Transfer form will be issued allowing the records for that student to be sent to the school that she will be attending.

ELECTRONIC COMMUNICATION ACCEPTABLE USE POLICY

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

E-mail Usage Policy

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

Privacy, Confidentiality and Public Records Considerations

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

Permissible Uses of Electronic Mail

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

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

Prohibited Uses of Electronic Mail

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

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

- "Spoofing," i.e., constructing an electronic mail communication so it appears to be from someone else.
- "Snooping," i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial Saint Joseph Academy business or educational purpose.
- Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization.

Saint Joseph Academy Access and Disclosure

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

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

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

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

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

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

Saint Joseph Academy will inspect and disclose the contents of electronic mail when such action is necessary to respond to legal processes and to fulfill Saint Joseph Academy obligations to third parties.

The contents of electronic mail communications, properly obtained for Saint Joseph Academy purposes, may be disclosed without permission of the user. Saint Joseph Academy will attempt to refrain from disclosure of particular communications if disclosure appears likely to create personal embarrassment, unless such disclosure is required to serve a business or educational purpose or satisfy a legal obligation.

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

Disciplinary Action

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

Public Inspection, Retention, and Archiving of Electronic Mail

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

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

Internet Access Policy

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

Permissible Uses of Internet Access

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

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

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

Prohibited Uses of Internet Access

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

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

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

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

Internet - Terms and Conditions

- 1) A "user" is defined as any student, faculty, or staff member using the technology resources at Saint Joseph Academy.
- 2) The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege - not a right - that entails responsibility.
- 3) Inappropriate use will result in a suspension or cancellation of internet privileges. The system administrators, after consultation with the President and/or Principal will deem what is inappropriate use, and their decision is final.

- 4) The system administrators will make every attempt to honor privacy. There is an acknowledged trade off between privacy and the need to gather information insuring system integrity and responsible use of the system. A log may be kept of all internet use by students, faculty, staff, and administration.
- 5) The school administration, faculty, and/or staff may request the system administrator to deny, revoke, or suspend specific user accounts.
- 6) Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical and polite manner while online. Disruptive or disturbing behavior, use of vulgar, obscene or bigoted language or materials will be handled as disciplinary issues.
- 7) Exemplary behavior is expected on 'virtual' field trips. When visiting locations on the internet or using communication tools, users must conduct themselves as representatives of their school. They must abide by the rules/policies of any sites they 'visit'. Users whose conduct is in conflict with responsibilities outlined in this document will lose network privileges.
- 8) Users are not permitted to use the computing resources for commercial purposes, product advertising, or political campaigning.
- 9) Users are not permitted to transmit receive and/or submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- 10) Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 11) Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
- 12) Security on any computer system is a high priority, especially when the system involves many users. Users should notify a system administrator if a problem or potential bypass of security systems is detected. Users should not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files is prohibited.
- 13) Attempts to log on to the internet as someone else may result in cancellation of user privileges.
- 14) Saint Joseph Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Joseph Academy assumes no responsibility, nor liability for any phone charges, line costs nor usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Saint Joseph Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 15) Unauthorized attempts to connect to Saint Joseph Academy's network are prohibited. This includes unauthorized access utilizing the following devices: iPods, iPhones, SmartPhones, iPads, eReaders, and all other wireless media and communication devices.
- 16) Network systems administration may update the electronic communications acceptable use policies when new or changing technology warrants.
- 17) Any violation(s) may result in a loss of computer access, as well as other disciplinary (up to and including suspension or expulsion) or legal action. Users are considered subject to all local, state, and federal law.

ATHLETIC HANDBOOK

PREFACE

The policies and procedures of the Interscholastic Sports Program for Saint Joseph Academy are presented in this Handbook. This Student/Athlete Handbook was adopted in 1995 and is consistent with our school policies. Our athletic programs have grown and changed throughout the years, and the last revision was completed in July of 2011.

Saint Joseph Academy's philosophy, mission statement, academic administration, faculty and staff all strongly believe that a comprehensive athletic program will strengthen the overall quality of the educational experience of the students. The academic administration fully supports the Athletic Director and the policies and procedures as described in the Student/Athlete Handbook.

INTERSCHOLASTIC ATHLETICS PHILOSOPHY

The Interscholastic Athletic Program at Saint Joseph Academy exists to provide a quality athletic experience for students who demonstrate an elevated level of skill. The opportunity to compete against another school's program is secondary to the opportunity to learn valuable life skills in a Christian environment.

It is our belief at Saint Joseph Academy that a comprehensive athletic program will enhance the quality of the educational experience of the students by:

1. Providing a vehicle by which students of demonstrated ability can be exposed to situations in sport, which allows them to learn and experiment with varied life skills.
2. Supporting the efforts of the Academy to provide experiences which help participating students maintain or increase their levels of self-confidence and self-esteem.
3. Contributing to the overall excellence of education by offering a wider variety of experiences to meet a wider variety of student ability.
4. Setting a standard of Christian behavior modeled by all adult personnel involved.

PARTICIPATING SPORTS

Fall	Winter	Spring
Volleyball	Swimming	Rugby
Tennis	Basketball	Softball
Golf		Track & Field
Soccer		Crew
Cross Country		
Crew		

PARTICIPATION AND PHYSICAL EXAMINATION FORMS

The Ohio High School Athletic Association requires all participants in any interscholastic sport to have a yearly updated pre-participation and physical medical form on file with the school. You can reference these forms at on our webpage: <http://www.sja1890.org/?Athleteforms>

RESPONSIBILITY OF THE ATHLETE TO THE ACADEMY

Behavior – Athletic Contest

Swearing, “trash-talking,” taunting, fighting or any similar behavior is in direct opposition to the goals of the athletic programs and will not be tolerated. The expectation of Saint Joseph Academy athletes is that their behavior will be above reproach both on and off the court, field, track etc. Additionally, SJA athletes are school representatives, and are expected to carry themselves in a dignified manner especially during competition. SJA athletes are expected to be humble when winning and gracious when losing. Interaction with spectators or parents should be reserved only for before and after competition. Side conversations with people other than teammates, coaching staff or officials are discouraged. Constructive feedback is the job of coaches and should be expected and welcomed by all athletes. Lastly, arguing, sulking, or negative comments towards a coach, fellow teammates, opponents or officials will not be tolerated.

Athletes who violate the behavior standards described above will be at risk for game/meet/match suspension as described in the discipline section of the Athletic Handbook. The suspension or partial suspension will be at the discretion of the coach(s) and/or the Athletic Director. In the event of suspensions the Dean of Women will be informed.

Behavior – School, Community

Members of the community consider high school athletes to be very visible representatives of their schools. In uniform or in street clothes, the athlete should be presenting herself as a healthy, respectful person of faith. Her actions should serve as an example for younger athletes and reflect the positive environment that we strive to maintain at Saint Joseph Academy.

Behavior – Harmful Substances, Unhealthy Lifestyle Choices

Smoking cigarettes, consuming alcohol, using steroids, misusing prescription medications or using illegal drugs is prohibited by SJA athletes. The choice to use any of the above is not only harmful to an athlete’s body and mind, but could result in a life-threatening decision.

Athletes that use harmful substances are subject to the disciplinary actions described in the Student Handbook.

The athletic department will uphold the following disciplinary actions:

1st Offense during 4 Years at Saint Joseph Academy

In Season

If the athlete is participating in a recognized sport at the time of disciplinary action she will be suspended for the remainder of that season which includes postseason tournaments, banquets, etc.

Off Season

If the athlete is not participating in a recognized sport at the time of the disciplinary infraction, the following actions will be taken in her next athletic season:

- She will be suspended for the first 25% of her next athletic season.
- Practices, scrimmages, rainouts and cancellations do not count in the 25%.
- The athlete will be allowed to tryout for the team as long as she is not on school issued academic or disciplinary probation.

- Her participation must be in accordance with all school rules regarding extracurricular activities.
- She will not be permitted to ride school transportation until her suspension is over. This includes participating in all summer athletic activities.

2nd Offense during 4 Years at Saint Joseph Academy

- Any athlete (whether they are in or out of season) who commits a second offense will no longer be permitted to participate in athletics at Saint Joseph Academy. They will be immediately removed from the team they currently participate on and will not be permitted to compete on any other recognized athletic team while they are a student at Saint Joseph Academy.

HAZING

According to the OHSAA Handbook: “Hazing is an act, including physical, mental, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/her, or which may, in any fashion, compromise his/her inherent dignity as a person. In most hazing incidents, student athletes are asked to violate school policies and state or federal law (i.e., use of tobacco or alcohol).”

The Saint Joseph Academy administration and Athletic Director define hazing in accordance with the OHSAA handbook definition. Additionally, SJA feels that if an individual had previous knowledge of an act of hazing without reporting it to an administrator or the Athletic Director before or after the hazing occurred, they will be subject to the rules in the Student Handbook. This will result in a two game suspension. The athlete’s continued participation in their sport(s) will be evaluated following their suspension.

DISCIPLINE

Within The Sport

Accepting responsibility for choices and behaviors is a sign of maturity. Everyone makes mistakes, and athletes are no exception. Disciplinary actions for things such as attendance, lateness, insubordination, rudeness etc. during practice or contests will be communicated by the coach on the first day of practice. Some actions may be: limited participation in practice, asked to leave the remainder of practice, limited participation in the next contest, altered participation in the next contest (not starting), or short or long term suspension from the team. Long-term suspensions will be determined following a discussion with the Athletic Director. Any questions or clarifications will be addressed during the first week of practice. Any difficulties thereafter will be addressed with the coach and the Athletic Director.

Within The Athletic Program

Infractions which are in violation of the Academy rules as designated in the Student Handbook will be reported to the Dean of Women for appropriate action. The Athletic Department will support the decisions made by the Dean of Women by facilitating the disciplinary action within the athletic program.

Disciplinary Review

The Athletic Director and the Dean of Women of Saint Joseph Academy reserve the right to review any case of disciplinary action on a case-by-case basis with an overall goal towards fairness and appropriate action if necessary.

Eligibility

Every other week, Saint Joseph Academy publishes an ineligibility list. Students who appear on this list for disciplinary or academic reasons are not permitted to attend practices or games for the following week. They may not travel with the team or sit on the bench with the team. If an athlete is declared ineligible more than once during a season for disciplinary reasons, that athlete will be removed from her team for the rest of the season.

SUPPORT

Varsity, Junior Varsity, and Freshman athletes are all encouraged to support one another in their respective sport. A Junior Varsity team member should try to stay for the Varsity game. A freshman team member should try to stay for the Junior Varsity or Varsity game. Both JV and Varsity should try to attend freshman games. **Academics do take precedence over athletics and all athletes will be given time at these events to complete their homework. Should a parent feel that a student needs to return home to complete their academic requirements, that parent should inform the head coach before the game.**

APPEARANCE

As a Jaguar student-athlete, it is important that you remember that you are not only representing yourself, but also Saint Joseph Academy. It is also imperative to represent SJA in the appropriate school colors (purple and gold). An athlete should conduct herself in a mature manner on and off school property.

Appropriate Dress For Away Events

Athletes are expected to dress appropriately for all away games, meets, or matches. Teams who have locker room facilities at their location (i.e. volleyball, basketball) are expected to wear their school uniforms or other dress attire to away games. No jeans, sweats or tennis shoes should be worn. Teams without locker room facilities may wear their uniforms or appropriate warm-up attire, which should match the rest of the team wherever possible. If matching sweat pants are worn, they should be worn at the waist.

ACTIVITY CONFLICTS

Academic

Academic requirements take precedent over all athletic events or activities. Academic requirements are defined as one that an athlete receives a grade, represents the Academy (panel, forum etc) or is a requirement for college. Coaches will do their best to schedule practices accordingly. Any conflict which cannot be adequately resolved between the coach and the athlete will be discussed with the Athletic Director.

Club Sports / Other Non-School Conflicts

The athlete's first priority is to her high school team. An athlete will be asked to suspend all other physical activities (club sports, dance or sport instruction, recreational swim team etc.) while she participates in each season of an interscholastic sport at Saint Joseph Academy. The athlete is strongly encouraged to talk with her coach prior to the season about her decision regarding club sports or other activities she is involved in during the regular season.

BEHAVIOR FROM SPECTATORS AND FANS

Parents, spectators and fans should refrain from “coaching” the athletes during games, meets or matches. A great deal of preparation has gone into these games and the athletes have been told to focus on what their coach has taught them during the respective season. “Sideline” coaching from spectators only serves to confuse the athletes as they participate in the game, meet or match.

The Saint Joseph Academy Mission and Philosophy serves as a benchmark for behavior and encourages all spectators to show the utmost sportsmanship at all times. Please remember that the young women are high school athletes and they deserve respect at all times. Equal respect should be shown to officials, opposing coaches and athletes, and opposing fans.

COMMUNICATION

Communication Expected of Catholic School Coaches

- Philosophy of the athletic program
- Expectations of the student-athletes
- Locations and times of all practices and contests
- Team requirements, for example: fees, special equipment or uniform items that are kept by the athlete, eligibility, attendance, off-season programs
- Injury procedure (as explained by the Athletic Trainer)
- Athletic code of behavior policy and any additional rules as stated by coaches
- Requirements to earn a Varsity letter
- Disciplinary action resulting in an athlete’s dismissal from a team
- Result following lost or outstanding equipment at the end of the season

Communication Expected of Athletes

- Concerns are to be expressed to the coach FIRST
- Notification of schedule conflicts are also to be expressed to the coach as soon as the athlete knows about the conflict

Communication Expected of Parents

- Personal concerns expressed directly to the coach
- Notification of schedule conflicts

Appropriate Concerns to Discuss With a Coach

- Ways for an athlete to improve
- The treatment (mentally and physically) of an athlete
- Behavioral/Disciplinary actions taken
- Concerns about an athlete’s behavior

As a student becomes involved in the various athletic programs at Saint Joseph Academy, it is our hope that she will experience some of the most rewarding moments of her life. It is equally important to realize that there will also be times when things do not always go the way she had hoped or anticipated. These are times when communication is most important.

Concerns NOT Appropriate To Discuss With Coaches

- Playing time (Please note that this will be strictly enforced. Asking for a meeting regarding another topic and then discussing playing time is not appropriate)
- Team strategy/play calling
- Matters concerning other students/athletes

Proper Communication Procedures (In This Order)

- Athlete and Coach
- Athlete, Parent and Coach
- Athlete, Coach and Athletic Director
- Athlete, Parent, Coach and Athletic Director
- Athlete, Parent, Coach, Athletic Director and Principal

Please do not attempt to confront a coach before, during or after a contest or practice session. This can be an emotional time for parents, coaches, and athletes and is reserved to prepare the athletes for competition. The Athletic Director will not meet with a parent regarding a coaching decision unless that parent has spoken to the coach first.

Schedule Changes

Please go to www.sja1890.org/athletics to get up-to-the-minute schedules, changes, dates and times.

INTERSCHOLASTIC ATHLETIC FEE

The Interscholastic Athletic Fee was instituted beginning with the 2005-2006 school year. This fee funds the following:

- Transportation
- Tournament Play
- Equipment
- Facility Rentals
- Uniforms and Warm-ups

The Interscholastic Athletic Fee will be added directly into the athlete’s tuition bill. Fees are as follows:

\$125.00	\$175.00	\$15.00 per Meet
Tennis	Swimming	Indoor Track
Volleyball		
Golf		
Soccer		
Cross Country		
Basketball		
Track & Field		
Softball		
Rugby		

* Crew fees to be determined*

Once the first game, meet or match has been played, no refunds on the Athletic Fee will be issued. If a student has ordered athletic apparel through a team and then subsequently quits that team, she will still be required to purchase said apparel.

SAINT JOSEPH ACADEMY RECOGNITION BANQUET

Recognition banquets will be held following the end of each season. Attendance by the athlete is mandatory and her meal is paid for by the Academy. Attendance by parent(s) is encouraged, but not mandatory.

*Students are required to wear appropriate attire to this event.

STUDENT/ATHLETE TRANSPORTATION

Saint Joseph Academy will provide clean, safe buses and State certified drivers for the transportation of SJA students, teachers, athletes and coaches on field trips to practices and games. SJA will utilize its own buses or will charter other school buses for this purpose.

Expectations of Teachers, Coaches, Students, And Athletes:

1. Appropriate supervision-meaning a minimum of one adult per bus per trip
2. Noise level should be kept at a moderate level. The radio is available to be played and is controlled by the bus driver.
3. State law prohibits any food or drink on a school bus. The driver will be happy to stop during the trip for the participants to eat. Time will be allowed for athletes to finish eating before they re-enter the bus.
4. State law also requires complete silence in the bus at railroad crossings and when the bus is backing up.
5. If you are transporting equipment it must be securely stored. If additional equipment needs to be stored inside the bus please be careful of the seat upholstery when loading and unloading. The first seat behind the driver on each SJA bus flips up for storing additional equipment. The center aisle must remain clear.
6. According to school policy all students will be transported by a school bus for any school activity that is held off school property. The only exception is if a student's parent drives her to or from the activity.
7. Students driving to and from practices or competitions must have the proper permission slip signed by a parent or legal guardian.
8. Students are not permitted to transport other students in their cars for any SJA event.
9. Coaches are not permitted to transport student athletes in their cars for any reason.
10. Upon returning from a trip one of the adults accompanying the group must stay until the last participant has safely left the school. It is not the responsibility of the driver to stay!
11. SJA buses are equipped with cell phones. Participants may use the phones to call their parents at home or work in case of schedule changes or other related problems.
12. All schedule changes must be made first through the Athletic Director. If that is not possible, then schedule changes must be made through the transportation supervisor.
13. A list of phone and pager numbers will be provided to the appropriate people in the event of emergency or other pressing problem.

