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**MISSION STATEMENT of Mount St. Joseph Academy**

Mount St. Joseph Academy provides a personal, Catholic school community in the heart of Vermont. Founded by the Sisters of St. Joseph, MSJ focuses on the education of the whole person by integrating spiritual development, academics, extra-curricular activities, and community service into everyday life. Inspired by the Holy Spirit, Mounties are self-confident and resolute. Our mission is to create a just world.

Accepted Jan. 2005

**PHILOSOPHY of Mount St. Joseph Academy**

Mount St. Joseph Academy is a Roman Catholic, state approved secondary school. The Academy is “A Place to Belong” that welcomes all students, and provides a quality education

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based on Catholic Christian principles.

As an academic community our main goal is to educate the whole person through intensive curricular, co-curricular, and athletic programs. The Academy invites all students to share their gifts and talents for the betterment of the community and the world.

We believe in the principles of compassion and justice. Mount St. Joseph believes in creating a religious and moral environment where young people grow to a faith-filled, Catholic Christian maturity that helps them to achieve personal wholeness and to provide effective service to others.

Accepted February 2004

## **SPIRITUAL LIFE**

Mount St. Joseph Academy strives to provide opportunities that support the development of the whole student. Our identity as a Catholic high school in the Diocese of Burlington and our role as a Catholic educational community are centered in the religious education, spiritual development and faith formation of all students. During the school year, all students will participate in Catholic faith experiences, including (but not limited to): liturgies, prayer services, retreats, ministry events, daily prayer and service experiences. Students also enjoy a partnership with Christ the King Parish and the support of the surrounding Catholic parishes in our greater community which allows for the presence and the additional support of clergy throughout the area. This comprehensive program allows all students the opportunity to learn, reflect, develop, evaluate and lead faith formation experiences while living the Gospel message in practical, daily life.

Our non-Catholic students also participate in these activities as they relate to the education requirements and the core curriculum of our school. By learning Catholic concepts through classroom studies and participation in active experiences, the intent is for non-Catholic students to learn about, to develop an appreciation for and to respect Catholic principles as they relate to living an active faith life. Extending our school philosophy and mission further into our core curriculum, our service program is an integral and mandatory part of an MSJ education. Participation in this program is a requirement for all of our students, allowing them to carry their academic classroom learning into the greater community where they foster a spirit of respect and compassion, and develop a willingness to serve God and others.

## **SERVICE AT THE ACADEMY**

Mount St. Joseph Academy seeks to foster in the members of its community a sense of gospel-based service. This service is rooted in the two greatest commandments “to love God with your whole heart and soul” and “to love your neighbor as yourself.” All students are required to complete service hours each year of attendance at the Academy. All students are required to complete 25 service hours per year. Dates by which service hours are required are indicated in school correspondence and on the school website. Students who fail to complete all required service hours by May 15, of their senior year will not be permitted to participate in graduation activities including award ceremonies and graduation exercises. More information about Community Service is located on the MSJ school website.

## PARENT/GUARDIAN-STUDENT HANDBOOK CODE OF ETHICS

At Mount St. Joseph Academy we are proud of our strong American Catholic heritage. It is one we seek to share, thus it is a real pleasure to welcome you into the traditions that have helped our school to create and maintain its reputation for academic, arts, and athletic excellence. Education is a partnership. By electing to attend MSJ, you have chosen to live by the **Code of Ethics** set forth in this handbook. This **Code of Ethics** strengthens the partnership between parents/students and the MSJ. If the partnership is broken, parents may be required to take their child/children out of MSJ.

This Handbook is essential to this partnership.

## GENERAL SCHOOL REGULATIONS

Everyone at MSJ is expected to act with respect and responsibility toward themselves, others and material things.

1. All students shall act in a manner that does not disrupt, hinder, or impede teaching and/or the learning process.
- 2 All students leaving before the end of the day must check out at the main office.
3. Students should enter the school chapel quietly and prayerfully.
4. Appropriate behavior is required at Mass, prayer services and all school sponsored events, including athletic events and assemblies.
5. No shouting and/or running in classrooms, corridors, or stairwells.
6. Conduct and language must witness Christian values.
7. Theft of any nature is a serious offense. Stealing school property or the possessions of another student is strictly forbidden.
8. Defacing school property: Students are expected to take pride in their school and its appearance. In addition to student discipline, defacing school property may result in the student being responsible for the repairs or replacement of damaged school or personal property.
9. Refrain from any inappropriate display of affection in public.
  - A public display of affection (sometimes abbreviated PDA) is the physical demonstration of affection for another person while in the view of others. For example, kissing in public. This includes kissing, cuddling, necking, petting, and any physical actions that demonstrate affection, especially between people who are romantically involved. (Sources: Statemaster.com, Oxford English Dictionary, Definition-of.com, etc.)
  - As the majority of us understand and know, common courtesies and displays of kindness are not considered inappropriate displays of affection.
10. **No food is allowed in the library.** Beverages must be in a clear, see-through container.
11. Tolerance and respect for the diversity of others is expected.
12. **Cell Phone/Tablet/Laptop Policy:** We, at MSJ, can understand the importance of having a cell phone. However, cell phones are becoming problematic as a part of the school day. The Cell Phone Policy at MSJ is changing as of Wednesday, November 30th. Cell phone usage will not be permitted during the normal school. Emergency

**Personal and/or school-issued computers and tablets that are not being used for academic purposes will be treated as cell phones: students will be subject to this policy if using laptop/tablet for non-academic purposes.**

If a student violates this policy, the following will be the consequences:

First offense: The cell phone will be taken to the office for the remainder of the day

Second offense: The cell phone will be taken to the office for the remainder of the day and the student will serve a detention.

Third offense: The cell phone must be handed in to the office everyday from 8-2:48 for the remainder of the quarter

Fourth offense and beyond: The cell phone must be handed in to the office everyday from 8-2:48 and the student will serve a two day out of school suspension for each offense.

**Any student who refuses to hand a cell phone to a teacher at their request may be placed on a two day in-school suspension.**

Parents we are requesting, should you need to contact your student during the day call the front office, we will get the message to your student.

**13. Laptop Computers:** The use of laptop computers in the classroom requires administrative approval and faculty agreement. All laptop computers should remain in laptop briefcases when not in use. MSJ is not responsible for loss of or harm to personal laptop computers.

**14. Backpacks:** All backpacks must be left on top of your locker or in your locker. For safety reasons, backpacks and purses should not be left near any stairs or be brought into the science labs. Backpacks allowed in classroom is determined by the individual teacher.

**15. Internet Social Networking Sites: Students are not permitted to use social networking sites (e.g., Facebook) during the school day or on school computers. MSJ does not permit its employees to use personal social networking sites (e.g., Facebook) to communicate with any students at any time while employed by MSJ.**

**Notice:** Mount Saint Joseph Academy is listed as a “Safe School” with the Rutland City Police Department under Title 25, Chapter 9, Sections 4610-4614. MSJ will be free of drugs (including alcohol), violence, vandalism, and the unauthorized use of firearms and or any weapon. In  
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addition, MSJ will offer a disciplined environment conducive to learning. Any student found violating this ordinance is subject to all penalties and fines established by the Rutland City Police Department. A copy of this ordinance is available for student and parental review in the main office. In addition, all violations of the above regulations will subject a student to disciplinary action, including detention, parent conference, work detail, suspension, and in severe cases, expulsion. **Suspensions are at the discretion of the Administration and may be designated as out-of-school or in-school, and may be with or without the loss of academic credit.**

## **ACADEMIC INTEGRITY**

Academic integrity is a fundamental part of our school. All students are expected to act honestly in all aspects of their academic lives. Plagiarism, copying another person's work from any source without giving proper credit to the author, or copying work from another student, including homework, are forms of cheating. Any assistance, other than teacher directed, in any form during an exam, test, quiz or homework assignment is considered cheating. Any student who willingly cooperates or assists others in the act of cheating will be held equally accountable. Dishonesty, stealing and fraud are unacceptable behaviors.

The procedure for a possible breach of integrity follows: Step 1 - A student conference with the Principal and/or Dean and the teacher who witnessed the incident. Step 2 - Based on the information presented by both parties, the administration will make a judgment whether or not the incident was a breach of academic integrity. If it is determined that a student has plagiarized, cheated or assisted in the act of such, she/he will be subject to the following disciplinary action:

1. A grade of "F" will be given on the work involved.
2. A letter will be sent to the parents, signed by the teacher and the Principal.
3. The letter will become a part of the student's record for the duration of high school.
4. After the first violation of integrity, the possible result may be academic probation, suspension or expulsion. A parent conference may be requested.
5. NHS participation will be terminated.

## **PLAGIARISM**

Students are required to document all sources of information in papers written in each discipline. MSJ follows the MLA (Modern Language Association) format. A reference for documenting sources can be found at [www.dianahacker.com/resdoc/](http://www.dianahacker.com/resdoc/) National Honor Society members found to have plagiarized any portion of a term paper or project will be dismissed from the Josephite Chapter of the National Honor Society. Plagiarism will be dealt with by the Assistant Principal and Principal. Plagiarism is a serious offense that will result in disciplinary action. Repeat offenders of plagiarism can be suspended or expelled.

## **DAILY SCHEDULES**

see insert

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## **ATTENDANCE AND TARDY POLICY**

The importance of regular class attendance cannot be overemphasized. What happens in the classroom is essential to the educational process. Time lost from the class can never be regained. Regular attendance enhances learning by exposing students to a greater amount of academic content, instruction, and time to apply new concepts and skills. It allows for teacher explanation and the interaction between students and between teacher and student. Since the classroom is the primary area of learning, it is apparent that attendance is a valid, reasonable requirement. Teachers cannot teach students who are not present. Therefore, students are expected to make a commitment to regular class attendance, and parents are strongly urged to assist the school by supporting our attendance policy.

If a student is absent for more than 12 days of a semester course or 24 days for a full year course, credit may not be awarded for that course. In certain courses, the amount will be dependent upon the number of times a class meets per semester/year. **Total absent days include excused absences.**

In the event of a loss of credit, the course and grade will be entered in the transcript with a notation of zero credits earned. The course will not be computed in the GPA. If it is a required course for graduation, the course will have to be taken again.

Written excuses for absences, signed by a parent or guardian, are required by the State of Vermont, and should be brought to school on the day a student returns. When a student is absent, it is the responsibility of the student to email the teacher for his or her assignments. Students may also check thinkwave or teacher's classroom websites for postings of daily assignments.

**Family vacations during times other than scheduled school vacation periods are not encouraged. The days taken for a family vacation during times other than scheduled school vacations will be counted toward the total number of absences for all courses.**

### **WHAT ARE NOT INCLUDED AS ABSENCES**

Co-curricular activities such as field trips, club conferences, athletic competitions, etc. will not be considered absences. Any situation where the school has requested that the student be somewhere other than class is not considered an absence.

### **WHAT ARE INCLUDED AS ABSENCES**

Any other reason for absence from class, such as class cuts, normal illness, family vacations, etc. will be counted as an absence. A student missing more than 50% of a class period will be considered absent for that class.

Requests for attending funerals during school time must be in writing. The parent must specify if

their student will be visiting the bereaved family after the funeral. The parent must also specify the time the student is expected to return to school.

### **EXCUSED/UNEXCUSED ABSENCES**

Excused absences are those absences where a student can produce proof of medical illness/condition(s) and appointments (ie: doctor's note, PT note, etc.). If a student is ill, but does not have a doctor's note, the parent is required to contact the main office before 9:00 AM on the day of the absence and produce a written note upon the return of the student to school.

Unexcused absences are any other absence from school without advanced notice.

Pre-arranged off-campus college visits that have been pre-approved by the Guidance Office are considered excused absences.

### **WAIVER OF ABSENCE**

Waivers may be granted by the school administration only for medically documented cases of chronic illness, long-term illness (3 or more consecutive days), and school-related functions. Exceptional and extraordinary situations may be cause for a waiver to be granted by the Principal.

### **NOTIFICATION OF ABSENCE**

Parents and students are reminded that the number of school absences is reported on the end of the semester Report Card. This may, however, differ from the number of absences in individual classes. Attendance reports will be mailed to parents after the 5th absence for a semester class (one notification) and after the 10<sup>th</sup> and 15<sup>th</sup> absences in a year class (two notifications).

### **ABSENCE PROCEDURE**

On the day a student is absent, parents are expected to call the school before 9:00 AM (775-0151). Please state the reason and estimated length of absence. Please be forthright about the absence.

**The procedure for long-term absences requires a form from the front office. The form should be completed at least two weeks before the scheduled absence. The student is required to contact all teachers and to request homework assignments prior to the absence.**

### **ABSENCES AND TARDIES**

The following is an outline of the ABSENCE POLICY:

- 24 absences will be allowed in a full year course. **NO CREDIT will be given on the 25th absence.**

- 12 absences are allowed in a one semester course. **NO CREDIT will be given on the 15th absence.**
- Seniors are allowed (3) college visits. The guidance office must confirm all visits.
- A student missing school is considered absent, unless a waiver is authorized by the school administration. (See: Waiver Policy)
- Only school-related functions, i.e., field trips, club conferences, athletic competitions, or other school related activities will be given consideration for a waiver by administration.
- A student who is absent from school is NOT allowed to participate in any co-curricular, athletic, or social activities after school on the day of the absence.
- Students should be on time for school and for each class. A student who accrues three tardies will receive one hour of detention. If tardy, students are to report to the Attendance Office to get a pass. If detained by a teacher, the student is to get a pass from that teacher before going to his/her next class.
- In “Attendance” means that the student is present by 9:00 AM. class. If the student comes in after 9:00 AM, he or she will not be allowed to participate in any activity that day. If a student has a doctor’s appointment later in the morning, that student will be expected to be in school prior to the appointment.

### **PLANNED ABSENCES**

Under unique or unusual circumstances, a student may request to leave school for a period of time during the marking period for reasons not covered under acceptable reasons for school absence (*Please Note: Planned absences count against "Unexcused Absences"*). When a parent or guardian decides to take a student out of school under such circumstances, the student should obtain a “Special Absence Form” from the Main Office at least ONE WEEK prior to the planned absence. The following steps must be followed:

1. Parent signs form with reason stated for absence. **(The Main Office and Registrar need to have the documentation of absence.)**
  2. The Main Office acknowledges and signs request. Approval does not erase the absences; they are still part of the student’s total absences for the semester/year and could result in loss of credit.
  3. Student meets with individual teachers for assignments and comments.
  4. Within a week of the student’s return, he/she will bring all assignments to their teachers and have them initial the form.
  5. Return the completed form to the main office once completed (Note #5).
  6. Failure to comply with any of the above will result in grades of “F” for all missed work.
- Please Note: Teachers will not supply assignments for extended/planned absences until all mandatory paperwork is handed into the Main Office.***

### **TRUANCY**

Students absent for all or any part of the day without knowledge and permission of their parents and without prior approval from the Principal will be considered truant and subject to detention or work detail. The time made up will be double the time lost. Students will receive an “F” for missed work.

## LATENESS TO SCHOOL

Promptness to school and class is a high priority at Mount St. Joseph Academy. We believe this reflects the minimal expectations, which our communities, businesses, organizations, and industries expect. If a student arrives to school after the start of chapel (i.e. after the second bell) he/she must report directly to the main office. Students must bring a note to explain the reason for their tardiness. Students arriving tardy to chapel/ class must get a pass from the Attendance Office. On the **third** tardy, the student will be assigned one hour of detention.

## DISMISSALS

All students, REGARDLESS OF AGE, must follow this dismissal policy. A written parental excuse stating the reason for dismissal must be brought to the Main Office BEFORE 8:00 AM if the dismissal is desired during the school day. The following are the procedures that are to be taken:

1. The note must include the student's full name, time of dismissal, and a phone number where the parent may be reached.
2. The student must receive a pass from the Registrar's office which is presented to the classroom teacher for dismissal.
3. The student must check back into the Main Office if returning to school.
4. THE STUDENT MUST ALWAYS CHECK OUT AT THE MAIN OFFICE BEFORE LEAVING THE BUILDING.

In the event of an emergency, a student may be excused from school by a telephone call from the parent, or a parent may come to the Main Office and directly request dismissal. The administration reserves the right to question the reason for a student being dismissed during the normal school day. **Parents should avoid making appointments for their children with doctors, dentists, etc., between the hours of 8:00 AM and 2:48 PM .** In the case of accident, illness, or dismissal, the school will inform the parents, guardian, or emergency contact by telephone. All students must be picked up by a parent or a responsible person designated by the parent when notified. A student may walk/drive home with a parent's permission.

## **FIELD TRIPS**

Absences from classes due to school-related field trips or guidance programs are considered part of the education program. To be eligible for these programs, students must:

1. Obtain Field Trip Parent Permission Form. No permission slip means No Trip. **No telephone calls will be accepted as permission on the day of a field trip** (Note: faxes are acceptable).
2. Before the planned absence, the student takes the responsibility for getting assignments from

or making academic arrangements with the teacher(s) whose class (es) will be missed before the planned absence.

3. Students may be denied this privilege if there is a discipline problem.

**Field trips that are covered under signing of the 2018-2019 Student Handbook without separate permission slips, but not limited to:**

- Sophomore Summit, held in October at Castleton University, all Sophomores attend
- College Fair at Castleton University, all Juniors attend
- Project Help collection and deliveries, December 20 and 21
- Attendance at any Mass throughout this school year that requires students to leave the MSJ campus locations include but are not limited to; Christ the King and St. Peter churches; St. Joseph Co-Cathedral in Burlington.
- Pep Rally days that will include Christ the King School
- Field days that include but not limited to Catholic Schools week participation at CTK

## **PASSES**

Students who need to use a restroom will be asked to sign out, legibly, the name and time he/she left in the provided log book in each classroom. Students will then take the provided pass with them. When the student returns he/she will sign back into the log denoting the time he/she returned. When a student is requesting to go to the library or to another classroom the student will obtain a pass from the teacher overseeing the class. Teachers are not allowed to let more than one student out of the classroom at one time for any reason.

## **LIBRARY POLICIES**

**The MSJ Library faculty, staff and students work together to promote an environment of learning and cooperation among all library users. We work together to ensure the library atmosphere is focused and enthusiastically supportive of our educational needs.** Our library is a place where silent study, research and reading take place. Proper conduct in the library will ensure that students respect everyone's need to work and study in an atmosphere that is clean, quiet and well organized. We will all work together to maintain those standards.

Students in study hall will have priority usage of the library. If students are coming from a non-study hall classroom, their work in the library must be pre-arranged with the teacher in study hall and/or the teacher must accompany them.

The following guidelines for library use will assist all of us to make the library the best place for study and research:

1. Abide by the copyright laws, library rules and regulations.
2. Engage in conduct that respects the normal operation of the library, the library staff or other library users. Conduct that involves the use of abusive or threatening language or gestures or conduct that creates unreasonable noise, or conduct that consists of loud or boisterous behavior or talking is prohibited.
3. **Beverages or food, or their containers, are not allowed in the library even if not being**

### **consumed at the time.**

4. Library patrons may not use cell phones, pagers, IPODS, or any other communication devices for phone calls, photographing or texting during the school day.

5. Students are expected to sit on chairs and not put their feet on furniture. Students should be comfortable during their time in the library.

However, in an effort to ensure all patrons are able to make their time in the library useful, disruptive behaviors such as running or throwing objects are unacceptable. In addition, students are expected to use their time in the library productively so that sleeping and gathering in groups to talk will not be allowed. Students who have completed their work on the computers will relinquish their seats to other students.

6. Students may work in small groups or with a teacher in the library. The group or teacher should make arrangements with the librarian in advance of their session and make sure that their work does not impose on any other student's need for quiet study. Talking quietly among a few students is allowed when it supports the studies of all students involved in the conversation.

7. Students should take care to treat books and other library resources respectfully. Any books or equipment that should be replaced may be reported to the librarian. Care should be taken with computers; changing or deleting programs is unacceptable. Defacing or damaging furniture is also not suitable.

8. Push in chairs, clean up papers, and put away reference materials before leaving the library. Students should log off computers after each use.

9. Students should have passes from teachers or staff to come to the library. Passes are handed in when entering the library or returning from restrooms. The library has its own, permanent passes for restroom use. Students must sign in and out and take a pass with them when leaving the library. Only one student should be absent from the library at a time unless they are called away by a faculty member, parent or school staff.

10. Students will be mindful of library policies and work to ensure the library is a place of quiet and useful study. They are willing to follow instructions from the librarian or faculty that will make sure the library is a productive environment for study and learning.

### **Books/Periodicals/Other Materials**

**Note: All overdue library materials must be returned to the library before students are permitted to take Semester or final exams. (See exam regulation above.)**

1. All reference materials remain in the library at all times.

2. Materials on reserve may not be taken from the library.

3. Damaged or lost books and materials will be completely reimbursed by the person responsible.

4. The librarian or adult in charge signs out all circulating books/materials for 2 weeks. The books/materials may be renewed for 2 additional weeks if there is no standing request for that material.

5. Students with overdue books/materials will not use the library until the materials are returned. At the end of each semester, students will make sure to return all library materials in order to take semester exams.

### **Computer Use**

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1. Ask for assistance if unfamiliar with the use of school computers.
2. Abide by the student handbook when using computers including laptops.
3. Access only appropriate and approved materials. Use of any games is not permitted. If in doubt, ask questions.
4. Transmitting is not allowed unless previously arranged with the librarian.
5. Personal laptops should be WIFI compatible for internet access and may be plugged into outlets around the perimeter of the room if a power source is needed.
6. The only device that may be plugged into school computers are flash drives and they may only be used for saving documents. No other hardware may be used. Anyone who damages or unplugs hardware from any school computer may be banned from using computers for up to one week and could be responsible for replacement of damaged or missing parts.
7. Computer use will only occur when there is supervision within the library or technology labs.
8. All policies related to computer use and internet access, including MSJ email accounts, must be followed.

### **Copies**

The librarian or faculty member in charge will make copies for students.

### **ALCOHOL AND OTHER DRUGS (AOD) POLICY**

Mount St. Joseph Academy is listed as a “Safe School” with the Rutland City Police Department under Title 25, Chapter 9, Section: 4610 – 4614. Any student found violating this ordinance would also be subject to all penalties and fines established by the Rutland City Police Department. A copy of Title 25, Chapter 9, Section: 4610 – 4614 is available for student and parental review, in the main office.

### **AOD STRATEGY**

MSJ has no tolerance for students violating the AOD policy on school grounds or at school sponsored events. Any student found possessing, selling, or under the influence of alcohol or other illegal drugs (including tobacco) on school property, or at school sponsored events or field trips during school hours will be suspended from MSJ. The CORE team will determine the period of suspension, within two school days of the offense. The CORE Team consists of the administration and the School Counseling Director, and will review all violations of the AOD policy.

### **AOD PROCEDURE**

This policy will be in effect during the academic year on school grounds and at any school-sponsored activities/events where and when the student is representing Mount St. Joseph Academy.

The principal/or designee:

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- Will call the police (if necessary)
- Will call the parent(s)/guardian(s), of the student(s) involved.

The student will automatically be released into the care of the parent(s)/guardian(s) or law enforcement.

### **THE CORE TEAM**

- Will meet with the parent(s)/guardian(s) and student(s) within two school days of the offense to determine the length of time of suspension and/or appropriate action.
- Will inform the coach/activities advisor of the action taken.

### **Mount St. Joseph Academy Zero Tolerance Statement and Policy for Athletes, Students in Extracurricular Activities and Members of Societies**

In order to deal with the issue of illegal drug and alcohol usage by MSJ students, any MSJ student who is caught using drugs or alcohol will be immediately removed from any extracurricular activity, society, or athletic event that they may be participating in at the time of their violation. In order to deal with the issue of illegal drug and alcohol usage by members of MSJ athletic teams, any MSJ athlete who is caught using drugs or alcohol will be immediately removed from the team. This penalty will be for the remainder of the season. There will be no reinstatement onto the team for the remainder of the current season. The offense must be verifiable. The determination of verifiability and the final decision of the student's eligibility for participation in an extracurricular activity/society rests with the Principal of Mount St. Joseph Academy.

Education at MSJ is a partnership in all circumstances. By signing this handbook document, both the student and parent/guardian acknowledge that they have read it and understand the penalty. If a student violates the MSJ zero tolerance drug/alcohol policy, he/she accepts the consequences.

### **TOBACCO PROCEDURE**

The use of tobacco products on school grounds (including the parking lot) or at school events is prohibited. Tobacco violators will be suspended from school for one day, and be responsible for any fines associated with breaking the 'Safe School' ordinance. Use of tobacco is not permitted on school grounds or at school events.

### **DRUG TESTING**

The MSJ administration may require that parents have their student tested for drugs whenever a questionable situation arises. Testing for alcohol is at the discretion of the MSJ administration or the local law enforcement agency present at any school sponsored event.

**MEDICATIONS (Prescription and Over the Counter)** For safety reasons all medications (**Rx and OTC**) must be left at the main office along with a note stating usage instructions as well as

permission. Students needing medication may come to the main office and self-administer the medication as prescribed. MSJ does not employ a school nurse.

## **CLASS DISCIPLINE AND DISMISSAL FROM CLASS**

The classroom teachers or staff members handle disciplinary problems that occur in the classroom, library, technical center, guidance office, lunchroom, gym or chapel. A student who is disruptive and **sent out of class must report immediately to the Main Office**. The student will remain out of the class for that period. **No credit for work missed will be given to that student**. The student will be responsible for collecting the homework assignments for that particular class period. Finally, the classroom teacher will fill out a disciplinary referral addressing the student's behavior in writing. That referral will then be given to the administration. The referral will be placed in the student's file. A copy of the referral will be sent home. The student will serve one hour of detention for the infraction. The administration will assign the detention date and time.

## **DETENTION/TEACHER DETENTIONS**

Detentions will be served for one hour beginning at 7:00 am. **Detention days will be announced by the Administration. Every student will be given a 24 hour notice before serving a detention.** No excuses will be accepted for not completing a detention, concerning work, practice,, or any other extracurricular activity.. A quiet atmosphere is required. An unexcused failure to appear for an office detention will receive an additional hour of detention.

**Parents/Guardians will be notified when a student accrues 3 detention hours..** If the next detention is skipped, the student will be given an extra hour of detention and is still required to make up the hours of detention that were skipped. If a student has 5 detentions due to skipped or accrued detentions, that student will be placed on out of-school suspension. The student will receive no credit for the day spent in out of-school detention. The student will not be allowed to attend extra curricular activities on the day of out of-school suspension.. For valid reasons, the Administration may reassign the detention date and day.

Teacher detentions given by a teacher for disruption in class or for class work-related reasons will occur in the teacher's classroom. No excuses will be accepted for missing a teacher-scheduled detention, including work, sports, or any extracurricular activities. Missing a teacher detention will result in an office detention. See the above paragraph for details and responsibilities regarding office detentions.

The Assistant Principal is in charge of scheduling and tracking all morning detentions. The Administration has the final say in the area of discipline and detentions.

## **PHYSICAL FIGHTING**

Fighting is not permitted on school property or at school-related events. If a student is caught

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fighting, the following procedure should be followed with the perpetrator:

1. The student should be reported to the administrator or teacher in charge.
2. A written incident report will be submitted to the Administration.

The following consequences will apply:

### First Offense

1. Notification of a conference with parents/guardians.
2. Written documentation in file.
3. The incident will be reviewed by the CORE TEAM and a decision about the incident and its consequences will be determined within 2 days.

### **DISCIPLINARY PROBATION**

Probation is a set time period, usually a quarter or semester in which a student's behavior is monitored for improvement based on the terms of a written contract.

A student will be placed on probation using the following terms:

1. The first written disciplinary referral will be placed in the student's file and an office detention will be given.
2. The second disciplinary referral will be placed in the student's file, an office detention will be given and a meeting with the principal or dean of students will occur.
3. The third disciplinary referral will be placed in the student's file, an office detention will be given, and the student will meet with the principal or dean of students. The student will write a letter explaining how he or she plans to correct his or her disciplinary behavior. The dean of students or the principal will write up a contract, which reflects the student's plans. The student will read and sign the contract.
4. The fourth disciplinary referral will be placed in the student's file and the student will be placed on disciplinary probation.

Disciplinary probation consists of the following:

1. First offense: the first time the student violates disciplinary probation he or she will be given a 1 day out-of-school suspension.. The student will be responsible for work missed on that day and the student will not be allowed to participate in extracurricular activities, including sports, on that day.
2. Second offense: the second time the student violates disciplinary probation, he or she will be placed on a 3 day out-of-school suspension. The student will be responsible for all missed work and will be unable to participate in extracurricular activities during this time period.
3. Third offense: the third time the student violates disciplinary probation, he or she will be immediately removed from all extracurricular activities including sports teams and may be suspended or expelled for the remainder of the year or forever. This decision will be up to the

principal and the dean of students. The decision will be made within 2 days of the incident.

**Students may be placed on disciplinary probation without having previously accrued disciplinary referrals. This decision may come from the Principal. The Principal has the right to place a student on disciplinary probation at any time based on the incident (s) that have occurred with a student and their severity. The Principal also has the right to dismiss a student from disciplinary probation at any time for positive behavior.**

## **UNIFORM CODE**

A uniform code is part of our MSJ tradition. It identifies us as a school with student expectations beyond the ordinary. Our image is that of a school with students who have pride in both their abilities and their appearance. We believe students generally perform academically and behaviorally in accordance with their appearance. MSJ promotes a conservative appearance for students at all times. Acceptable attire is expected both in school and at school activities and events, as determined by this policy and in compliance with the standard of the particular event or team where they represent our school.

In the first period and throughout the day, all faculty will be responsible for identifying compliance and violations of the dress code.

*THE ADMINISTRATION'S DECISION ON ALL MATTERS CONCERNING THE UNIFORM CODE IS FINAL.*

## **UNIFORM CODE VIOLATIONS**

If a student is out of dress code, her/his parent(s) will be called and the appropriate clothing will be brought to school that same day. The student will receive an unexcused absence for classes missed while out of uniform code. Also, anyone violating the dress code will receive an office detention.

## **UNIFORM CODE GUIDELINES** (As of August 2018))

### **Mount St. Joseph Blazers**

All Mount St. Joseph students are required to wear the Mount St. Joseph Blazer, white oxford shirt, Tie (boys), Khaki pants, or Skirt (girls) at weekly mass or as determined by the administration.

### **Uniform Code for both Males and Females**

#### **BOYS:**

#### **PANTS**

Khaki-colored (tan) pants that are purchased from retailer of your choice. Belt is to be worn with

the pants. Pants must be worn at the waist and are not permitted to be undersized or oversized. Pants with emblems, patch pockets, back-pocket rivets, designs or loops of any kind are not permitted. Cargo and jean style pants are not permitted. Dress shorts may be worn from the first day of the school year to October 16th and from April 1st until the last day of school. They must be Khaki or black, loose-fitting, no shorter than three inches above the knee and may be worn only with the MSJ uniform polo shirt. Nylon, athletic/workout type shorts are not permitted. No skinny pants or joggers.

### **SHIRTS**

Long or short sleeve white oxford style button down dress shirt. Shirts must be tucked in and fully buttoned during the school day. Undersized and oversized dress shirts are not permitted. Plain white t-shirts may be worn under the uniform shirts. However, the sleeve length of the undershirt must match the sleeve length of the uniform shirt. If one chooses to wear an oxford white button down dress shirt, he must wear a tie with it. NO EXCEPTIONS. If one does not have a tie, he will be given one by the Vice Principal.

### **TIES**

Ties are to be worn properly with a white oxford dress shirt.

### **HOODIE SWEATSHIRTS/ SWEATSHIRTS:**

Hoodie sweatshirts are considered as outerwear and are not permitted to be worn during the school day. Hoodie sweatshirts and sweatshirts, including team sweatshirts, may be worn on spirit dress down days.

### **SWEATERS**

School-approved sweaters may be worn over the dress shirts. Sweaters must be purchased through Keith's II as approved by MSJ.

### **POLO SHIRTS AND FLEECE**

Refer to selection on the Lands End website reference school code 900185133.

### **SHOES**

Slippers are not permitted.

### **JEWELRY**

Earrings are permitted. They must be small/studs and no more than 3 per ear during the school day. Nose, eyebrow, lip studs/bars are prohibited.

### **GIRLS**

### **PANTS**

Khaki-colored (tan) Pants must be worn at the waist and are not permitted to be undersized or oversized. Pants with emblems, patch pockets, back-pocket rivets, designs or loops of any kind are not permitted. Cargo and jean style pants are not permitted. Dress shorts may be worn from the first day of the school year to October 16th and from April 1st until the last day of school.

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They must be Khaki loose-fitting, no shorter than three inches above the knee and may be worn only with the MSJ uniform polo shirt. Nylon, athletic/workout type shorts are not permitted. No skinny pants or joggers.

### **SKIRT**

Khaki-colored (tan) (loose fitting and no shorter than three inches above knee)

MSJ plaid skirt. This a specific skirt which must be purchased from Land's End. Color to be White Plaid, this is the only selected color for the uniform plaid skirt.

### **SHIRTS**

Long or short sleeve white oxford style button down dress shirt/blouse. Shirts/blouses must be tucked in and are not to have more than two buttons unbuttoned. Undersized and oversized shirts/blouses are prohibited. Plain white t-shirts may be worn under the uniform shirts. However, the sleeve length of the undershirt must match the sleeve length of the uniform shirt.

### **SWEATERS**

School-approved sweaters may be worn over the dress shirts/blouses. Sweaters must be purchased through MSJ.

### **SWEATSHIRTS/HOODIE SWEATSHIRTS:**

Hoodie sweatshirts are considered as outerwear and are not permitted to be worn during the school day. Sweatshirts and Hoodie Sweatshirts, as well as team sweatshirts may be worn on spirit dress down days.

### **POLO SHIRTS AND FLEECE**

School approved polos and fleece must be purchased through Lands End

### **SHOES & LEGWEAR**

Suitable leather or suede dress shoes, athletic shoes, Ugg boots are permitted. High heels, moccasins, sandals and flip flops (permitted ONLY during the months of Sept., October, April , May and June), slippers, are not permitted. Green, gray, black or white opaque plain tights must be worn with the skirt from October 19th through March 31st.

### **GROOMING**

Jewelry and makeup must be appropriate for a school environment. Earrings are permitted. Nose, eyebrow, lip studs/bars are prohibited.

**All Students appearance will be neat, clean, and appropriate for a positive educational environment. The administration reserves the right in all individual cases to determine what constitutes an appearance which is appropriate for an educational environment.**

### **ACADEMIC POLICY**

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## **GRADUATION REQUIREMENTS**

All students desiring an MSJ diploma must achieve 26 credits within four years of study, and **25** hours of community service for each year of attendance. Diplomas will not be issued without the documented service hours in place by June 1st of the graduation year.

**CORE CREDITS** The following credits are required for graduation:

**English:** *4 credits*

**Social Studies:** *4 credits*

**Religion:** *4 credits*

**Fine Arts:** *1 credit*

**Health:** *.5 credit*

**Math:** *4 credits*

**Science:** *4 credits*

**Foreign Language:** *2 credits*

**Physical Education:** *1 credit*

**Electives:** *1.5 credits*

**NOTICE: Release of transcripts and receipt of a diploma will not occur until all tuition balances have been paid.**

**Language Requirement:** All students must have the above number of credits for the same world language, unless a documented academic accommodation is on file.

**Religion Requirement:** All MSJ students, no matter religious affiliation, are required to take the required courses in Religion. MSJ places Religion firmly into the core credits required for graduation.

**Full Schedule:** Each MSJ student must have a full schedule of classes for each semester. A full schedule is no less than six classes per day or six credits per year.

## **EXAMS**

Before students may sit for any semester exam, all tuition, fees and library obligations must be current and up-to-date. Exams will occur at the conclusion of each semester. Exams comprise a half-day schedule over a FOUR-day period, with the first exam beginning at 8:00 AM in the morning and the last exam finishing at 12:50 each day.

## **GRADING SCALE AND RELATED TOPICS**

The letter grading system is specifically designed to represent a quality of achievement.

A: excellent/significantly above average work ;

B: very good/above average work;

C: average work;

D: below average/poor work;

F: failure, not passing.

## ***QUALITY POINTS***

RANGE	GRADE	Not Weighted	Honors	AP
95 – 100	A	4.00	4.50	5.00
90 – 94	A-	3.67	4.17	4.67
87 – 89	B+	3.33	3.83	4.33
83 – 86	B	3.00	3.50	4.00
80 – 82	B-	2.67	3.17	3.67
77 – 79	C+	2.33	2.83	3.33
73 – 76	C	2.00	2.50	3.00
70 – 72	C-	1.67	2.17	2.67
67 - 69	D+	1.33	1.83	2.33
63 – 66	D	1.00	1.50	2.00
60 – 62	D-	0.67	1.17	1.67
0 – 59	F	.00	.00	.00

### ADVANCED PLACEMENT COURSES

Students enrolled in Advanced Placement courses are required to take the AP exam in order to receive AP credit(s). All payments must be made regarding AP exams to the Finance Manager before a student is permitted to take the exam. If an AP enrolled student fails to participate in an AP course at an AP level of study, the student may be dismissed from an AP course at the request of the AP instructor in consultation with the Director of Guidance. Effective in the 2014-2015 school year, all AP classes will meet for one full period daily as well as for a lab, or second full period, every other day. Students will receive 1.5 credits for all AP courses.

### COLLEGE COURSES

Students may register for college courses and receive MSJ credit for those courses. Courses of a particular caliber may be weighted as an AP course is weighted. The college course that is weighted as an AP course must meet standards of academic rigor and receive the approval of the Director of Guidance, in consultation with the Principal, prior to enrollment in the college course. College courses may not substitute for courses that are within the current MSJ curriculum unless due to extenuating circumstances an exception is made by the Administration.. All college courses of three (3) credits or more are given one (1) MSJ credit. All college courses must be pre-approved by the Director of Guidance. The student should consult with the Director of Guidance about the student's academic transcript, courses and academic goals prior to enrolling in college courses. Note: All MSJ students must be enrolled in a full schedule of classes for each semester.

**It is the responsibility of the college-enrolled student, and his/her parents/guardians, to monitor the student's performance in College courses.** MSJ assumes no responsibility for grade reports, homework assignments, attendance and exams taken within a college curriculum. If a student withdraws from a college course or fails a college course, MSJ assumes no responsibility for providing make-up courses in order for a student to achieve the required credits for graduation.

Grades for college courses appear on the MSJ report card after the college course is completed. The college course is figured into the GPA only at that time.

### **COURSE CREDIT, FAILURES AND INCOMPLETES**

To receive credit for any course, a student must have a .67 index average at the end of the year. The semester exams count 20% of the semester grade.

An incomplete status cannot be maintained after two (2) weeks following a marking period. A grade must be submitted at this time or an automatic "F" will be recorded. Quarterly, semester, and semester exam grades will not be given-out by any faculty or staff member of MSJ prior to the student receiving their report card.

“F” Grades/Study Hall: Students who fail a class either at progress report time or at the report card time will not be permitted to go to the library. Special written permission on a given day may be requested from the Principal.

### **PROCEDURE FOR COURSE OF STUDY CHANGES**

The Academy's policy is that a student will remain in the course he/she has chosen and been assigned. Only in extraordinary cases and with the Guidance Office direction can a course be changed. Students must follow the proper procedure in order to be allowed to transfer into or out of a course. The Guidance Department will make exceptions only after consultation with the instructor and parents and/or administrators.

In order to withdraw or change an assigned course, the student will obtain the written consent of the following persons:

1. The individual teacher of the course dropped and/or added.
2. The student's parent or guardian.
3. The Guidance Director.

If a student withdraws from a course after the first marking period, **WF** (withdraw fail) **WNP** (withdraw no pass) **WP** (withdraw pass) will be indicated on the student's report card. Withdrawing from a course will not affect the grade point average in that semester.

**\*There will be no considerations to changes in schedules 2 weeks into each semester unless recommended by the Guidance Director.**

### **BOOKS/BOOKSTORE**

Books are the responsibility of the student. Books are to be purchased online through various booksellers (e.g., amazon.com; addall.com; bookfinder.com, etc.) A Parent and Friends Club book sale occurs in the SUMMER.

## **HONOR ROLL REQUIREMENTS**

Honors will be awarded to students who achieve the required GPA and who score a C or above on the midterm exam and on the final exam. **High Honors:** No incomplete grades, with a grade point average 3.67 **Honors:** No incomplete grades, with a grade point average 3.33.

**To be on either honor roll, students must have no grade lower than a "C".**

In determining class rank, only semester averages are used. *Transfer student credits:* All credits granted by the sending school will be accepted at MSJ provided the sending school is an accredited secondary school. Students transferring to MSJ after their freshman year will be required to meet graduation requirements other than four years of theology. However, they must complete one year of theology for each year at MSJ.

## **GRADUATION HONOR CORDS**

Honor cords at graduation are determined based on the following:

- 1) Transfer students must have sufficient college preparatory classes to receive honor cords. An evaluation will be made of all previous school transcripts to determine eligibility.
  - 2) High Honor Cord: The final GPA must be 3.67 or higher for all years in attendance.
  - 3) Honor Cord: The final GPA must be 3.33 or higher for all years in attendance.
- There may be no D's or F's on any report card.

## **VALEDICTORIAN/SALUTATORIAN (As of Class of 2012)**

Students in any given class, beginning with the Class of 2012, may achieve the status of Valedictorian or Salutatorian based on the following requirements:

**Valedictorian:** The class valedictorian is chosen based on the highest GPA achieved after three (3) consecutive years of study, including the senior year, at MSJ.

**Salutatorian:** The class salutatorian is chosen based on the second highest GPA achieved after three(3) consecutive years of study, including the senior year, at MSJ.

## **HOMEWORK POLICY**

Homework is a very important part of the high school career, as it is an extension of learning. Mount Saint Joseph Academy requires that all students complete their homework. **If a student does not complete his or her homework, they will be required to attend Homework Club THAT DAY from 3-4 pm. If a student is required to attend Homework Club, they will be unable to attend extracurriculars during that time.** The administration reserves the right to intervene when necessary.

## **STUDY HALLS/PERIODS**

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Study halls/periods are limited in MSJ student schedules. Study halls/periods are for study, thus an atmosphere of quiet, serious work must prevail at all times. Students may visit the school store during their study hall if the teacher is willing to take the class there. **No food or drink is allowed in the library.**

## **COLLEGE VISITS**

The Guidance Director must approve college visitations during school time in advance. A letter from the parent requesting time away from school for a college visitation must be submitted at least three (3) days prior to the visitation. As per the Absence Policy, only 3 days for college visits will be excused.

## **ACADEMIC PROBATION**

A student may be placed on Academic Probation if he/she consistently refuses to complete required work (tests, quizzes, projects, papers, class work, homework, etc.) or fails a course. The assistant principal, in consultation with the guidance counselor and teacher(s), will determine the length of the probationary period. A written statement of the terms of probation will be made. Lack of improvement based on the written terms could result in dismissal from the Academy.

***If a student receives an “F” in a class or a GPA lower than 1.67 he or she is ineligible to participate in any sports and/or extracurricular activities***

**All** transfer and non-traditional program students are admitted to MSJ on a probationary basis pending receipt of complete official transcript from the sending school and testing where indicated. Incomplete transcript will be considered grounds for dismissal from MSJ.

## **VOLUNTEER COMMUNITY SERVICE REQUIREMENTS FOR GRADUATION**

In addition to Federal, State of Vermont, Diocesan, and Mount St. Joseph Academy academic requirements, and in keeping with the Philosophy of the Academy, MSJ requires community service for graduation. **The requirement is 25 hours per year per student.**

Service opportunities may include long-term commitments to a parish community or social agency (e.g., soup kitchen, Rutland Regional Medical Center, Loretto Home, Dismas House, Open Door mission, etc.). Also, service commitments may include leadership in and involvement in peace and justice organizing and activities that are related to local, national and international concern. See your Religious Studies teacher and/or the Service Coordinator about available opportunities. All students are required to submit required electronic community service forms to document their hours. Forms may be accessed at <https://sites.google.com/a/msjvermont.org/guidance/community-service> and must be completed by the required deadlines.

## **INTERNATIONAL STUDENTS: ADMISSIONS and ACADEMIC REQUIREMENTS**

All international students must be affiliated with an International Student Placement Agency in order to be accepted into the International Program at MSJ.

An international student who enrolls as a senior at MSJ will receive a Certificate of Attendance. In order to receive a diploma, the student must meet the academic requirements stated below.

All students enrolled in the International Student Program must maintain a minimum GPA of 2.0 in order to continue to participate in the program. Students and their agencies will be notified by the International Student Program Director of a grade report with a GPA below 2.0 for the quarter. A conference will be held between the student, the International Student Program Director and the International Student Agency to formulate an academic plan for the subsequent quarter. The International Student Program Director will decide the appropriate course of action (i.e. teacher conferences, tutoring, etc.) and will be responsible for overseeing the implementation of the academic plan. Any students that then have a GPA below 2.0, after being on an academic plan, at the end of the academic quarter will be dismissed from the International Student Program at the discretion of the International Student Program Director and the Principal and he or she will be sent home at his or her own expense.

All final exams must be completed on their scheduled dates at their scheduled times. No exceptions will be made to accommodate early departure. In case of multiple snow days, the administration can be asked to assist with early exams.

## **MEDICATIONS**

Medications for students must be held in the front office. A note from a parent/guardian must accompany the medication with specific instructions. All medications must be in approved containers. Contact the front office for additional information.

## **WELLNESS POLICY**

MSJ believes in educating the whole child. Physical Education requirements may be met through completed sports season participation, PE class (if available) and / or some other organized external athletic activity with administrative approval. Nutrition education is taught in Health, which is a required course (0.5 credits) for all sophomores. In addition, the school's food service occasionally offers nutrition education through information and by providing healthy meals that meet federal guidelines.

**CELL PHONES, IPODS, MP3 PLAYERS, ELECTRONIC DEVICES** (Revised as of 08/06/15)

In order to create a learning environment that preserves the utmost respect and dignity of all persons within the Mount St. Joseph Academy Community, the following regulation applies:

All calls, including emergency calls, must be made in the main office.

Students may use their cell phones before school, during lunch in the cafeteria only, and after school. No cell phone use after school in the library will be permitted as it is a quiet place of study.

Student use of cellphones other than the designated times will result in the phone being confiscated and brought to the main office. The office keeps the item for the remainder of the day. The student or the student's parent/legal guardian may come in at the end of the day that the item was confiscated and retrieve the item confiscated.

A student who refuses to relinquish her/his cell phone or music player when it is requested by a faculty/staff member as a result of a violation of the regulation, will receive a consequence to be determined by the administration which could include in-school or out of school suspension.

## **ELECTRONIC COMMUNICATIONS POLICY**

Mount St. Joseph Academy may use electronic resources including the Internet to support and enrich the curriculum, all in keeping with the mission and philosophy of our school. MSJ believes that the benefits to students from access to appropriate electronic informational resources and opportunities for collaboration far exceeds the disadvantages. IT hardware and software are the property of the school, and the administration has the right to check all communications from its property.

Policies regarding IT at MSJ may be updated and disseminated as needed. It is the responsibility of parents/guardians, students, faculty and staff to be aware of all policies that are in effect for a given school year.

### **General Information**

MSJ supports access to informational resources by students and staff. This policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA).

Access to school electronic resources including the Internet will be available to students and staff who agree to act in a considerate and responsible manner and abide by the requirements of this policy, including the Acceptable Use Agreement. Violations of this policy and the procedures developed in accordance with this policy may result in disciplinary action or referral to local, state, or federal law enforcement officials.

### **User Responsibilities**

All students/users will maintain and sign a current Acceptable Use Agreement form. During school hours, users may access electronic resources including the Internet for educational purposes only. The term "educational purpose" includes use of the system for the classroom activities, career development, and curriculum driven research. Students will not post personal contact information about themselves or other students/people and agree to follow

communications safety requirements outlined in the Acceptable Use Agreement, when using electronic communications including the Internet. Students/Users will respect the rights of copyright owners and will not plagiarize works they find on the School electronic network including the Internet by representing them as their own. Students/Users should not expect that any files, emails, and records of their online activity created on the School's system are private. There will be regular supervision and monitoring of activities, by the administration. Since there is a limitation of privacy, students/users may not access materials for any purpose that the School deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are inappropriate, violent, bigoted, obscene, or pornographic.

### **Parental Notification and Responsibility**

MSJ will provide written (annually) notice to parents/guardians about student use of school electronic resources including the Internet and emails, the policies and procedures governing their use, and the limitation of liability of the school. Parents/guardians must sign an agreement to allow their child (ren) (all students 18 years of age or older must sign an their own agreement) to access School electronic resources including the Internet and return this signed agreement to the school before access will be granted. Signing of the school handbook by the student and parent/guardian constitutes the recognition and understanding of acceptable Internet / Electronic use.

### **Limitation/Disclaimer of Liability**

The school is not liable for unacceptable use **or** violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The School is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the School's electronic resources network including the Internet. The school is not responsible for any damage experienced, including, but not limited to, loss or data or interruptions of service. The School is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

## **STUDENT ACCEPTABLE USE POLICY**

Mount St. Joseph Academy provides students access to the Academy's electronic network. This network includes Google Apps, email addresses, instant messaging, Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Mount St. Joseph Academy electronic network.

- The Mount St. Joseph Academy's electronic network has been established for a limited

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educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

- The Mount St. Joseph electronic network has not been established as a public access service or a public forum. Mount St. Joseph has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students. Access is a privilege — not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. Mount St. Joseph Academy is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- Mount St. Joseph Academy reserves the right to monitor all activity on this electronic network. Students will indemnify MSJ for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Mount St. Joseph Academy electronic network.

### **General Unacceptable Behavior**

While utilizing any portion of the Mount St. Joseph Academy (MSJ) electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates MSJ rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access or send offensive messages or pictures.
- Students will not use the MSJ electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the MSJ electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional systems, such as student information systems or business systems.
- Students will not use any wired or wireless network (including third party internet service

providers) with equipment brought from home without signing a separate permission for. Example: The use of a home computer or cell phone on the network or accessing the internet from any device not owned by MSJ.

- Students will not use MSJ's equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use MSJ's equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, bigoted, damaging to another's reputation, or illegal.

### **Email and Social Networking Sites**

- **Students will be provided with email accounts to be used for educational projects or activities.**
- Students will not establish or access Web-based email accounts on commercial services through MSJ network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.
- Students will not use social networking sites at school in an unsupervised manner. Also, MSJ employees are not permitted to use social networking sites (e.g. Facebook) to communicate with MSJ students.

### **World Wide Web**

- Access to information for students on the Web will be provided through filtered web access.
- Individual sites blocked or allowed by the content filter are designated by the service provider. Categories and overrides are reviewed by the MSJ IT Coordinator for educational validity.

### **Real-time, Interactive Communication Areas**

- Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the appropriate person or party.
- While chatting is permitted with someone outside the school network, it must be signed off by a teacher.

### **Google Apps for Education**

- Students will only use Google Apps services for educational projects or activities.
- Collaboration and sharing will only be with be done with teacher direction or approval.
- Publicly publishing any type of document or information will only be done with teacher direction or approval.

## **Web 2.0**

- Any Web-based application must be used only for educational projects or activities with teacher direction or approval.

## **Websites**

- Students will be identified by their full name if written parental approval is given. Group or individual pictures of students with student identification are permitted with parental approval only.
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the homepage of the classroom or school, as appropriate.

## **Personal Safety**

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- MSJ students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable

## **System Security**

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the IT Coordinator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the MSJ electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by MSJ policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other

users' activity.

### **Software and Files**

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the MSJ IT Coordinator.
- A student's account may be limited or terminated if a student intentionally misuses software on any MSJ-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the MSJ electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on MSJ servers are private.

### **Technology Hardware**

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of MSJ IT Coordinator.

### **Vandalism**

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with MSJ's discipline code and policies will be enforced.

### **Plagiarism and Copyright Infringement**

- Students will not plagiarize. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- MSJ policies on copyright will govern the use of material accessed and used on the MSJ electronic network.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document on the system or must be obtained directly from the author.

### **Videoconference**

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Video Conference sessions may be videotaped by MSJ personnel or by a participating school involved in the exchange in order to share the experience within ours or their

building.

- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all video conference sessions.

### **Student Rights**

- A student's right to free speech applies to communication on the Internet. The MSJ electronic network is considered a limited forum, similar to the school newspaper, and therefore MSJ may restrict a student's speech for valid educational reasons.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

### **Due Process**

- MSJ will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through MSJ network.
- In the event there is an allegation that a student has violated MSJ acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action. Loss of use is at the discretion of the MSJ Principal in consultation with the MSJ IT Coordinator and Dean of Students.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

### **Limitation of Liability**

- MSJ makes no guarantee that the functions or the services provided by or through MSJ network will be error-free or without defect. MSJ will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- MSJ is not responsible for the accuracy or quality of the information obtained through or stored on the network. MSJ will not be responsible for financial obligations arising through the unauthorized use of the network.
- MSJ is not responsible for the accuracy or quality of the information obtained through or stored on the web (like Google Apps does). MSJ will not be responsible for financial obligations arising through the unauthorized use of the network.

## **Violations of this Acceptable Use Policy**

Violations of this policy may result in loss of access as well as other disciplinary or legal action. A student's violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline which includes, but is not limited to:

- Use of MSJ network only under direct supervision.
- Suspension of network privileges.
- Revocation of network privileges.
- Suspension of computer privileges.
- Detention in school.
- Suspension from school.
- Expulsion from school.
- Legal action and prosecution by the authorities.

The particular consequences for violations of this policy shall be determined by the Principal. The Principal shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

## **CAFETERIA**

Student behavior in the dining area should be based on courtesy and cleanliness. Students are to remain in the cafeteria until they are dismissed. During the assigned lunch period, all students must be present in the cafeteria. Any waiver must come from the administration. There is to be NO FOOD beyond the cafeteria. The cost of the standard lunch is announced at the beginning of the school year.

## **FIRE DRILLS**

Fire drills are held at regular intervals throughout the school year, for the safety of everyone. Everyone should:

1. Check the instructions posted in each classroom indicating “how to leave the building” in case of fire.
2. Walk silently and move quickly with teacher and classmates to the designated area, where attendance will be taken.
3. Clear the building and Convent Ave.

## **EMERGENCY EVACUATION**

In the extreme case that the MSJ building needs to be evacuated and reoccupation is not

acceptable, students can be picked up at St. Peter's parking lot located on the corner of Meadow and River Street, or at the College of St. Joseph. An effort will be made to notify parents/guardians, or other responsible party, of this situation.

## **CRISIS REPORT PROCEDURES**

[Click here](#) for the document

## **STUDENT LOCKERS**

Lockers are assigned to each student and each student must use the locker assigned to him/her. **Students are responsible for anything found in their lockers.** The Principal or Dean of Students may open lockers for inspection at any time. **Students are highly encouraged to keep their lockers locked at all times.** To leave a locker unlocked does not lessen the responsibility of the student. MSJ is not responsible for items stolen from student lockers. Any student who does not return his or her lock at the end of the year will be required to pay a \$10 fee to replace the lock.

## **STUDENT INSURANCE**

Students who participate in interscholastic athletics and extracurricular activities are required to have health or accident insurance.

## **STUDENT PARKING LOT AND DRIVING**

While parking cars in the student lot, students should be considerate not to block the exit of another car. Parking is to be parallel to Convent Avenue. Students may use the back parking lot, as well as that opposite the Academy. Students are not permitted to park on Convent Avenue. If an accident should occur in the parking lot, students must report the incident to the Main Office **IMMEDIATELY and contact the police to report the accident.** Student drivers are required to drive responsibly. The Principal and Dean of Students have the authority to revoke a student's use of the parking lot if a student driver refuses to conduct him/herself responsibly in the parking lot.

## **SCHOOL DANCE/PROM RULES**

Dances are generally 8:00 - 11:00 PM with an 8:15 PM curfew.

1. Dances are to be alcohol, drug and tobacco free events.
2. Students leaving the dance will not be readmitted.

3. The student group sponsoring the dance will submit a list of parent chaperones to the Administration one week in advance for approval.
4. Dress must be neat, clean, and appropriate.
5. Students will remain in the part of the building reserved for the dance.
6. Students shall respect the authority of the chaperones and the administration.
7. Students not attending the dance may not be on the premises. This includes Convent Avenue and the parking lot across from the school.
8. **There will be no open dances.** However, any MSJ student may invite one (1) guest from another school to attend. He/She must be under the age of 21, be signed up ahead of time and arrive at the dance with their MSJ host. The MSJ host is responsible for the actions of his/her guest. Guests arrive and leave with their host.
9. There will be a curfew which will be no more than 15 minutes following the announced starting time of the dance. Students who cannot be there by that time because of work must sign up ahead of time stating where they work and what time they will arrive.
10. A clean-up committee must be organized by the sponsoring group. This list should be submitted to the administration and the head custodian.
11. Students must attend a full day of classes in order to attend a dance or prom. Students may not leave school early for the purpose of getting ready for the dance or prom. Please refer to Student Attendance, bullet 6, page 9.

## **WEAPONS POLICY**

It is the intent of MSJ to provide a safe environment for students to learn. Any student who brings a weapon (gun, knife, explosive, tool designed to injure, etc.) to school (or any setting which is under the control and supervision of the Academy such as, school grounds, playing fields, field trips, etc.) shall be brought to the Academy Administrator for immediate investigation. The student may be suspended immediately if such is warranted. In the event of a school-sponsored event away from the Academy, the adult in charge shall confiscate the weapon and isolate the individual if possible, and notify Academy authorities as soon as possible. A student found guilty will be expelled (termination of educational services) by the Principal. Any student bringing a weapon to school shall be referred to the appropriate law enforcement agency.

### **THREATENING LANGUAGE:**

It is the intent of MSJ to provide a safe environment for students to learn. Any student who threatens to or speaks about bringing a weapon (gun, knife, explosive, tool designed to injure, etc.) to school (or any setting which is under the control and supervision of the Academy such as, school grounds, playing fields, field trips, etc.) shall be brought to the Academy Administrator for immediate investigation. The student may be suspended immediately if such is warranted. In the event of a school-sponsored event away from the Academy, the adult in charge will inform the Administration as soon as possible about this type of language. The Administration will complete an investigation. The appropriate form of punishment will be decided upon by the principal. If deemed necessary, the Administration may expel the student and inform the appropriate law enforcement agency. Threatening language, especially in

regards to weapons, will not be tolerated at Mount Saint Joseph Academy.

## **BOMB THREATS**

Students found guilty of bomb threats against the school will be expelled (termination of educational services) by the Principal.

## **STUDENT GOVERNMENT**

All elections are run under the direction of the Student Government Advisor. Each student who aspires to be a class officer or senator must follow this procedure to become a recognized candidate:

1. The prospective candidate (by petition or write-in) must be a registered student for the year affected by the election outcome.
2. The prospective candidate must obtain a petition from the Student Government Advisor and gather a minimum of fifteen (15) signatures from students in his/her class.
3. This petition must include the prospective candidate's name and the office to which he/she aspires.
4. To become an eligible candidate, the completed petition must be returned to the Student Government Advisor by the announced date.
5. Elections Student Government will take place in the Fall.
6. Elections for class officers will take place in the Spring.
7. Department: Students elected to office by their peers act not only as representative for their peers but for the school as well.

Since they act as role models, Student Government members are held to a higher accountability for their actions.

A select committee of faculty, administration, and students has the right to remove from office any Class Officer or Student Government who:

1. Is in possession of drugs/alcohol or under the influence of drugs/alcohol
2. Shows disruptive or disrespectful behavior in school.
3. Fails to live up to the duties of his/her office.
4. Has been given an in-school suspension.
5. Violates student handbook guidelines.
6. Does not maintain academic eligibility.

Students who fail to meet the minimum standard of behavior will be presented before a select committee consisting of a Class and Student Government Moderator, Administrator, and President or Vice-President of the Student Government. The committee will decide the fate of the officer in question. A student removed from any office, may not hold a position for the balance of the year.

2019-2020

## NATIONAL HONOR SOCIETY

MSJ has been inducting students into the National Honor Society for generations. NHS not only recognizes a student's scholarship, but the qualities of leadership, service, and character.

### Criteria for NHS Selection

**Scholarship:** To be eligible for election to the National Honor Society, a Junior or Senior must have earned a grade point average of 3.5 (90%) or higher. No D's or F's may appear on the student's transcript as a final grade in previous years or for quarterly grades during the year of selection. Seniors will be selected on the basis of their qualifications through the first marking term of their senior year. Selection will be made during the second marking term. **Leadership:** Consideration is given to the positions of leadership a student has held in school and community organizations or athletics. Leaders exert a wholesome influence on school and community by taking the initiative in activities. A leader has self-confidence and a willingness to yield personal interests for the interests of others. **An NHS member in the Josephite Chapter of NHS who is found guilty of plagiarism of any portion of a term paper or project will be dismissed from NHS.**

**Service:** Proven willingness to work without recognition for benefit of school or community indicates a student's commitment to service.

**Character:** Demonstrating quality of reliability, honesty, sincerity, and making the right choices proves by example that a student values character. Chronic discipline problems are not the characteristics expected from a National Honor Society member.

**Leadership:** Proven record of leadership within the school and/or general community.

There are very definitive National Honor Society guidelines for selecting and dismissing students that the committee uses. Once a student is dismissed, that student will never be eligible again.

### **Selection Guidelines**

1. Students must meet the MSJ grade point average requirement of 3.50.
2. All faculty are invited to make comments on candidates. However, the five appointed members of the NHS Faculty Council must make the actual selections. The Council's decisions are binding.
3. The NHS Faculty Council reviews information on each candidate and by consensus determines the NHS inductees.

### **Continued Membership**

2019-2020

If a member of the MSJ NHS wishes to continue as a member, he/she must complete the process for review established by the NHS Advisor. Not completing the review process disqualifies a student from membership in the MSJ chapter of NHS. The review occurs at the beginning of each new academic year.

**Note:** The NHS handbook is available to review from the NHS advisor.

## **EXTRACURRICULAR ACTIVITIES**

As an MSJ student who has chosen to participate in extracurricular activities including athletics, you have voluntarily elected to abide by the following guidelines. Students who choose to participate in extracurricular activities are held to a higher code of conduct. The privilege to participate fosters responsibility and the realization that each student represents his/her family/school, community, and him/herself on and off the courts, fields, rinks, stage, etc. The following are the **General Rules and Regulations** for MSJ activities.

The participant is required to:

- Refrain from consuming or possessing alcoholic beverages, tobacco products and/or drugs. Travel to and from events in transportation authorized by the MSJ administration.
- Achieve "C-" average and **no failures** during the previous marking period and at progress report time.
- Adhere to coaches'/advisors' rules.
- Report all injuries to coaches/advisors.
- Return or pay for all equipment issued by the school. (Failure to do so will prohibit further participation in activities.) -Be present and on time the day after an event.
- Not participate in practices or events while suspended from classes.

The MSJ athlete must additionally abide by the directives found in the MSJ Athletic Handbook. MSJ spectators will adhere to the rules of conduct. The Administration believes that by following the above rules, together with the specific rules of each coach/advisor, our activities may create a positive self-image, foster peer acceptance, self-control and self-discipline. It is our desire to establish and instill a positive set of values in our students, which will enhance their ability to deal with future involvement in society.

## **STUDENT ELIGIBILITY FOR ALL EXTRA-CURRICULAR ACTIVITIES**

Students are ineligible if they:

- 1) Have a grade average below 1.67 (C-) or a failure (F) in any class on any progress report or report card.
- 2) Have 10 or more days of unexcused absences from school in any semester.
- 3) Have reached their nineteenth (19th) birthday before August 1. (VPA regulation.)
- 4) Have been in high school more than 8 semesters. (VPA regulation.)

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A student is eligible to participate in extracurricular activities when they are in good academic standing. This means the student is not on academic probation, has a GPA of 1.67 or better, and is not currently failing any classes.

Grades are locked eight times in the academic year. Each time grades they are locked for progress reports, quarter grades, or semester grades, eligibility for extracurricular activities will be re-examined for each participant in every activity.

**When grades are locked, a student's eligibility will be affected to the following degrees:**

If the student has **ONE** failing grade, the student is ineligible to participate in one week from the date that the grade was locked. They may regain eligibility by completing one weekly eligibility sheet. Failure to successfully complete the sheet will result in loss of eligibility for an additional week.

If the student has **TWO** failing grades, the student is ineligible to participate in two weeks from the date that the grade was locked. They may regain eligibility by completing two weekly eligibility sheets. Failure to successfully complete the sheet will result in loss of eligibility for an additional week.

If the student has **THREE OR MORE** failing grades or a **GPA of less than 1.67**, the student will be placed on academic probation for two weeks. This will require the student to attend homework club daily and the student will not be allowed to attend practices. The student may regain eligibility by completing two weekly eligibility sheets. Failure to successfully complete the sheet will result in loss of eligibility for an additional week.

**CLUBS AND ACTIVITIES**

Students may join the various clubs and activities by contacting the faculty moderator: All State Music Festival , National Honor Society , Campus Ministry, N.E. Music Festival , Drama Club; Project Help; Scholar's Bowl; National Art Honor Society; Student Government; Office of Student Life; Tri-M Honor Society.

**ATHLETIC TEAMS**

A student may join a team by contacting the Athletic Director. We currently have the following teams at MSJ:

- Cross Country
- Football (Cooperative with Otter Valley high School)

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- Mens and Womens Soccer
- Cheerleading
- Mens and Womens Basketball
- Alpine Skiing
- Indoor Track
- Baseball
- Women's Tennis
- Track

We also offer the following athletic opportunities through our member-to-member programs:

- Field Hockey
- Hockey
- Mens and Womens Lacrosse
- Softball

**The administration reserves the right to remove a student from any school or member-to-member activity for any infraction of the general school rules and regulations.**

## **DEVELOPMENT ACTIVITIES AND FUNDRAISING**

The Director of Development must approve all school fundraisers. If approved an application for fund raising must be filled out and submitted to the Director of Development. All campus fundraising must take place on weekends or after school.

## **FINANCE POLICIES AND REQUIREMENTS**

### **PAYMENT PLAN**

All MSJ families are expected to pay tuition from a specifically chosen (F.A.C.T.S) plan mutually agreed upon by the family and the MSJ Administration. Payments may be made in one (1) installment, two (2) installments, four (4) installments or ten (10) installments. A written document that states the payment plan must be on-file in the Finance Office.

### **TUITION ASSISTANCE**

MSJ families may apply for financial assistance prior to the beginning of the school year. Applications are accepted for financial assistance until April 30. Applications received after that date, but before the start of the school year, are reviewed on an individual basis. Part of the financial assistance process includes the filing of a FACTS form. See the Finance Office for details. All financial assistance is given, in part, based on demonstrated financial need.

### **COMPLETED PAYMENTS**

2019-2020

Those students in families who have not completed payment of their tuition obligations for the year will not be allowed to register for the following year. **Students who are not registered for school will not:**

- Receive financial aid consideration
- Be scheduled for classes
- Be considered for the reduced the early registration fee

**FINANCIAL RESPONSIBILITIES**

*Unconditional Obligation:*

I/we understand that the operating expenses of the school do not diminish with student departures during the course of the year. I/we understand that my/our obligation to pay tuition for the full academic year is unconditional after acceptance. In the event of a voluntary withdrawal or withdrawal in cases of illness, I/we acknowledge that the amount owed to the school is governed by the table below. No refunds will be made in the case of dismissal of the above student, or in cases of voluntary withdrawals made to preempt a dismissal.

<i>Withdrawal date: January 1</i>	<i>Amount of tuition owed to school</i>
Before January 1: 50 percent of net tuition	50% of net tuition
January 1 – end of year: 0 percent of net tuition	100% of net tuition

If sharing financial responsibility for tuition and fees with another party (e.g., non-custodial parent or grandparent), the other party must also complete an enrollment contract specifying their share of the costs.

**HARASSMENT POLICY**

**Purpose**

A. Mount Saint Joseph Academy is committed to providing a safe and supportive school environment in which all students and faculty members are treated with respect. This policy involves incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated. B. The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11 (a)(26) and amended by Act 91 of 2004, and to ensure that the Academy’s responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action,

reasonably calculated to stop harassment, is taken by school district employees. C. It is the intent of the Academy to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. The Academy respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the Academy does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

## **Definitions**

### **A. Harassment**

(1) **“Harassment”** means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

(2) Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following: (a) Sexual harassment, which means conduct that includes unwelcome sexual conduct of a sexual nature when one or both of the following occur: (I) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education. (ii) Submission or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

(b) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.

(c) Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

B. **“Complaint”** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.

C. **“Complainant”** means a student who has filed an oral or written complaint to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise to the level of harassment.

D. **“Employee”** includes any person employed directly by or retained through a contract with the Academy, an agent of the school, a school board member, a student teacher, an intern or a school volunteer.

E. **“Designated Employee”** means an employee who has been designated by the school to receive complaints of harassment pursuant to 16 V.S.A. §565© (1).

F. **“Principal”** means the building level administrator or his/her designee.

### **Reporting of Student Harassment Complaints**

A. A student who believes that she/he has been harassed, or who witnesses conduct that she/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.

B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.

C. An employee who witnesses conduct that she/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.

D. Any other person who witnesses conduct that she/he believes might constitute student harassment under this policy should report the conduct to a designated employee.

E. Consistent with this policy and 16 V.S.A. §565, the Principal shall develop procedures regarding the reporting of student harassment complaints and the District’s handling of such reports.

F. The Academy shall select two or more designated employees to receive complaints and shall publicize their availability.

### **Procedure Following a Report**

A. Consistent with this policy and 16 V.S.A. §565, the Principal shall develop procedures for complaint response following a report, initiation of an investigation, investigation, independent review, and alternative dispute resolution provisions.

B. Independent Review: A complainant who desires independent review under 16 V.S.A. §565(f) because she/he is either dissatisfied with the final determination of the school officials as to whether harassment occurred, or believes that, although a final determination was made that harassment occurred, the school’s response was inadequate to correct the problem, shall make such request in writing to the Superintendent. Upon such request, the Superintendent shall initiate an independent review.

## **Discipline and/or Corrective Action**

If after investigation, harassment has been found, the Academy shall take prompt and appropriate disciplinary or remedial action reasonably calculated to stop the harassment. Consistent with this policy, the Academy's Student Conduct and Discipline policy and 16 V.S. A. §565, the Principal shall develop procedures regarding discipline and corrective action including final action on a complaint, retaliation, false complaints, and appeal provisions. There will be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment occurred or is occurring or for participating in or cooperating with an investigation. Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

## **Confidentiality; Notification of Results; and Record Keeping**

A. The privacy of (1) the complainant, (2) the accused individual, and (3) the witnesses shall be maintained consistent with the Academy's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

B. B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to harassment complaint is attempted, notified when a complaint is filed, and notified in writing of the investigation results. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.

C. The Principal shall assure that a record of any complaints its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the Academy in a confidential file accessible only to authorized persons. The report of the investigation shall be kept for at least six years after the report is completed.

## **Mandatory Reporting to State Agencies**

A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Commissioner of Education.

B. When a person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related Academy's policy.

C. Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

### **Dissemination of Information, Training, Comprehensive Plan for Responding to Student Misbehavior and Data Gathering**

A. Dissemination of Information. Annually, prior to the commencement of curricular and co-curricular activities, the Academy shall provide notice of this policy and its procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the Academy that sets forth the comprehensive rules, procedures, and standards of conduct for the District.

B. Training. The Principal shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment.

C. Comprehensive Plan for Responding to Student Misbehavior. The Academy's comprehensive plan pursuant to 16 V.S.A. §1161a(a)(6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment.

### **Complaints to the Vermont Human Rights Commission and the U.S. Office of Civil Rights**

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the following address: Vermont Human Rights Commission, 133 State Street, Montpelier, VT 05633-6301; (800) 416-2010 or (802) 828-2480 (voice or TTY); Director, Compliance Division Area II, Office of Civil Rights, U.S. Department of Education, Region I, Vermont Department of Education, Policy on Prevention of Harassment of Students II, 33 Arch Street, Ninth Floor, Boston, MA 02110; Phone (617) 289-0111 FAX: (617) 289-0150

### **HAZING POLICY**

It is the policy of Mount St. Joseph Academy (hereinafter "MSJ") that it shall provide a safe, orderly, civil and positive learning environment. Hazing has no place in MSJ and will not be tolerated. Accordingly, MSJ has adopted a policy and procedure to prohibit hazing and will ensure the enforcement thereof.

### **Definition of Hazing**

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“Hazing” means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with MSJ; and which is intended to have the effect of, or should reasonably be expected to have the effect of humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. “Hazing” also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds. Consequences for hazing by an individual will be the removal of that individual from a team or activity for the season. If a whole team is responsible for hazing, the team’s season will be cancelled. Hazing shall not include any activity or conduct that furthers the legitimate curricular or extracurricular program goals provided that the school approves these goals. An example of this exception might be a reasonable athletic training exercise.

### **Examples of Hazing**

1. Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small place, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
4. Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

The Principal of MSJ is designated by the School Board to receive reports of hazing.

## **BULLYING POLICY**

MSJ is committed to providing a safe and supportive school environment in which all students are treated with respect. “Bullying” is a dangerous and disrespectful behavior that treats others with disrespect. Such an overt act or combination of acts directed against a student by another student or group of students are not permitted or tolerated.

### **Definition of Bullying**

Bullying is a pattern of abuse that involves a student being “picked on over a period of time”. Bullying includes but is not limited to physical intimidation or assault: extortion oral or written threats, teasing put downs; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations and social isolation.

### **The four key elements that define bullying are**

- Power imbalance between the bully and the victim
- Intent to harm
- Repeated acts over a period of time
- Impact upon the victim (distress)

Note: Bullying is essentially a form of harassment and procedures outlined in the harassment regulation are sufficient to address bullying.

### **Consequences of Violation**

A person or a group of people who are found guilty of hazing or bullying will be subject to disciplinary action from a verbal warning up to and including suspension or dismissal/expulsion.

### **NONDISCRIMINATION STATEMENT**

Non-Discrimination Statement: It is the policy of Mount St. Joseph Academy not to discriminate in educational programs, activities, or employment practices on the basis of race, language, sex, age, or handicapping condition under the provisions of Title VI of the 1972 Education Amendments: Section 504 of the Rehabilitation Act of 1973; and the Education of All Handicapped Children Act of 1975. Mount St. Joseph Academy is committed to equal opportunity. It does not discriminate against students, employees, or applicants for admission or employment, on the basis of race, color, gender, age, national origin, ethnicity, religion, disability, sexual orientation, gender identity or physical characteristics.

Mount St. Joseph seeks students that are highly qualified academically. In our judgment, having students learn from each other is an important part of MSJ's educational mission. Therefore, MSJ seeks diverse student populations that encompass a wide range of characteristics including geographic origins, social and economic backgrounds, races and ethnicities, viewpoints, special talents, and personal achievements.

### **APPROVED INDEPENDENT SCHOOL STATEMENT**

Mount St. Joseph Academy of Rutland, Vermont is an approved and recognized independent school in compliance with Title 16, Chapter 3, Section 166 of Vermont State law. A copy of this law is available in the MSJ main office.

### **CONFIDENTIALITY STATEMENT**

Public Law 93-380 includes an amendment popularly referred to as the "Buckley Amendment"  
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which requires school systems to refrain from publicizing information about children when the parents do not wish such publicity to occur. Examples of the school's publications of a list of names would include athletic events, honor roll lists, music or dramatic performances, and other student activities. Unless written notification is received from the parents, it will be assumed that publication is agreeable. The school reserves the right to take videos of school productions and to use student pictures in publications and on the school's website. Any parent who does not wish his/her child's picture used, must notify the Principal in writing in the beginning of the school year.

Administrators/Teachers will keep confidential information entrusted to them by students so long as no one's life, health or safety is at stake. Parents will be promptly notified of the school's concern.

## **FAMILY EDUCATION RECORDS AND PRIVACY ACT**

All academic and personal records pertaining to individual students are confidential. The record is available for review by parents and students. (The full policy is available at the Academy office).

## **WEATHER CLOSURE**

In the event of inclement weather and school is closed, opening is delayed, or is dismissed early, it will be posted on the MSJ website and announced on the radio/TV stations WSYB, WJJR, WXRT, WXNT, Cat Country, WEQX 102.7, WVNR, WPTZ Ch.5, WCAX Ch.3, and the Rutland City Channels 15 and 20. Also, you may receive a recorded phone message through SchoolReach stating that MSJ is closed for the day.

## **Guidelines for MSJ Students: Social Media**

Mount Saint Joseph Academy Student-, as you begin participation in another school year, the Administration of Mount Saint Joseph Academy wants to make sure you are aware of the revised social networking guidelines.

Mount Saint Joseph Academy recognize and support the student's rights to freedom of speech, expression, and association, including the use of social media. Students are reminded that attending Mount Saint Joseph Academy is a privilege. As a student, you represent Mount Saint Joseph Academy, the alumni of Mt. St. Joseph Academy, The Diocese of Burlington, and your communities, and you are expected to portray yourself, your team, and Mount Saint Joseph Academy in a positive manner at all times.

Attached you will find the new social networking guidelines which provide the following guidelines for social networking site usage:

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information

(including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.

- What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).

- Similar to comments made in person, Mount Saint Joseph Academy will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm my, classmates, teachers, administrators, staff members, teammates or coaches; other MSJ student athletes, teachers, or coaches; and student-athletes, coaches, or representatives of other schools, including comments that may disrespect my opponents.

- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures or language; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.

- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional. In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come.

**The following is our policy: Participation in activities, groups and teams is a privilege at Mount Saint Joseph Academy. The use of social media by a student which is considered to be “unbecoming of a Mountie” may result in discipline including suspension or removal from the activity, group, leadership position or team.**

### **Mount Saint Joseph Academy Social Media Policy**

If a student has posted something that is considered improper according to school policy and it is discovered or someone reports the problem to the school, the following will occur:

Pictures and/or videos of inappropriate behavior are considered valid infractions. The Administration will consider if the violations fall within the areas of the drug, alcohol and

tobacco policy as well as violations of school rules such as bullying and harassment. If the posting does not fall into one of these types of violations, but brings discredit to the school or their program, further consideration will be given. Consequences may be given reflecting the statement, video, picture, etc. Consequences up to and including suspension or expulsion from school are an option under our policy and will be determined by the principal in conjunction with the administrative team.

## **NECESSARY CHANGES TO MSJ PARENT/GUARDIAN-STUDENT HANDBOOK**

**The Mount St. Joseph Academy Administration reserves the right to make changes in this handbook at any time.Changes are retroactive.**

## **HANDBOOK AND FINANCIAL AGREEMENT STATEMENT AND SIGNATURE FORM**

I, the undersigned, **have read** and **understand** fully the Rules and Regulations contained in the Parent/Guardian-Student Handbook, and **agree** to abide by them. Failure to do so may result in disciplinary action. I understand that the online version of the student handbook takes precedence over any printed version. I understand that my parent/guardian is responsible for the payment of all tuition and fees and that no diploma, transcripts, progress reports and report cards will be provided without the payment of all financial obligations.

Tuition is due in full on or before July 1, of the upcoming academic year. If not paid in full at that time, an established payment plan through FACTS must be in place and current throughout the school year with the business office. If at any time during the academic year the plan is not current,the student will be withdrawn and transcripts withheld until the account is current. While returning students may be registered for the upcoming academic year, during the current school year, placement is not guaranteed until all financial obligations have been met for the previous school year. Tuition for Seniors must be paid in full by May 15, of their senior year. Failure to do so will result in the student being prohibited from sitting for final exams and participation in graduation activities including Prom and graduation ceremonies. Diploma and Official Transcripts will be withheld until the account is current.

By registering at Mount St. Joseph Academy, I understand that I have agreed to abide by all policies and procedures set forth in this Handbook.

*Please sign and return this agreement to the office when school commences.*

**NAME OF STUDENT:**

**STUDENT'S SIGNATURE:**

I, parent/guardian, **have read** and **understand** the Rules and Regulations contained in this Parent/Guardian-Student Handbook and **promise to adhere** to them.

I understand that I must pay-in-full all tuition and fees and that the failure to pay in-full any financial obligations forfeits any acquisition of a diploma and any transcripts, progress reports and report cards. I understand that non-compliance will result in child's dismissal from Mount St. Joseph Academy.

**NAME OF PARENT/GUARDIAN:** \_\_\_\_\_

**PARENT'S/GUARDIAN'S SIGNATURE:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number (s): Home: \_\_\_\_\_

Business: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Signatures: \_\_\_\_\_

**NOTE: The completed Parent/Guardian-Student Handbook Form must be turned in to the front office before the first day of school. Students who do not have this form completed and turned in will not be permitted to attend classes.**

**BEFORE YOU SIGN: BE SURE YOU HAVE READ THE 2018-19 HANDBOOK IN FULL. YOUR SIGNATURE CONSTITUTES ACCEPTANCE.**

### **Technology Use Form**

*Note: Before signing this form please read the policy posted in the Parent/Guardian Student Handbook, as well as the the Extranet section of [msjvermont.org](http://www.msjvermont.org).*

*<http://www.msjvermont.org/admissions/technology-forms>*

**Please return the portion of this contract below signed by you and a parent or guardian. Students will not be able to use Mount St. Joseph's Academy's electronic network until students have a signed agreement on file.**

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### **Mount St. Joseph Academy's Technology Acceptable Use Agreement**

I, the undersigned, understand and will abide by Mount St. Joseph Academy's Technology Acceptable Use Policy (posted online). By signing, I agree to use this technology specifically for educational purposes related to my academic progress at Mount St. Joseph Academy.

\_\_\_\_\_  
Student **Last** and **First** Name (please print neatly)

\_\_\_\_\_  
20\_\_/20\_\_ Grade Level

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date