

August 1, 2010

Dear Parents, Guardians and Students,

This year begins 145 years of tradition at St. Joseph Academy. Founded by the Sisters of St. Joseph, our community is based on the Sisters' charism and the values reflected in our Gospels.

Our parents, faculty, staff, students and volunteers whether on the field, in the classroom or in the office form our community. Christ is the foundation. And all that we do is drawn from His values. As a community of believers, we believe that good moral and ethical behavior is essential. We, therefore, expect great things from each of our community members. We ask each to rise above the ordinary. We want our students, faculty and staff to meet the challenges with compassion, care and perseverance.

Our parents, staff, faculty and community form the network that journeys with our young people. Together we support, encourage and sustain all forms of development – spiritual, intellectual, social, emotional and psychological. Each of us needs direction, guidance and counsel. No one has the single right answer.

The world we live in presents enormous moral and ethical challenges. Part of the learning process is to distinguish right and wrong behavior. Reading the handbook is part of that process. We believe that good order and discipline contribute to the high quality of life and learning which St. Joseph Academy provides for its students. We also maintain that these factors contribute to parents' selection of our school for their sons' and daughters' high school educations.

Remember that education is a co-operative venture. Our goal is the educational success of each and every student at St. Joseph Academy. Communication is, therefore, of utmost importance. If you have any questions or would like clarification about any portion of the Parent/Student Handbook, please feel free to contact a member of the administration.

We are truly blessed by God. He has generously given to each and every one of us many talents and abilities. And in being so blessed, we take on the responsibility of developing those gifts and talents.

Our hope is the success of each and every member of our community. That in accord with our Catholic environment, we will all grow toward a better understanding of ourselves, others and our God.

Sincerely,

Michael Heubeck  
Principal

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## Administration

The Most Reverend Victor B. Galeone	Bishop of St. Augustine
Mrs. Patricia Bronsard	Superintendent of Schools
Reverend Michael R. Houle	Diocesan Director of Secondary Schools/President
Mr. Michael H. Heubeck	Principal
Sister Suzan Foster	Vice Principal/Theology
Mr. Michael Maloney	Dean of Students/Athletic Director/Math
Deacon Bryan Ott	Campus Minister/Theology
Mrs. Jeri Williar	Director of Guidance
Mrs. Diane Albano	Director of Development
Mr. Patrick Keane	Director of Admissions/Theology

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## Faculty

Mr. Michael Arnold	Language Arts
Mrs. Sarah Borns	Mathematics
Mr. Peter Bugnet	Science/Mathematics
Mr. Denny Caviggia	Social Studies
Ms. Erin Flannigan	Spanish/Drama
Mr. Grady Heiss	Science/Technology Coordinator
Mr. Brian Larkin	Social Studies
Mr. Dustin Latta	Social Studies
Mrs. Judith Martin	Spanish
Mrs. Sherri Nowatzki	Physical Education/Life Management
Mrs. Susan Patterson	Language Arts
Mrs. Kimberly Pellicer	Language Arts
Mr. Robert Siedow	Mathematics
Mrs. Kathy Waller	Theology/ American Sign Language
Sister Carol Wells	Fine Arts
Dr. Christopher Williams	Science
Ms. Catherine Windish	Language Arts/Social Studies
Mrs. Michelle Yancey	Mathematics

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## Staff

Ms. Judy Bernhard	Guidance Administrative Assistant
Mr. Richard Bryant	Maintenance
Mrs. Gena Corrigan	Receptionist
Mrs. Sharon Ferschke	Executive Secretary
Ms. Diane Felice	Business Manager
Mr. James Herbert	Field Maintenance
Mrs. Rosalee Hicks	Food Service/Housekeeping
Mr. Robert Massucco	Transportation
Mrs. Joan Santos	Food Service/Housekeeping
Mr. Bob Smith	Maintenance
Mrs. Stephanie Watson	Transportation
Mr. Gregg Zabinski	Network Coordinator/Campus Supervisor

## **INTRODUCTION**

### **HISTORY**

St. Joseph Academy, founded in 1866, by the Sisters of St. Joseph, is the oldest, continuous Catholic high school in Florida. Since its founding, the Academy has continued to provide young people in St. Johns County and the surrounding areas with a value-centered education in the context of the Catholic tradition.

With the 2010-2011 school year, St. Joseph Academy begins its eighty-seventh year of continuous accreditation by the Southern Association of Colleges and Schools. In 1980, management of the Academy was transferred from the Sisters of St. Joseph to the Catholic Diocese of St. Augustine. With the transition of management, the Academy relocated from St. George Street to its present site at 155 State Road 207. The Diocese of St. Augustine, the administration and faculty, and a dedicated group of parents, students and alumni are committed to uphold the integrity and proud traditions of the school developed through its long history.

### **VISION STATEMENT**

St. Joseph Academy is committed to providing a superior educational and spiritual program in academics and physical development which will guide our students to experience individual intellectual achievement, growth, personal faith in Jesus Christ, and a strong sense of social justice.

### **MISSION STATEMENT**

As a Catholic high school in the Diocese of St. Augustine, we seek to provide an equal opportunity for each student, in a challenging academic environment, to become a knowledgeable, self-directed, compassionate Christian, able to face the challenges of the future with faith, hope, and love.

### **BELIEFS OF ST. JOSEPH ACADEMY**

#### **We believe that:**

1. Jesus Christ is the chief teacher and model of our school.
2. The community of St. Joseph Academy is open to any qualified student who desires to pursue a challenging high school career that prepares him/her for higher education and who has shown a willingness to live by Christian values and conduct.
3. Each student is a valued individual with unique spiritual, physical, social, emotional, and intellectual talents and needs.
4. Students are responsible and accountable for the decisions they make.
5. Students learn in different ways and are to be provided with a variety of instructional approaches to support their learning.
6. Positive reinforcement builds students' self-respect and respect for others.
7. A safe and physically comfortable environment promotes learning.

## **CAMPUS MINISTRY**

The Campus Minister serves as a resource to assist students with their spiritual and emotional needs. The Campus Minister specializes in helping students in their spiritual development and in discerning God's presence and movement in their lives.

## CAMPUS MINISTRY PROGRAMS

Other aspects of the Campus Ministry Program include the following:

1. The chapel is accessible every day during school hours for students in need of prayer or quiet time. Parents are always welcome!
2. Each student will attend at least one class retreat every year while at St. Joseph Academy. Retreats provide opportunities for spiritual development and bonding with classmates.
3. Each student will participate in liturgy at least once each month as well as Reconciliation once each semester.
4. Prayer is an essential part of student life at St. Joseph Academy; each day begins and ends with prayer and each class is expected to include some form of prayer. Students also have the opportunity to attend prayer services in the chapel. Requests for prayers for a special intention may be placed by the students in the Main Office before the 7:55 AM bell.
5. Opportunities for community service are regularly made available through the Campus Minister.
6. Mission trips to Jamaica for service to the poor are offered twice each year to upperclassmen.

## COMMUNITY SERVICE

Community service provides students with important opportunities for personal growth and helps them develop compassion and concern for others. Students are encouraged to step outside of their comfort zones, as that is where the greatest possibilities for growth lie. A worthwhile service project can have a deep and lasting impact on one's own life and the lives of countless others. Each student must complete 20 hours of community service per school year while in attendance at St. Joseph Academy. Service done during the summer counts for the school year following the summer. Verification forms can be accessed and printed from the SJA website ([www.sjaweb.org](http://www.sjaweb.org)). Guidelines are as follows:

1. All service projects must be approved by the student's Theology teacher. If the Theology teacher cannot be reached (this applies especially during the summer), projects must be approved by the Principal.
2. Community service must be done through a non-profit organization. Forms must be signed by an official representative of the organization; that representative may not be a family member.
3. Students may not accept payment for their community service.
4. Service projects should address some form of community need. All service should meet one of the eleven categories for service listed below:
  - 1) Care for the sick
  - 2) Disaster relief
  - 3) Education
  - 4) Elderly
  - 5) Environment
  - 6) Fundraising (with Theology teacher's approval)
  - 7) Disabled
  - 8) Poverty
  - 9) Youth
  - 10) Animal care (eg. through the Humane Society)
  - 11) Church-related ministry done outside the weekend worship service
5. **At least ten hours must be done in direct contact with people (or animals) in need.** Examples of direct contact projects include visiting the elderly at a nursing home, working at a soup kitchen, coaching youth sports, working with children at a Vacation Bible School, working on a Habitat for Humanity home, and walking dogs at the Humane Society. Direct contact hours are the ideal form of community service!
6. Service hours must be done outside normal school hours.
7. Service hours will not be counted if they are done as a requirement for a club or athletic team.
8. **Deadline for completion of all service hours is one week before the end of the third quarter.**

9. Students who do not have their service hours completed and turned in by the deadline above will receive an incomplete grade of "F" in their Theology class for the third quarter. This will also apply to the fourth quarter for students who do not have their hours completed and turned in before the end of the school year. A student's original grade will be restored if hours are turned in after the deadline, with the exception of any late penalties given by the student's Theology teacher that may apply to a community service-based reflection assignment. Underclassman hours must be completed to attend Prom.
10. Service hours must be completed for continued attendance at St. Joseph Academy.
11. Senior hours must be completed to participate in any senior activities falling after the deadline, including but not limited to: Prom, Grad Nite (or similar event), and Graduation. **Completed hours are a requirement to receive a St. Joseph Academy diploma.**

## ADMISSIONS

### ADMISSIONS POLICY

St. Joseph Academy admits students of any race, religion, color, national or ethnic origin. They are afforded all the rights, privileges, programs and activities generally made available to students at the school. St. Joseph Academy does not discriminate on the basis of race, religion, color, national, or ethnic origin in administration of educational and admission policies, scholarship and loan programs, athletic and other school-administered programs.

Students completing the 8<sup>th</sup> grade in a Catholic school or transferring from another Catholic school in good standing will be considered for acceptance at St. Joseph Academy. Other students are welcome to apply and will be accepted based on their academic/disciplinary standing. No student expelled from any school will be accepted at St. Joseph Academy. No students will be accepted for their senior year from local high schools.

### RESIDENCE REQUIREMENTS

Students must live with their parent(s) or legal guardian(s). Students who live independently or with others or who are married may not remain enrolled at St. Joseph Academy. Students who live with legal guardians must have an "*in loco parentis*" on file. International students must live with assigned host families.

### IMMUNIZATION POLICY

A Florida Certificate of Immunization (HRS 680) will be required at the time of registration for all incoming freshmen and new students. State Law mandates that student(s) will not be permitted to attend St. Joseph Academy until form HRS 680, provided by the Health Department, has been presented to the school.

### EIGHTH GRADE CREDIT POLICY

Students entering the ninth grade who have attended middle/grade schools offering high school credit in Algebra I and/or first year of a foreign language have the option of having these credits and assigned grades accepted as part of their high school GPA status. This option is exercised at the time of ninth grade scheduling and cannot be rescinded at a later date.

Beginning with the 2010-2011 school year, high school courses taken prior to 9<sup>th</sup> grade will be assigned credit but will not be included in the GPA calculations.

Documentation of the successful completion of each course is the responsibility of the student. An official transcript showing credit earned and grade assigned must be presented to the Guidance Department of

St. Joseph Academy no later than the first of August. Students who do not produce official documentation by this date will be expected to repeat said course(s) at St. Joseph Academy.

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

Tuition and fees are paid in accordance with the published Tuition/Fee Schedule Plan. Monthly payments are to be made through the FACTS program for 10 to 12 months starting in July. ALL PAYMENTS ARE NON-REFUNDABLE. Tuition is considered delinquent if not paid by the end of the semester. If your account becomes delinquent and you have not contacted the Business Office to make payment arrangements, your son/daughter will not be permitted to return to classes until the account is brought to current status.

All financial obligations of students graduating from St. Joseph Academy must be paid in full by April 15, 2011 so that they may participate in graduation ceremonies. Parents will be notified by the Business Office in sufficient time for the parent to clear any outstanding balances.

All financial obligations of returning students must be paid in full or obligate to a financial plan to be allowed to return the next school year.

No final transcripts will be released until the student has returned all school property and all financial obligations have been met.

A \$25.00 fee will be charged for all returned checks. Families with multiple returned checks will be required to make all future payments in cash, certified check or money order.

### **FINANCIAL AID**

Financial Aid information will be mailed to those families requesting one upon receipt of a completed Registration Form. Additional scholarship opportunities may be available. Please contact the Admissions Office for further information.

The President of St. Joseph Academy may grant financial assistance to students of families who demonstrate a need, have an earnest desire to attend St. Joseph Academy and make a contribution to its future through their academic, spiritual, athletic and/or student leadership endeavors. All families applying for financial aid must complete the Private School Aid Service (PSAS) application to determine their eligibility. It is the responsibility of the applying family to complete and mail the PSAS Form.

Upon receipt of the completed PSAS financial analysis, the school will make a confidential evaluation and an award may be granted based upon the demonstrated need. The school will notify the family of their award. The family must notify the school of their acceptance of the award within five (5) working days of the official notification. Failure to meet financial aid deadlines outlined in the Financial Aid Packet will result in forfeiture of financial aid.

Families who receive financial aid must keep their account in good standing or they will lose that benefit and will not be considered for future aid.

All families of St. Joseph Academy students are required to provide volunteer service to the Academy. However, families receiving financial assistance are encouraged to provide additional service to the Academy to help defray the cost of their reduced tuition.

## **TEXTBOOK PURCHASE AND BUYBACK**

All students are required to purchase their textbooks. Budgettext Corporation has partnered with the school to sell books to students through online sales (online service: [www.studysource.com/stjosephacademy](http://www.studysource.com/stjosephacademy)). Each student will be provided a username and password to access our online bookstore. The school does not have textbooks available for purchase.

At the end of the academic year students are encouraged to sell their books to Budgettext. Books that are to be used the next school year will be accepted based on overall condition, with those in the best condition receiving a higher credit. Books that are not being used during the following year at St. Joseph Academy may be sold for their wholesale value if there is a demand at other schools. The dates for book buyback will be announced.

## **ADVANCED PLACEMENT EXAM FEE**

All students enrolled in advanced placement classes are required to pay an \$85 fee for the advanced placement exam.

## **SCHOOL POLICIES**

### **ANNOUNCEMENTS**

Announcements are read at the beginning and end of the school day. Students are required to pay attention to all announcements as they contain information vital to the student body. All announcements must be approved by the Administration.

### **STUDENT WELFARE**

Any student who is determined by the Administration to be a danger to himself/herself or others may not return to St. Joseph Academy until or unless the school receives a written statement from a licensed mental health professional stating that the student does not pose a threat to himself/herself or to others, is receiving appropriate treatment, and until an appropriate school official has the opportunity to consult with the professional who makes such a statement. In addition, the Saint Joseph Academy guidance counselor will be given permission by the parent/guardian to consult with that health care professional.

The parent/guardian of the student must sign a waiver/release in order that the health care professional may communicate information with the Saint Joseph Academy guidance counselor.

### **CAFETERIA**

St. Joseph Academy provides full cafeteria service for all students during the scheduled lunch periods. Students are required to keep their lunch tables clean, dispose of their trash and reset their chairs prior to leaving. Students are to restrict their food consumption to the cafeteria and cafeteria patio.

### **CELL/TELEPHONE USE**

Students are prohibited from using cell phones during the school day. All cell phones must be concealed and turned off from 8:00 a.m. until 2:40 p.m.

Use between 8:00 a.m. and 2:40 p.m. will result in confiscation of the phone for 5 days and Saturday school on the next scheduled Saturday school. The Saturday School cost is \$50.00.

Students and parents must realize that photography and/or video taping of faculty, students or staff is a violation of the person(s)' privacy. This behavior is unacceptable and subject to disciplinary measures.

### **DANCES**

Dances are sponsored by St. Joseph Academy. Non St. Joseph Academy students may attend only if they are the dates of currently enrolled students and their expected attendance cleared by the Administration. Behavior at dances is subject to the school's disciplinary code. All students must adhere to the St. Joseph Academy dress code.

### **DELIVERIES AND TELEPHONE MESSAGES**

No deliveries of flowers, balloons or other gifts for students will be accepted at St. Joseph Academy.

Phone messages received in to the office will be given to students at the end of the day. Only messages from parents and guardians will be forwarded to students. Students will not be called out of class for telephone messages except in the case of a real emergency.

### **EMAIL**

Each family is required to provide the school with an email address. It should be checked regularly by a parent so the school can send electronic communications.

All communication via email should be done between parents and the school. Students are not to email any school staff member directly.

### **FIRE DRILLS AND EMERGENCY EVACUATIONS**

In the event of an evacuation drill or emergency all students are to remain quiet and move in an orderly manner to the evacuation point via the evacuation route designated in the class room they are in. Each class is to form a line and remain there to accurately account for all students. In no case may a student return to the school without permission of the Administration.

### **FUNDRAISERS**

From time to time student fundraisers are held at St. Joseph Academy. Monies, products, and other materials used in fundraising become the responsibility of the student. If monies or products are lost or stolen, the student is responsible to replace or make reparation for what is lost or stolen. All fundraisers must be approved and cleared by the Development Office.

### **IDENTIFICATION CARDS**

Students are required to have their student identification cards with them when they are on campus. Cards will be issued at the beginning of the academic year. Identification cards will be used for admittance and dismissal to/from school, as a library card, and for identification. Failure to carry the student identification card is a uniform violation. Exchanging or tampering with the identification card will result in one (1) central detention for each offense. A \$20.00 fee will be charged to a student's tuition account to replace a lost or damaged card.

### **INTERNET ACCEPTABLE USE POLICY**

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the internet available to students and teachers on our school site is assumed. We are very pleased to

bring this access to our school community and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovations and communication.

The most important prerequisite for someone to receive an internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

#### Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring disks/flash drives to school or use disks/flashdrives without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. The school specifically denies any responsibilities for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

Students taking online classes such as those offered by the Florida Virtual School are also subject to the rules pertaining to the assigned coursework.

### **INTERVENTION**

Intervention is a step the school may take to identify and attempt to correct problems of either an academic and/or disciplinary nature. The intention is to set reasonable plans and goals for the student's success, not to be punitive. The administration may direct the guidance counselor and the dean of students to meet with the student and parents as an intervention. The principal will be informed of the results.

### **LOCKS AND LOCKERS**

All students are assigned book lockers and are required to use a school issued black lock on their book locker. Students in P.E. or that participate in a sport have P.E./team lockers assigned and must use a

gold combination lock which may be purchased during book sales or from the main office. The exchanging or sharing of lockers, locks, and/or combinations is not permitted. Students are responsible for the security and content of their own lockers. All students'/athletes' belongings must be placed in their assigned lockers and locked. The school is not responsible for theft. Locker decoration is not permitted except by permission of the principal. Students are responsible for their lockers. The administration reserves the right to inspect lockers, desks, cars and personal belongings at any time.

**STUDENT OR PARENT FAILURE TO COMPLY OR COOPERATE WITH THIS POLICY WILL RESULT IN AN INDEFINITE SUSPENSION OF THE STUDENT AND A DISCIPLINARY HEARING TO DETERMINE WHETHER THE STUDENT MAY REMAIN ENROLLED AT ST. JOSEPH ACADEMY.**

### **LOST AND FOUND**

All students should identify their belongings with name and address. Any items found should be brought to the main office. Students missing items should inquire at the main office. Items not claimed will be given to charity at the conclusion of each semester.

### **MEDIA CENTER**

The media center provides service and materials for faculty and student use. Hours of operation are posted.

1. A teacher-signed pass is required for media center entrance during hours of supervision.
2. All students must sign in.
3. Students out of class must be working on legitimate assignments.
4. Students in groups of no more than four may be sent to the media center by classroom teachers.
5. If a teacher wishes to send an entire class to the media center, that teacher must schedule the class on the media center calendar and accompany the class to the media center.
6. Students are not to be sent to the media center to take tests.
7. Students are responsible for all materials they check out. No materials may be removed from the media center without being checked out at the desk. Most books may be checked out at the desk for a three-week period.
8. Twenty-five (25) cents per school day is charged for overdue books and the full price for replacement of lost materials. Failure to return materials, pay fines and/or replace lost materials will result in the withholding of the student's academic records.
9. A copy machine is available in the media center for student convenience. Copies can be made for a charge of ten (10) cents per copy.
10. The media center printer is also available for computer work printing at a rate of ten (10) cents per page.

### **MEDICATIONS**

The State of Florida maintains strict laws governing the possession and use of medications on school campuses. St. Joseph Academy follows these laws as stated below:

For each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement which shall grant to the principal or his designee permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school principal or his trained designee shall assist the student in the administration of such medication. Each prescribed medication to be administered by school personnel shall be received and stored in its original container labeled with the student's name. When the medication is not in use, it

shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.

There shall be no liability for civil damages as a result of the administration of such medication when the person administering such medication acts as an ordinarily reasonable prudent person would have acted under the same or similar circumstances.

Asthmatic and students with severe allergies: Students that are required to carry an inhaler or epinephrine auto-injector shall have a Diocesan inhaler permission form signed by the physician and parent. Per Florida School Law 1000.20:

(h) Inhaler use.--Asthmatic students whose parent and physician provide their approval to the school principal may carry a metered dose inhaler on their person while in school. The school principal shall be provided a copy of the parent's and physician's approval.

(i) Epinephrine use.--A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt rules for such use of epinephrine auto-injectors that shall include provisions to protect the safety of all students from the misuse or abuse of auto-injectors. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this paragraph.

All medications must be picked up by a parent at the end of the school year. Any medications left at the school after final exams will be disposed of properly.

At St. Joseph Academy non-prescription drugs and other over-the-counter medications are handled similarly to prescription drugs. At no time are students allowed to have prescription or non-prescription drugs in their possession.

### **NON-SCHOOL PUBLICATIONS**

The distribution of non-school publications, flyers, etc. is strictly prohibited without the expressed written consent of the principal or vice principal.

### **PASSES**

Students outside of their classrooms during class time must be in possession of a pass. Special passes are to be used for the restrooms only. Written passes are to be used for all other school business. Students outside class without a pass are subject to disciplinary action.

### **PETS**

Pets are not allowed on any part of the Saint Joseph Academy campus.

### **PRAYER REQUESTS**

Requests for prayers for a special intention may be submitted by the student to the school main office before the 7:55 a.m. bell to be reviewed by the vice principal or the campus minister.

## PREGNANCY

A student, whether male or female, involved in an out-of-wedlock pregnancy may remain in school provided the parents give written permission. Additionally, a female student must have time-specified written permission from her physician authorizing her to remain in school.

## ROOM USAGE

The classrooms, gym, and materials inside of those areas are not to be used at times other than the normal school day without the expressed permission of the principal.

## SKATEBOARDS AND ROLLERBLADES

Skateboards, rollerblades or similar items are not to be used on campus.

## VISITORS ON CAMPUS

All parents/visitors must sign in, at the Main Office and receive a visitor pass. If a parent wishes to meet with members of the faculty, an appointment is to be made through the guidance office.

**Students may not receive visitors during the school day. All parents/guardians must sign in at the main office. Volunteers must do the same.**

## VALUABLES

The school is not responsible for loss or theft of personal items. Expensive personal belongings are not to be brought to school.

## TRANSPORTATION

When driving on school property, all drivers shall observe the 10 M.P.H. speed limit. All speed and driving laws are to be observed.

**The administration reserves the right to search any vehicle at any time on St. Joseph Academy property.**

## DROP OFF AND PICK UP

Parents are to drop off and pick up students in the front parking lot in the area adjacent to the chapel. Parking in front of the gym is to be used by visitors and parents. Students with medical/early dismissals, must sign out at the main office before departure. Parents/visitors park in the "Visitor Parking" area only.

## PARKING AND DRIVING ON CAMPUS

Parking for student cars is available at St. Joseph Academy. All students are to park in their assigned spaces. Students using the parking facilities at St. Joseph Academy are required to obtain a parking permit to be displayed on the rear-view mirror of the vehicle. The permit is transferable to any vehicle registered with the school by that family. The price is \$50.00 per permit for the entire year. A second semester pass may be purchased for \$35.00. All vehicles parked on St. Joseph Academy property must be properly insured and all drivers must be properly licensed. Parking permits are available throughout the school year in the main office.

The following student driving violations may result in a monetary fine up to \$50.00. The loss of driving privileges or other actions are addressed in the disciplinary section of this handbook:

1. Not displaying the current parking permit
2. Parking illegally or in an unassigned space
3. Careless driving
4. Excessively loud or offensive music

Upon arriving at school, a student may not remain in any car or loiter in the parking lot. Students wishing to go to their cars during the school day must have permission from and be accompanied by an administrator. To avoid conflict with after school traffic, student cars are not allowed in the front parking lot until after 3:30 p.m. on normal school days.

## BUS INFORMATION

Limited bus transportation is available from Palatka, Palm Coast, Mandarin, Ponte Vedra, Northern St. Johns County and World Golf Village. Call St. Joseph Academy Office of Admissions for information.

Students must adhere to all St. Joseph Academy policies and the student code of conduct while riding the bus and at the pick-up/drop-off locations. The following specific guidelines must be followed by all bus passengers to ensure the safety of the bus and its riders:

- ✓ Students must show respect to the driver at all times and should show respect for fellow students while riding the bus;
- ✓ Students must remain seated at all times **[Safety]**. Drivers may assign seats as necessary;
- ✓ Students are allowed to talk, however, they must keep their voices low so as not to distract the driver;
- ✓ Horseplay or other inappropriate behavior will not be tolerated on the bus **[Safety]**;
- ✓ Keep all parts of the body inside the windows at all times.
- ✓ Small snack items (i.e. breakfast bars, etc.) and bottled water are allowed on the bus. However, if food, drink, and/or debris are left on the bus or if there is a problem with this policy, the privilege may be modified or revoked at the discretion of the driver;
- ✓ Students are responsible for the cleanliness of their seat areas and must dispose of trash upon each departure from the bus;
- ✓ Students may not throw or toss items to one another and must keep all personal items with them at all times **[Safety]**. Students will be instructed on how to secure their personal belongings safely to prevent any mishaps should the bus have to make a sudden stop;
- ✓ Students may not communicate with any person or vehicle outside of the bus **[Safety]**.
- ✓ Wait until the bus has come to a complete stop before exiting or entering the bus. When the bus approaches its stop, students ready to board must remain five feet away from the bus as it approaches.
- ✓ Enter or leave the bus only at the front door after the bus has come to a complete stop, except in the case of an emergency or on instruction from the driver.
- ✓ Skateboards, surfboards or other similar items are not allowed on the bus.

Note: The St. Joseph Academy dress code applies on the bus and at the pick-up/drop-off locations.

A formal Transportation Handbook will be distributed to each student riding a bus. Each student and parent must sign off on it.

## ATTENDANCE POLICIES

Compulsory education laws mandated by the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for the child's attendance as required by law. For more information, access [www.leg.state.fl.us](http://www.leg.state.fl.us).

## SCHOOL HOURS

Normal school schedule has the first bell at 7:55 a.m. with the tardy bell ringing at 8:00 a.m. School is over after the prayer and announcements at 2:40 p.m. on regular days, at 1:45 p.m. on days with early dismissal, at 11:30 a.m. for days with two exams and 9:35 a.m. for days with one exam. Students should not arrive earlier than 7:30 a.m. and should leave campus by 3:30 p.m. Faculty supervision is not provided outside of these hours except for those students that are participating in, school sponsored extracurricular activities and sports.

## PERIOD ATTENDANCE

Period attendance will be taken. Please note that the student will receive an administrative "F" in any subject if he/she is absent 6 or more days per class per quarter. If a student reports to class 20 minutes or more after the bell rings, he/she will be considered absent from that class.

## ABSENCES

All student absences will be recorded as either an excused absence or an unexcused absence. An excused absence requires: 1) a phone call from a parent/guardian to the school between 7:30 a.m. and 9:00 a.m. on the day of the absence and 2) a note from a parent/guardian stating the date(s) of the absence(s) and the specific reason for the absence. This note must be submitted to the main office by 7:55 a.m. on the day of the student's return to classes and will be filed in the permanent attendance record. When a student returns to school after an absence, he/she must obtain an admit slip in the main office. Students who have been absent may not be readmitted to class without an admit slip.

Excused absences will be granted for the following reasons:

1. illness or medical appointment with documentation from doctor/dentist
2. death in the family
3. court appearance
4. religious observance
5. pre-arranged absences with prior approval of both the administration and parent/guardian.

## EXCESSIVE ABSENCES

Parents will receive written notification after a student's third absence from each class. Students will receive an "F" (numerical equivalent is 59 percent) for the quarter on their sixth absence from each class. Excused absences due to bereavement and those that are documented by a doctor's or dentist's notes do not count towards this policy.

The Florida Legislature has enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security numbers of minors who accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privileges.

## PRE-ARRANGED ABSENCES AND APPOINTMENTS

**Parents should make every effort to schedule vacations and appointments during school vacations and after school hours. A student who wishes to be excused for medical, dental, and legal appointments should report to the main office by 7:50 a.m. on the day of the appointment with a note from the parent/guardian containing the reason for the early dismissal, a verification phone number, the time they are to be dismissed, and the time they will be returning to school. Students who are granted early dismissal must sign out in the main office before departing the school campus. Students returning to school before the end of classes must sign in and present**

**documentation from their doctor, dentist or attorney. An excused absence for each period absent will be recorded. The school reserves the right to deny early dismissal if proper documentation is not provided.**

**Any student requesting a pre-arranged absence from school must submit a letter written by a parent or guardian to the main office explaining the reason for the proposed absence. The letter must be submitted five (5) school days in advance of the proposed absence. WE WILL NOT CONSIDER ANY REQUEST THAT DOES NOT MEET THIS REQUIREMENT. Pre-arranged absences are not encouraged and should be of limited duration. Family holidays/vacations should always be planned with the school calendar in mind.**

### **TARDINESS**

Regular and timely attendance is essential for student learning and for creating a learning atmosphere. Tardy students cause disruption in the classroom and impede the learning process. There is a direct relationship between student achievement and tardiness. In addition, on time performance and tardiness are two elements that remain part of a student's record. All tardies are unexcused with the exception of those documented as court dates, medical appointments, and bereavement.

Students must report to their A period classes by the 8:00 a.m. bell. Students reporting to school after 8:00 AM. must report first to the main office for a tardy slip. Students will receive a central detention on the third unexcused tardy when the tardy time is less than twenty (20) minutes. Students will automatically receive a central detention if the tardy is twenty (20) minutes or more. A student who receives three central detentions will be assigned a Saturday school. A \$50.00 supervisory fee will be charged for each day of Saturday school attendance. Students receiving three Saturday schools will be suspended.

### **TRUANCY/LEAVING SCHOOL GROUNDS**

Students are NOT permitted to leave school grounds during the school day for any reason without permission from a school administrator. Leaving school grounds without administrative permission is considered truancy and will result in appropriate punishment.

Truancy is defined as: student absence from school when a parent has the expectation that the student is in attendance.

Schoolwork and tests that are missed may not be made up and the student will receive a zero for all assignments/tests. Long term assignments are exempt from the automatic zero. This grade may not be changed. Students who extend official vacations before or after the allotted time and students who cut classes or assemblies may be considered truant and will have unexcused absences.

### **ILLNESS AT SCHOOL**

Any student who becomes ill at school must report to the main office. Upon reporting, the student should speak to the receptionist, explain the problem and request permission to call his/her parents/guardians if he/she desires to go home. The student must use the office telephone to call his/her parent/guardian and a staff member must speak to the person who has been called. The parent/guardian is expected to pick up his/her son/daughter within one hour. The school will call home if the student appears to be ill or if there is an indication of a continuing health problem on file. Additionally, parents and teachers will be notified if a student remains in the clinic for more than one class period.

### **MISSED SCHOOL WORK**

It is the responsibility of a student who has an excused absence to make up any missed class work, homework, or written assignments. He/she must make arrangements to make up tests with the

appropriate teachers. A student is expected, under normal conditions, to have all required make-up work completed within three days of the absence from a class.

A student who misses class due to sports or school-related activities must turn in assignments that are due prior to departure and make up the day's missed work by the next day. The student also has the opportunity to make the work/test up the day of the missed class after school.

Any student who is absent the day before or after a holiday and has not received special permission from the dean of students will not be allowed to make up the work and will receive a permanent zero for any test or work due. Work may NOT be made up for a grade if the absence was unexcused.

## **ACADEMICS AND GUIDANCE**

### **ACCREDITATION**

St. Joseph Academy has been accredited by the Southern Association of Colleges and Schools since 1924, longer than any other school in St. Johns County. Saint Joseph Academy meets the present standards of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, the Florida State Department of Education and the Diocese of St. Augustine. St. Joseph Academy also holds memberships in The National Catholic Education Association and the National Association of Secondary School Principals.

### **REQUIREMENTS FOR GRADUATION**

Twenty-eight (28) credits, as well as a 2.0 unweighted cumulative grade point average, are required for graduation from St. Joseph Academy. Students who transfer from another school must meet course requirements; however, credit requirements may be adjusted if the school in which the student previously resided has fewer credit requirements, and a full seven course schedule plus summer school would not allow the student to make up the deficit and required courses. This adjustment would be agreed to in writing by the school administration at the time of the student's acceptance. It is the policy of St. Joseph Academy that a student must successfully complete all courses attempted during his/her secondary program in order to graduate.

### **GRADUATION REQUIREMENTS**

Theology	4 credits
English	4 credits
Mathematics	4 credits
Science	4 credits
World History	1 credit
American History	1 credit
American Government	½ credit
Economics	½ credit
Foreign Language	2 credits
Fine Arts	1 credit
Life Management	½ credit
Personal Fitness	½ credit
Electives	5 credits

20 hours of community service are required each year that the student is in attendance at St. Joseph Academy.

Seniors are required to pass both semesters of all subjects taken during their senior year in order to participate in graduation ceremonies.

Seniors who graduate with honors will be designated:

Summa Cum Laude	4.0+ overall weighted GPA
Magna Cum Laude	3.5-3.99 overall weighted GPA
Cum Laude	3.0-3.49 overall weighted GPA

## DIPLOMA

To earn a general high school diploma, the State of Florida requires students to attain an unweighted cumulative GPA of 2.0 in addition to fulfilling all state and local requirements.

Students not attaining a 2.0 at the end of each semester will be placed on academic probation. Juniors not attaining a cumulative 2.0 at the end of their junior year will be reviewed before receiving an offer of continuing admission for their senior year.

## CLASS RANKINGS

All courses taken at St. Joseph Academy are used to determine class rank using the weighted grading system. Class rank is calculated at the end of each semester beginning with the first semester of grade nine. Final class rank is calculated at the end of the second semester of grade twelve. Any course taken in addition to the course load scheduled by St. Joseph Academy will be assigned credit but will not be included in the GPA calculations.

Beginning with the 2010-2011 school year, high school courses taken prior to 9<sup>th</sup> grade will be assigned credit but will not be included in the GPA calculations.

In order for a student to be considered for valedictorian and salutatorian honors, he/she must have attended St. Joseph Academy for their entire junior and senior year (4 semesters). Determination of valedictorian and salutatorian is made based on a cumulative weighted GPA including all eight semesters of high school.

## WEIGHTED GRADING SYSTEM

All honors, advanced placement and dual enrollment courses are weighted one additional point for a passing grade.

Grading Scale - State of Florida (standards effective 7/1/01)

Letter Grade	Numeric Grade	Point Scale	H, AP & DE
A	90-100	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	60-69	1.0	1.0
F	0-59	0.0	0.0

## INCOMPLETE GRADES

When the student's work is considered "incomplete," a grade of "F" (zero) will be entered for that course. The student will have ten (10) school days following the close of that quarter to satisfy all missing course requirements. At that time, the "F" will be changed to the appropriate grade or remain as the permanent grade.

When a student enters a course late, whether due to a schedule change or transfer from another school, he/she will have a pre-determined appropriate amount of time to complete all missed work deemed essential by the teacher of the course. The specific assignments and the deadline for completing them

will be put in writing for the student and may be extended to the end of the quarter in which the change occurred.

Grades from a dropped class will not be considered as part of the grade for the new course but incomplete work in the new course will remain zeros until made up.

Transfer grades from a course of the same name taken at a different school will be included as part of the grade for the new class taken at the Academy. Additional work determined by the new teacher to be essential to mastery of the course material may be required and a deadline for completing it will be put in writing for the student and may be extended to the end of the quarter in which the transfer occurred.

A copy of all required assignments and their deadlines should also be given to the vice principal and director of guidance.

### **ACADEMIC FAILURES**

Academic failures are taken very seriously at St. Joseph Academy.

A student who fails a full-year course in the first semester with a numerical grade of 50+ will be offered the opportunity to enter into a contract to average the numerical grade equivalents of the first and second semesters. The average grade then would be applied to both semesters.

Students who elect to pursue this contractual agreement will be placed on academic probation for the remainder of the school term.

Said contract is not offered to students who have failed a semester course as those courses are academically completed.

A student who fails the second semester of a year-long course will receive the failure as a final grade and may not opt for grade averaging.

### **ACADEMIC PROBATION**

In certain situations where academic performance has not met the school's standards, the Administration can place a student on academic probation. A student on academic probation will be given realistic goals and conditions to meet within a specified time frame. Failure to meet the goals and conditions of academic probation may result in dismissal for academic reasons.

### **SUMMER SCHOOL/GRADE FORGIVENESS**

St. Joseph Academy does not offer summer school courses. Any student receiving a grade of "D" or less in a course may request approval from the Guidance Office to retake that course in an accredited, approved summer school. No more than one academic credit can be taken per summer. All summer school transcripts are to be submitted to guidance no later than August 1<sup>st</sup>. Upon receipt of the official transcript, the new grade will be averaged with the previous grade earned. The recalculated grade will be entered onto the student's transcript, and the grade point average (GPA) will also be recalculated.

### **CLASSIFICATION OF STUDENTS**

- 9<sup>th</sup> Grade Student – one who has been promoted from the 8<sup>th</sup> grade.
- 10<sup>th</sup> Grade Student – one who has earned 7 credits above the 8<sup>th</sup> grade.
- 11<sup>th</sup> Grade Student – one who has earned 14 credits above the 8<sup>th</sup> grade.
- 12<sup>th</sup> Grade Student – one who has earned 21 credits above the 8<sup>th</sup> grade.

## EXAMINATIONS

All students are required to take semester exams, except those seniors who are exempt as stated in the subsequent paragraph. Semester exams are factored in as 20% of the semester grade. Students shall be in complete school uniform and are required to sit for their exams at the prescribed date and time. Any student missing an exam will receive a zero on the exam. Rescheduling exams will only be considered for extreme medical emergencies only with documentation from a doctor.

## SENIOR SECOND SEMESTER EXAM EXEMPTIONS

Seniors will be exempt from second semester exams in each subject based on the following criteria:

1. Student must have an "A" average for the second semester.
2. No more than three (3) excused or unexcused absences to that class during the second semester.
3. No more than three (3) excused or unexcused tardies to that class during the second semester.
4. No more than 6 unexcused tardies to school during the second semester.
5. No suspensions during the senior year.

Approved school related functions, including field trips, will not be considered as absences and will not count against the student. All exemptions will be approved by the principal.

Note: Dual enrollment classes are taught under the auspices of SJRCC and require all students regardless of grades to take the semester exam. Teachers of those courses will state this requirement as part of the subject area curriculum.

All AP students must take the AP exam.

## ACADEMIC HONOR ROLLS

Academic Honor Roll is calculated on unweighted GPA.

President's Honor Roll	A's only	No unsatisfactory behavior
Principal's Honor Roll	A's & B's only	No unsatisfactory behavior

Honor rolls are published after the first quarter, first semester, third quarter and second semester. Students will be recognized with certificates.

An unsatisfactory grade in conduct and/or incidents of cheating or suspensions during the quarter will make a student ineligible for Academic Honor Roll status regardless of the GPA achieved.

## BEHAVIOR HONOR ROLL

Student must have behavioral comments of "Excellent" from all teachers for the marking period to be eligible for recommendation to the Behavior Honor Roll. The administration will approve the list based on teacher input and disciplinary status. Incidents of cheating or suspensions during the quarter will result in automatic disqualification. Behavioral Honor Roll requirements are outlined in each teacher's syllabus.

## REPORT CARDS

Report Cards are issued approximately one week after the close of each quarter. First quarter report cards are to be picked up by the parent at school. Subsequent report cards are sent to the parents electronically via email.

## EDLINE

Edline is an easy way for parents and students to keep up-to-date online. Parents and students can check updated progress reports posted to Edline each Monday, receive email notice when new grades are available, see what homework is not turned in, and more. Reports are private so that only you can see them.

To begin using your Edline account, just follow these steps:

1. Make sure you have your personal Edline Activation Code provided by the Guidance Department.
2. Go to [www.edline.net](http://www.edline.net) and Click on '[Click here if you have a new activation code](#)'.

To see pictures and directions of steps 3 and 4, click the "Help" button at the top of the Edline page. Follow instructions, or for more information click the "Print an account setup guide" link.

1. Fill in your Activation Code. Click "Activate This Code" once you have entered the code. Parents with children in other schools that also use Edline should contact guidance to link all students to the same login.
2. Follow the remaining steps to create your Edline Screen Name and Password. When asked if you already have an account, click "New Account" if this is your first time using Edline. If you already have an Edline account, click "Combine Accounts" to add this child to your existing account.
3. On the last account activation page, print the "Student/Parent Quick-Start Guide" so you can make the most of Edline. After this, you no longer need your Activation Code - you will always use your Screen Name and Password to access Edline. Don't share this information with anyone!

Whenever you login to Edline, click on your child's name in the yellow shortcut's box. You will then see shortcuts to his or her classes, activities, calendar and reports. Be sure to click the "Help" button and read or print the "Student/Parent Quick-Start Guide" to take advantage of Edline features.

## COURSE SELECTION

Each spring, the Guidance Department will distribute a Course Selection Guide, a list of recommended courses from their teachers and a list of elective choices to all students and their parents electronically via email. Parents and students are asked to review this packet of information and return it to the Guidance Office with signatures where indicated. Students may meet individually with the Guidance Counselor concerning any questions. Student course requests will not be entered until all re-registration materials and fees have been returned to the Guidance Office.

## DUAL ENROLLMENT CLASSES

In partnership with St. Johns River Community College, St. Joseph Academy offers to selected students the opportunity to pursue college and high school credit simultaneously through courses designated as Dual Enrollment. Prerequisites for each course are set by SJRCC and St. Joseph Academy and monitored by St. Joseph Academy's Director of Guidance.

At Spring Registration, rising junior and senior students are advised by the Director of Guidance of Dual Enrollment Courses to be offered the following academic year. Prerequisites set by St. Joseph Academy include administrative/teacher approval and exemplary conduct.

Students fulfilling all prerequisites complete SJA course selection forms and all forms required by SJRCC.

At the end of the academic fourth quarter/second semester, the Director of Guidance will review the academic credentials of all rising seniors and juniors scheduled for Dual Enrollment Courses. The

parents of students who no longer qualify as per SJA or SJRCC prerequisites will be notified by e-mail the choices made for alternate courses.

To allow for academic qualification changes as per summer school, the Director of Guidance will review the class rosters for all Dual Enrollment Courses previous to the date of Confirmation of Registration. The parents of students who no longer qualify as per SJA or SJRCC prerequisites will be notified by e-mail of the alternate courses chosen.

Dual Enrollment instructors will review their respective rosters during pre-planning and advise the Director of Guidance of any concerns. The Director of Guidance will bring said concerns to the attention of the principal. If determined as necessary, the Director of Guidance will advise the parents of the student of the concerns by phone or e-mail and alternate courses will be scheduled.

Dual Enrollment students will be subject to consequences imposed by both SJA and SJRCC for any academic infraction.

### SCHEDULE CHANGES

Once the semester begins, schedule changes will be made ONLY if the following criteria apply:

1. The schedule contains a course already taken and successfully completed.
2. An additional course is needed to graduate.
3. No course has been scheduled for that period.
4. The course requested is unavailable and another must be substituted.
5. A level change has been recommended by the course instructor, the principal, or the guidance director.

Other schedule changes may be made at the discretion of the principal or the guidance director in consultation with the subject area teacher. Parents and students must sign all schedule change request forms. Changes will be made only during the first two weeks of the semester. Students entering a class late must follow the guidelines for missed work discussed in the section titled INCOMPLETE GRADES.

### TRANSCRIPT REQUESTS

All requests for student transcripts are to be made in writing and a minimum of 48 hours ahead to ensure they will be forwarded and received in a timely manner. Transcripts will not be forwarded until the student is listed in "Good Standing", i.e. finances up-to-date, athletic equipment returned, library responsibilities met, etc., by the finance office.

A final transcript is sent to the college choice of every graduating senior approximately two weeks after graduation, unless there is an outstanding financial obligation.

### TESTING PROGRAM

St. Joseph Academy students take the following tests each year:

<b>EXPLORE</b>	High School Placement Test (February-June) for entering 9 <sup>th</sup> grade
<b>PLAN</b>	Preliminary American College Testing Program (Oct./Nov.) Grade 10
<b>PSAT</b>	Preliminary Scholastic Aptitude Test (October) Grades 10, 11. This is also the National Merit Scholarship Qualifying Test for all juniors.
<b>SAT</b>	Scholastic Aptitude Test – Students schedule testing dates on their own and should take this test in the spring of their junior year.
<b>ACT</b>	American College Testing Program – Students schedule testing dates on their own in the spring of their junior year.

**AP**            Advanced Placement (May) – All students enrolled in AP courses are required to take these exams.

### **GUIDANCE AND COUNSELING**

The guidance counselor is available to assist students with college and career planning, as well as personal and school problems. Students are encouraged to go to the Guidance Department to request an appointment counseling. If an emergency arises, and the student needs to see the counselor, the student should obtain a written pass from the classroom teacher and go directly to the Guidance Office and request to see the counselor.

To assist students in their quests to find the right college or to explore career possibilities the following information is available in the guidance office:

1. ACT and SAT registration forms and preparation guides,
2. Federal Government Financial Aid Applications (FAFSA),
3. College Reference Guides,
4. specific college information catalogs and CD roms,
5. college visitation information and dates that college representatives will be on campus,
6. special information as announced at school,
7. computer for online applications.

Much of this information can now be found in the guidance office and online at various sites. Students are encouraged to use the internet access in the media center to access this information.

### **APPLICATIONS FOR COLLEGE**

Seniors applying to a four-year institution are expected to do so in the beginning of their senior year. The majority of colleges prefer online applications through their individual web sites. Deadlines for applications vary widely and students should plan ahead. Many colleges fill their admissions quotas by December of the applicant's senior year for the following fall. Most colleges will accept applications beginning the first day of the senior year. Students may obtain the applications by contacting the individual college admission offices or applying on the internet. All juniors are expected to have taken both the SAT and the ACT by the end of their junior year.

### **COLLEGE SCHOLARSHIP INFORMATION**

Scholarship information is available in the guidance office. Any scholarship information received by the guidance department is announced as it becomes available and is sent via email to parents. The guidance department does not attempt to be the sole source of scholarship information. Parents and students should use online resources to search for additional financial aid sources.

### **SENIOR COLLEGE VISITATION DAYS**

The selection of a college/university is an important decision and should be made after careful investigation, discussion and thought. It is important to visit a college campus before making a final decision. Local colleges should be visited on days when St. Joseph Academy is not in session and the college is. Pre-arranged college visitation days for seniors should be taken first semester of their senior year and may not exceed 3 days per year. Seniors may not take college visits on the day set aside for retreats.

For out-of-town colleges, arrangements can be made to visit the college campus as an educational field trip providing all of the following criteria are met:

1. The student must submit to the Dean of Students a letter from his/her parent/guardian at least five school days in advance of the visit.

2. The student must not have any academic, attendance or discipline problems.
3. The student assumes responsibility for all assignments and class work missed due to the visit.

All three conditions must be met for the absence to count as an educational field trip and not a day of absence. Students are encouraged to visit the colleges they are considering during the summer between their junior and senior years.

## STUDENT UNIFORM POLICY

The uniform code at St. Joseph Academy is designed to encourage neatness, good order, and discipline among students. In this regard, all students are expected to observe the school uniform code from the time they arrive in the morning until they leave campus at the conclusion of the school day. Teachers and staff monitor the uniform code throughout the day. Any student reporting to school with a major uniform infraction may not be admitted to attend class and is to be sent to the Dean of Students. Nonconformity to the uniform code is a Level I offense.

The uniforms of all students attending St. Joseph Academy are purchased through:

	<b>North Florida Uniform</b> <b>2085 South A1A #301</b>	<b>North Florida Uniform</b> <b>11481 Old St. Augustine Road, Ste.</b>
<b>301</b>	<b>St. Augustine, Florida 32080</b> <b>(904) 471-3366</b>	<b>Jacksonville, FL 32258</b> <b>(904) 288-8839</b>

Physical education students must wear uniforms purchased through North Florida Uniform. Athletic shoes must be worn with the PE uniform.

The following is the St. Joseph Academy uniform; anything that does not conform to these standards is not acceptable. If an item is not listed, it may not be worn. Exceptions to the uniform shoe will be granted for orthopedic reasons with a physician's note. The physician must designate the effective dates during which orthopedic wear is required. This note must be co-signed by the Dean of Students and carried by the student at all times.

Seniors may wear the school approved senior shirt only on Fridays. If the school week does not end on Friday the shirt may be worn on the last day of the school week.

Athletic team shirts with collars and sleeves may be worn on one game day per week. The coach will coordinate the day with the athletic director. SJA athletic team jackets may be worn at school. Hoodies and sweatshirts are not acceptable for school day wear.

<b>GIRLS UNIFORMS</b>
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**Uniform plaid skirt:** The all around length of the skirt should be four inches from the floor when kneeling and worn at the natural waist line. Skirts must be hemmed. Waistbands may not be lowered below the natural waist or rolled.

**Uniform shirt:** A white St. Joseph Academy logo imprinted polo shirt with short or long sleeves is to be worn. During the winter months, a plain white turtleneck with no logos may be worn under the long sleeve polo shirt only. Shirts must be tucked in at all times. Belt or waistband must be visible. Older versions of the shirt are not authorized.

**Uniform shorts/slacks:** Navy blue shorts/slacks with St. Joseph Academy logo. Proper hemmed length for shorts is no more than four inches above the knee.

**Belt:** Must be worn with shorts/slacks; plain solid brown, black, or navy, no studded, beaded, decoration, etc.

**T-shirt:** A solid white short-sleeved T-shirt with no logos may be worn under the polo shirt. No colored or imprinted undergarments that may be seen through the uniform shirt are allowed.

**Shoes:** Must be a single color of solid brown or black leather, cut below the ankle, fully enclosing the foot, with a maximum of 1½" heel. No moccasins, boots, athletic or fabric shoes of any type are acceptable. Shoes are to be worn as designed including shoes laces are to be tied or fasteners closed.

**Outerwear:** School sweaters are the only sweaters that may be worn and must be purchased from North Florida Uniform. Uniform sweaters include green cardigan, pullover, and/or fleece. Jackets purchased from North Florida Uniforms are the only jackets that may be worn.

**Socks, hose or tights:** Socks are to be plain white crew or knee length. Hose or tights may be worn in lieu of socks and shall be solid white, natural skin tone or navy blue with no design or texture. Crew socks shall keep the top of the ankle covered at all times; no low cut athletic socks may be worn.

**Jewelry:** Jewelry should be kept at a minimum. No extreme jewelry or excessive makeup is permitted. No more than two earrings per ear not to exceed one inch in diameter or length are permitted. No more than two necklaces, two bracelets per arm and two rings per hand are permitted.

**Hairstyles:** Hairstyles should reflect the professional appearance of the uniform. Hair must not touch eyes. Completely or partially shaven or dread-lock style haircuts, spikes, excessively gelled hair, and multi-colored or unnaturally colored hair are not permitted.

**Note: Sunglasses, visible tattoos, tongue or visible body piercings, coats, hats, caps, bandanas, sweatshirts, and vests are not permitted. School issue caps may be worn after normal class hours.**

## BOYS UNIFORMS

**Uniform shorts/slacks:** Navy blue shorts/slacks with St. Joseph Academy logo. Shorts and pants must fit properly, not to be worn baggy, oversized, or below the natural waistline. Proper length is that at the time of purchase. All shorts and slacks must be hemmed correctly.

**Uniform shirt:** A white St. Joseph Academy logo imprinted polo shirt with short or long sleeves is to be worn. During the winter months, a plain white turtleneck with no logos may be worn under the long sleeve polo shirt only. Shirts must be tucked in at all times. Belt and waistband must be visible. Older versions of the shirt are not authorized.

**Belt:** Must be worn with shorts/slacks; plain solid brown, black or navy, no studded, beaded, decoration, etc.

**T-shirts:** A solid white short-sleeved T-shirt with no logos may be worn under the polo shirt. No colored or imprinted under garment that may be seen through the uniform shirt are allowed.

**Shoes:** Must be a single color of solid brown or black leather only and cut below the ankle, fully enclosing the foot, e.g. loafers, topsiders, or oxfords. No moccasins, boots, athletic or fabric shoes of any type are acceptable. Shoes are to be worn as designed with shoes laces tied.

**Outerwear:** School sweaters are the only sweaters that may be worn and must be purchased from North Florida Uniform. Uniform sweaters include green cardigan, pullover and/or fleece. Jackets purchased from North Florida Uniforms are the only jackets that may be worn.

**Socks:** Solid white crew socks must be worn with shorts. Plain black or navy dress socks or white crew socks may be worn with long pants. Crew socks shall keep the top of the ankle covered at all times; no low cut athletic socks may be worn.

**Jewelry:** Jewelry should be kept at a minimum. No extreme jewelry is permitted. No more than two necklaces, one bracelet per arm and one ring per hand are permitted.

**Personal grooming:** Hair must not touch eyes, ears, or collar. Hair must be tapered, neat, clean, and well groomed. Excessively gelled hair and spikes are not permitted. Partially shaven or dread-lock style haircuts and multi-colored hair are not permitted. Sideburns may not extend below mid-ear. Boys must be clean-shaven. Mustaches and facial hair are not permitted.

**Note: Sunglasses, earrings, tongue or visible body piercing, visible tattoos, coats, bandanas, hats and caps are not permitted. No sweatshirts or vests may be worn. School issue caps may be worn after normal class hours.**

### THEOLOGY CLASS RETREAT DRESS CODE

The following is the dress code for St. Joseph Academy retreat male and female participants:

1. jeans - must be clean and not tattered or torn,
2. school shirts - Seniors may wear their senior shirt,
3. athletic shoes, and
4. outerwear as required for conditions

### DRESS CIVVIES AND AWARDS CEREMONY DRESS

Saint Joseph Academy will, on rare occasions allow students to dress in "dress civvies." The normal school grooming standards apply and below are an outline of appropriate attire. If an item is not listed or the student is not sure, then it is the student's responsibility to ask. Inappropriate clothing may result in disciplinary consequences.

#### **Dress civvies female students:**

1. Appropriate dress, modest in style, dress blouse or top, dress skirt or slacks including Capri length. Dress/skirt length shall be no shorter than 4" above the knee. Denim skirts are acceptable. Tops must cover the shoulders.
2. dress shoes, dress sandals
3. prohibited items:
  - o tattered, torn or soiled clothes
  - o tank tops
  - o strapless or spaghetti straps
  - o shirts with inappropriate sayings/logos
  - o see through fabrics/exposed midriiffs
  - o shorts
  - o cargo pants
  - o jeans of any color
  - o athletic shoes or flip flops

#### **Dress civvies male students:**

1. dress pants are to be worn properly and belted
2. dress shirt with a collar (shirts are to be buttoned and any shirt with a tail is to be worn tucked in)

3. dress shoes and socks
4. ties are required for all award and induction ceremonies
5. prohibited items:
  - tattered, torn or soiled clothes
  - shirts with inappropriate sayings/logos
  - shorts
  - cargo pants
  - jeans of any color
  - athletic shoes or flip flops

### Prom Dress Code

Students must dress appropriately for a Catholic high school setting. An improperly attired student will not be admitted to the dance and no refund will be granted. If you have questions about attire, take a photo at the store and show it to the Administration before you buy.

#### **Prom attire female students:**

1. bare-back above the waistline
2. two-piece covering midriff
3. spaghetti straps or halter top (NO visible cleavage)
4. strapless (NO visible cleavage)
5. prohibited items:
  - revealing/plunging neckline
  - bare-back below the waistline
  - open midriff
  - midriff cutouts (front, back or sides)
  - a dress shorter than or dress slits greater than 4 inches above the knee
  - casual shoes, flip-flops, sandals or athletic shoes

#### **Prom attire male students:**

1. tuxedo or suit, dress shirt and tie, and dress shoes
2. prohibited items:
  - casual shoes, flip-flops, sandals or athletic shoes
  - shorts or jeans
  - t-shirts

## **EXTRACURRICULAR ACTIVITIES**

Students must be in school prior to 9 a.m. to participate in any extracurricular activity that day. Any student not in school prior to 9 a.m. or leaving school prior to the close of the school day will not be allowed to participate that day in any extracurricular activities. This includes all practices, competitions, rehearsals, events, etc. The Dean of Students may waive this policy in the case of scheduled medical or dental appointments.

### STUDENT GOVERNMENT, CLUBS, ORGANIZATIONS

St. Joseph Academy offers a wide range of extracurricular activities. Participation in these activities is essential to ensure that students receive a well-rounded education. Therefore, all students are encouraged to become involved in one or more activities.

**Eligibility:** All students in good standing are eligible to participate in any extracurricular activity provided they also meet the requirements as stated in the activity's constitution.

## **GUIDELINES FOR CLASSES, CLUBS, AND ORGANIZATIONS**

The student classes, clubs and organizations listed in this section are the only ones approved to function at St. Joseph Academy. Students wishing to form a new organization or activity at St. Joseph Academy are encouraged to do so. In order for the activity to be sanctioned by St. Joseph Academy, the following information must be submitted to the school administration for approval:

1. the name of all students seeking involvement and the name of the faculty moderator,
2. a copy of the proposed Constitution,
3. a copy of its projected budget,
4. a calendar of events for the year.

Petitions for all new activities are to be submitted to the administration for consideration before the end of August of that academic year. Failure to submit these items by the designated time will prevent the class, club or organization from functioning at St. Joseph Academy for that school year.

All classes, clubs and organizations are encouraged to hold regular meetings. Students who do not attend meetings will be dropped from the club or organization. All meetings and activities must be cleared and placed on the school calendar for the year before any arrangements can be made. See the vice principal regarding calendar dates.

All officer candidates must have an exemplary disciplinary record, maintain regular attendance at school, demonstrate a high level of academic performance and be an example to other students on the campus.

All candidates for any office must be approved by the moderator for that class, club or organization and reviewed by the principal.

All meetings and activities during or after school hours may be conducted only under the direct supervision of an approved faculty moderator or coach.

## **STUDENT COUNCIL**

The student council is a group of students elected by their peers who represent a given constituency. The standards for a student council are multi-faceted. The St. Joseph Academy Student Council sets the pace for academic achievement, moral standards and spiritual guidance within the Academy. St. Joseph Academy believes this can best be achieved through a Christ-like atmosphere. St. Joseph Academy's Student Council believes in the uniqueness of each person and strives to assist the individual and the student body with a spirit of Christian witness. All students are welcome to contact their elected officers and/or the academic advisor at any time with their concerns.

## **ASL HONOR SOCIETY**

The American Sign Language honor society is open to ASL 2-4 students with an ASL average of at least 3.5 and a cumulative average of 3.2. Students must complete at least 5 hours of community service as well. At graduation, students will receive an honor chord or a Laurent Clerc Medal according to their grade point averages.

## **NATIONAL ART HONOR SOCIETY**

The National Art Honor Society is comprised of students who are nominated for membership by the instructor and the administration based on the students' exceptional artistic abilities. Members in this society are also required to have outstanding character and behavior as evidenced in their classes, school, community, outside activities, and community service.

## **CHESS**

Chess club meets daily after school until 3:30 p.m. Officer elections are held in October and include King/Queen (President), Rook (vice-President), Knight (Treasurer), and Bishop (Secretary/Chaplain). Yearly dues will be used to cover equipment costs and entry fees for tournaments. Intramural tournaments determine rankings and placement on the school team. All are welcome to attend and learn together.

## **DRAMA**

The Drama Club is open to all students. The club is an affiliate of the International Thespian Society (Troupe 5339). Registered members of the club may compete at the district and state levels. The club is also responsible for the annual school Christmas and Spring plays.

## **INTERACT CLUB**

The Interact Club is a service club that is open to all students. It is sponsored by the St. Augustine Sunrise Rotary Club. Projects include adopting families at the holidays, volunteering at the St. Francis House, working with the Council of Aging and other community service agencies.

## **KEY CLUB**

The Key Club is a service organization for high school students. It is sponsored by the Kiwanis Club of St. Augustine whose members include the leading business and professional men and women of the community. The aim of the Key Club is the development of initiative, leadership ability and good citizenship practices. The Key Club differs from other organizations in that it functions not only at the local but also on district and international levels.

## **MU ALPHA THETA**

*Mu Alpha Theta* is a national high school and junior college mathematics club sponsored by The Mathematical Association of America and The National Council of Teachers of Mathematics. In addition to the study of higher levels of math, members of this club serve as math tutors for the students of St. Joseph Academy. Students who have completed three (3) years of college prep math and maintained a 3.0 unweighted math average may be invited for membership in this mathematics honor society.

## **NATIONAL HONOR SOCIETY**

Selection process for The San Jose Chapter of The National Honor Society is:

1. A student must have attained second semester sophomore or junior status.
2. A student must have an un-weighted 3.5 GPA.
3. All written applications must be neat and readable and in the student's own handwriting.
4. According to the National By-laws the following criteria is used in the selection process:

Leadership:

1. exemplifies positive attitudes,
2. demonstrates academic initiative,
3. successfully holds school offices or positions of responsibility,
4. demonstrates reliability and dependability,

5. is thoroughly dependable in any responsibility accepted,
6. is the forerunner in the classroom and in school or community activities.

Service:

1. does above the required 20 hours of community service that is required by the school,
2. participates in some outside activity; scouting, church groups; volunteer services for the poor, aged or disadvantaged,
3. volunteers dependable and well-organized assistance,
4. works well with others,
5. does committee and works without complaint,
6. shows courtesy by assisting visitors, teachers and students.

Character:

1. upholds principles of morality and ethics,
2. cooperates by complying with school regulations concerning property, programs, etc.,
3. demonstrates the highest standards of honesty and reliability,
4. observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom,
5. manifests truthfulness in acknowledging obedience to rules, avoiding cheating and showing an unwillingness to profit by the mistakes of others.

**QUILL AND SCROLL INTERNATIONAL HONOR SOCIETY**

The St. Joseph Academy Quill and Scroll International Honor Society was chartered in 1971 and is open to members of the publication staff of St. Joseph Academy. The members are recommended based on the following criteria: must be in the 11<sup>th</sup> or 12<sup>th</sup> grade, must be in the upper third of their class, must have completed superior work in some phase of journalism, and be recommended by the publication's sponsor.

**RESPECT LIFE CLUB**

The Respect Life Club at St. Joseph Academy is a diversified club whose commitment to life issues includes many areas: education, spiritual, and direct action. The guiding principle of this club is the belief that God decides when life begins and when life ends. The Respect Life Club not only focuses on pro-life issues such as abortion and euthanasia, but also on the importance of abstinence and the sanctity of human life.

**SCIENCE CLUB**

The Science Club meets weekly in Lab 21 until 3:30 PM. Officer elections are held in September for president, vice-president, treasurer, and secretary. Costs associated with the club depend on the projects decided upon by the moderator and students. Typical costs should be less than \$50.00 to cover material expenses. Science Club provides a hands-on science experience with a focus on expanding the knowledge base and skill set of the members. All are welcome to attend.

**SCIENCE NATIONAL HONOR SOCIETY**

To be eligible a student must be in the last two years of secondary school education and enrolled in at least one honors or upper level science class during or prior to the eleventh grade year. Further, a student must be enrolled in at least one honors or upper level science class during or prior to the twelfth grade year.

A student must maintain an A or B average across all honors science courses, or an A average across all standard science classes.

Students who meet the requirements will be invited or re-invited each year by the moderators to join the SNHS. Meetings will be held monthly in the science lab. Attendance at activities is required to maintain membership status.

### **SOCIEDAD HONORARIA HISPANICA**

*Sociedad Honoraria Hispanica* is comprised of third and fourth year Spanish students. Students are eligible for induction based on the grade point average of a 4.0 earned in all previous Spanish classes. Outstanding behavior and character as well as interest and enthusiasm for Spanish are also requirements for membership. Student members may be eligible to participate in the Florida State Spanish Conference, an annual three day state wide competition held in Orlando each year in April.

### **SPANISH CLUB**

The Spanish Club is one of the largest and most active clubs on campus. Students taking Spanish classes are encouraged to join the organization. The club sponsors trips to various cultural activities in the Jacksonville area. Each year students enjoy the opportunity to see Spanish and Latin-American performances. The Spanish Club provides students with a chance to learn more about Hispanic culture while having fun and working together. The Spanish fundraiser supports aid to the poor in a South American mission.

### **STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD)**

SADD is dedicated to helping students avoid self-destructive behavior such as drinking and driving, alcohol abuse, smoking and drug abuse. Students against Destructive Decisions (SADD) meets once a month.

### **STUDENTS WORKING AGAINST TOBACCO (SWAT)**

SWAT is dedicated to supporting efforts to educate others of the dangers of tobacco use and to encourage people not to begin to smoke or use tobacco, as well as convincing others to stop the use of tobacco. The club meets once a month.

### **SUB-JUNIORS**

The Sub-Junior Auxiliary of the Junior Service League of St. Augustine, Inc. is a service organization open to girls who have a cumulative weighted GPA of 3.0 or better and apply for membership, submit the yearly fee and are approved by the sponsor. The St. Joseph Academy Chapter is active in assisting the Junior Service League with its work for Kids Bridge, its annual Progressive Dinner, its Lighthouse Festival and its other major fund raising events.

### **YEARBOOK**

The Yearbook Staff has as its total objective the presentation of a finished product of memories bound in a book titled "The Guardian." Students are involved in every phase of publication: layout, design, art, photography, copy writing and ad sales. Members of the student body are encouraged to submit artwork, photography, etc. for possible inclusion in the yearbook.

## **ATHLETICS (Interscholastic)**

St. Joseph Academy is a member of the Florida High School Activities Association and adheres to all rules and regulations as set forth by the FHSAA including random testing for illegal steroids or other substances as required by the association.

<b>ELIGIBILITY</b>
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Underclassmen are eligible for all Junior Varsity Teams or where no J.V. Team exists, they are eligible for the Varsity Team. To participate all student athletes must meet the following eligibility requirements set forth by the FHSAA and SJA:

1. Academic Eligibility: The law states that as long as a student maintains a 2.0 unweighted cumulative grade point average the student will be academically eligible for participation. Additionally, it states that if a student in the 9<sup>th</sup> or 10<sup>th</sup> grades falls below the 2.0 unweighted cumulative grade point average requirement, the student will be allowed to participate on a semester-by-semester basis if the student a) earns a 2.0 GPA on courses taken in the previous semester alone; b) signs an academic performance contract with the school, and c) attends summer school. However, once the student enters the 11<sup>th</sup> grade, he/she must meet and maintain from that point forward the 2.0 cumulative GPA to be eligible for participation.
2. A student may participate in interscholastic athletics until reaching the age of 19 years and 9 months, so far as age is concerned. Upon reaching the age of 19 years and 9 months the student shall be ineligible for further participation in interscholastic sports. Students may only compete for (8) consecutive semesters, beginning the first day they enter 9<sup>th</sup> grade.
3. A student will be eligible in the School in which he/she enrolls each school year or at which he/she becomes a candidate for an athletic team by engaging in a practice that begins prior to the start of the school year. This is regardless of any past interscholastic participation at his/her former school, or a non-change of residence. Any student transferring during the school year, without a corresponding change of residence, will render the student ineligible in the new school for the duration of the school year unless he/she applies for and is granted an undue hardship waiver of the rule by the Section Appeals Committee.
4. Prior to tryouts/practices all athletes are to submit a completed Physical Examination Form and Sports Permission Form to their coach or to the Main Office. The Athletic Director retains all forms. The form must be completely filled out, signed and notarized. This procedure must be followed every year of participation. Permission forms must be dated after May 1<sup>st</sup> and physical forms are good for 365 days from the date of the physical.
5. Student athletes must be in school prior to 9 a.m. to participate that day. Any student not in school prior to 9 AM or leaving school prior to the close of the school day will not be allowed to participate in any extracurricular activity that day. This includes all practices, competitions, rehearsals, etc. The dean of students may waive this policy in the case of scheduled medical or dental appointments.
6. Any student who fails to return all school equipment or pay for lost equipment will remain ineligible for participation until all debts are cleared or equipment is returned. Additionally, the student will not receive a letter for that sport.
7. Student athletes who withdraw from a team during the season are ineligible to participate in any other sport that season.

Sports offered at St. Joseph Academy include:

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cheerleading	Basketball, boys	Baseball
Cross Country	Basketball, girls	Flag Football
Football	Cheerleading	Softball
Golf	Soccer, boys	Tennis
Swimming	Soccer, girls	Track
Volleyball	Wrestling	

## **CHANGING SPORTS IN SEASON**

An athlete who is accepted as a team member of a sport and then quits or is dismissed during preseason or regular season will not be allowed to participate in another sport in which the season runs concurrently nor may he/she start practice for next season's sport until released by the previous season's coach. The purpose of this rule is to instill the importance of commitment and responsibility and to prevent athletes from depriving others the chance to compete. Any undue hardship case will be considered by the Director of Athletics or Principal.

## **ST. JOSEPH ACADEMY SPECTATOR BEHAVIOR POLICY**

We are very proud of our athletes and coaches, prouder still of our dedication to the ideals of sportsmanship. Your presence as a participant, coach or fan is a privilege and signifies your commitment:

1. To accept and abide by the decisions of the contest officials;
2. To respect opposing coaches, participants and fans;
3. To respond with positive cheers and praise.

Disrespectful or derogatory yells, chants, songs or gestures and/or any actions deemed to be antagonistic or demeaning to any participant, coach or official will result in the perpetrator being escorted from our campus.

## **CONDUCT IN ATHLETICS**

Athletes at Saint Joseph Academy are highly visible in the school community and in society. This means the school and community have higher standards and greater expectations for the conduct, performance, and commitment of Saint Joseph Academy athletes than for other students. As a Catholic school, we expect the following:

1. The athlete is expected to be committed to team goals. This implies that personal performance is not focused on the individual but is directed toward achieving team goals and team unity.
2. The athlete is expected to be loyal to the coach. The quality of athletic experience and success depends on loyalty and a good working relationship between team members and coaches. If a problem between coach and athlete arises, both have the responsibility to work out a solution through good communication.
3. The athlete is expected to maintain top physical condition by eating properly, getting sufficient rest, and observing other good health and fitness habits. It is essential for Christian school athletes to abstain from the use of tobacco products, alcohol, and illegal drugs. Team success depends on maximum performance by each athlete.
4. The athlete is expected to exhibit Christian values and conduct at all times. This is especially important during athletic contests. Respect for opponents and officials must always be evident. Such attitudes reflect on individual athletes and Saint Joseph Academy.
5. The athlete is expected to attend every practice and to give full effort both in practice and in competition. The athlete, the athlete's family and the coach must resolve any exception to attendance at practice and contests prior to the absence.
6. The athlete is expected to accept responsibility for the care and maintenance of all school-issued equipment.
7. The athlete is expected to follow all Florida High School Athletic Association regulations pertaining to athletes and sportsmanship.
8. Under no condition will any form of hazing be permitted. Harassment, individual isolation, ridicule, etc. are unacceptable behaviors.

## **STUDENT CODE OF CONDUCT**

Effective education requires that the administration, faculty and staff, parents and students work together in a spirit of mutual cooperation so that the important task of learning may be accomplished. The expectations in this handbook seek to provide reasonable guidelines for student conduct.

The general expectation of students is that at all times each student will conduct himself/herself in an appropriate fashion and will be truthful, honest and respectful of others, including fellow students, staff and faculty members. It is expected that Christian values will be the guiding principle for each student's behavior.

### **EXPECTATIONS FOR STUDENTS**

All St. Joseph Academy students are expected to:

1. represent St. Joseph Academy with pride and dignity on and off campus at all times,
2. create an atmosphere of acceptance so that all persons are encouraged to participate in all facets of the school community,
3. show pride in the school by keeping the campus clean,
4. be actively involved in their education and responsible for learning by demonstrating punctuality, preparedness and good attendance,
5. dress for the learning process and follow school uniform policies at all times.

### **HONOR CODE**

St. Joseph Academy, faculty, students, and parents have responsibilities and obligations to the school, by action and deed, to assist in the advancement of the mission of St. Joseph Academy.

This honor code asks each student to:

1. exhibit a Christian attitude,
2. uphold his/her integrity,
3. do all his/her own work,
4. respect the personal possessions of others,
5. respect others, school property and himself/herself,
6. resist peer pressure involving delinquent acts,
7. support a positive learning environment, and not disrupt the learning process of others,
8. report any violations of the Student Code of Conduct.

## **STUDENT DISCIPLINE**

St. Joseph Academy's Code of Conduct is based on the belief that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline and may be described as the absence of distractions, frictions or disturbances that interfere with the effective functioning of the student, the class and the school.

The philosophical basis for the code of conduct is that the student assumes the responsibility for his/her actions. However, in order for effective instruction to occur, there must be a cooperative relationship between student, parent and school.

Infractions of the Code of Conduct are divided into four levels of offenses: minor, intermediate, major and flagrant offenses. Each level includes disciplinary procedures that are implemented by the Dean of Students. The Student Code of Conduct is enforceable at school-related functions whether the event is on campus or off campus.

The dean of students administers a progressive discipline plan. Central detention and Saturday School are consequences of infractions of the Student Code of Conduct and in accordance with the progressive discipline plan.

**St. Joseph Academy reserves the right to discipline any student(s) violating this Code of Conduct, as well as committing any action that brings discredit to St. Joseph Academy. This includes on and off campus events, official and unofficial, as well as any after hour weekend or vacation gatherings, social events, individual actions, etc.**

**The administration of St. Joseph Academy reserves the right to determine what is appropriate or inappropriate behavior.**

The following list of regulations is not intended to be all-inclusive, but rather a guideline for student conduct:

1. Students are not permitted on the grounds of St. Joseph Academy or in its buildings unless attending an officially sanctioned event or activity. This includes all athletic fields.
2. No student may be in the parking lot or in the hallways or gym without permission during the school day. Students must remain in the cafeteria, the library or other authorized areas during lunchtime.
3. Students are expected to make a conscious effort to maintain a clean, safe campus. The consumption of food and drink is prohibited in classrooms and all areas of campus, with the exception of the cafeteria and the adjacent patio. This includes all food/lunch products brought from home as well as those purchased at St. Joseph Academy. Litter shall be disposed of properly at all times.
4. Students may not use dice, playing cards, radios, beepers, I-Pod/MP3/CD players, cell phones or electronic devices on campus during the school day. Teachers and administrators have the right to confiscate these items or any item deemed inappropriate to the learning environment. Use of such may result in disciplinary action.
5. St. Joseph Academy will not be responsible for the loss or possible damage to any confiscated item.
6. A false alarm of any type is a criminal offense and will be treated as such. Any such action may warrant immediate expulsion and criminal prosecution.
7. Any student accompanied by a visitor is responsible for the visitor's actions and conduct.
8. Any student in the company of a student violating the Code of Conduct also may be judged in violation of the Code and will be subject to the appropriate penalty.
9. Teachers and staff may confiscate any materials considered to be a nuisance, inappropriate or dangerous.
10. Teachers and staff may correct any student for inappropriate conduct.
11. The use of water bottles is permitted during the students' scheduled lunch period only. Use of water bottles outside of the cafeteria and patio area will result in confiscation.

### **THREATS**

All written and verbal threats will be taken literally and will result in serious disciplinary consequences, suspension from school being the minimum penalty.

### **DISTURBING OTHER SCHOOLS**

St. Joseph Academy students are not to visit other schools when they are in session without prior authorization from their principals. Violation of this rule is considered a serious offense and may result in suspension or expulsion.

## **GUM/FOOD**

Due to maintenance problems and expense, gum is not allowed at St. Joseph Academy. Students chewing gum will receive a \$10.00 fine billed to the account of the student. Food and drink are not allowed outside of the lunch area. Students consuming food or drink in the classroom area also will receive a \$10.00 fine.

## **HARASSMENT**

Allegations of harassment should be reported to the Dean of Students within two school days. The allegation will be investigated and a substantiated charge of harassment against a student will subject that student to disciplinary action which may include, but not be limited to, suspension or expulsion.

Any student who knowingly and intentionally files a false complaint of harassment against an employee, volunteer or student will be subject to immediate and severe disciplinary action.

For further information access [www.leg.state.fl.us](http://www.leg.state.fl.us).

## **FIRE ALARMS**

It is a federal offense to tamper with the fire alarm system.

## **SHAVING**

Male students who are required to shave at school will be charged \$5.00 for a razor as well as receive a uniform violation.

## **DISCIPLINARY REFERRALS**

Disciplinary referrals serve as notices to students and parents/guardians of unacceptable and/or repeated inappropriate behavior on the part of the student. A copy is sent to the parents/guardians, the guidance counselor, the originating teacher, and a copy is filed in the Office of the Dean of Students.

## **CHEATING**

### **STATEMENT OF POLICY**

Honesty and integrity are two of the cornerstones upon which St. Joseph Academy was founded. To break these cornerstones is to go against the very fabric upon which we build. Dishonesty demeans who we are and for what we stand. Therefore, it is imperative that all students work to cultivate and uphold honesty and integrity within themselves as well as foster them among their classmates.

St. Joseph Academy uses Turnitin.com as a resource which allows teachers to check students' work electronically for improper citation or potential plagiarism by comparing it against Turnitin's databases.

Cheating may be defined/classified in four different areas:

1. to submit someone else's work as your own or to allow your work to be submitted by others as their own, i.e., copying homework, test answers and/or questions, class work (including lab reports), term papers, reports, presentations, projects, etc,
2. to exchange prior knowledge of any of the above,
3. to plagiarize – the act of using another person's ideas, words, or expressions in students' work without acknowledging their source,

4. to refrain from following the norms for testing procedure: desk cleared, purses/backpacks closed, materials flat on desk, etc.

## CHEATING INCIDENTS

### **First incident consequences are the following:**

1. zero for that assignment without the opportunity to make it up or request extra credit to compensate for the poor grade,
2. parent notification,
3. referral to the dean of students subject to further consequences,
4. notification to SJRCC in the case of dual enrollment classes.

### **Second incident consequences are the following:**

1. zero for that assignment without the opportunity to make it up or request extra credit to compensate for the poor grade,
2. parent conference with guidance,
- 3. referral to the dean of students subject to further consequences,
4. notification to SJRCC in the case of dual enrollment classes.

### **Third incident consequences are the following:**

1. failure of the course for the quarter (percentage grade will be the lower of the actual earned grade or 59%),
2. referral to the Dean of Students subject to further consequences,
3. notification to SJRCC in the case of dual enrollment classes.

Incidents of cheating are counted according to total number of incidents in the school year, not necessarily those in the same subject area.

### **Cheating on a semester exam consequences are the following:**

1. zero for that exam (20% of semester average),
2. parent notification,
3. referral to the dean of students subject to further consequences,
4. notification to SJRCC in the case of dual enrollment classes.

## **SUBSTANCE ABUSE POLICY**

### **Voluntary Referral**

The school encourages any student with a substance abuse problem to seek assistance from a counselor in either the guidance services or campus ministry offices, or from any school administrator. The school will work cooperatively with the student and the parents to identify appropriate treatment and counseling options. Students seeking such assistance are not subject to disciplinary action; however, voluntarily seeking assistance does not exempt a student from the stated policies and penalties for drug possession, use, or distribution at school or school-related functions.

### **Statement of Policy**

Intoxicants or other controlled substances in any form, including but not limited to alcohol, tobacco, illegal drugs, or unauthorized prescription or non-prescription medications may not be brought onto, consumed or utilized by a student on campus or at any school sponsored activity.

The school takes a proactive role in preventing substance abuse by increasing student and parent awareness of the dangers of alcohol and tobacco addiction and drug abuse. The faculty and administration continually will seek to identify students whose actions indicate that they may be using drugs or alcohol. Periodically, drug dogs from the Sheriff's Office are brought to campus. The school periodically will check student lockers, cars, and backpacks for related items.

By acceptance of enrollment, students and their parents and guardians consent to and authorize all reasonable action on the part of school authorities to enforce this policy including, but not limited to, questioning, searches, breathalyzer checks, drug tests and other investigative tools.

The school reserves the right to test students for drugs on campus and/or at a site designated by the administration. Parents are responsible for fees and **must** sign a release to send the results to the school. The student may be suspended from school until results are received, and may be required to forfeit any elected or appointed position of leadership.

**Illegal Drugs:**

Students who are found to possess, sell, purchase, use, transfer or be under the influence of illegal drugs or unauthorized prescription medications will be expelled from Saint Joseph Academy without the option of withdrawal.

**Alcohol, Over the Counter Drugs and Inhalants:**

Students who are found to possess, sell, purchase, use/misuse, transfer or be under the influence of alcohol or unauthorized use of over the counter drugs/inhalants are subject to immediate disciplinary action.

**Tobacco:**

Due to the health hazard involved and the fact that possession of tobacco is illegal for students under 18 years of age, smoking, snuff dipping, and tobacco chewing will not be permitted on the school grounds or at any school sponsored activities. Possession of tobacco products or smoking paraphernalia will be treated as involvement in the actual activity and subject to immediate disciplinary action.

**CLASSIFICATION OF VIOLATION**

<b>LEVEL I - MINOR</b>
------------------------

**OFFENSES:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Nonconformity to Uniform Code</li> <li>Tardiness</li> <li>Inappropriate public display of affection</li> <li>Slander</li> <li>Inappropriate behavior in cafeteria</li> <li>Disruption in classroom</li> <li>Failure to return sports uniform</li> <li>Inappropriate behavior in Central Detention</li> <li>Violation of Spectator Behavior Policy</li> <li>Failure to keep locker locked</li> </ul> | <ul style="list-style-type: none"> <li>Use of obscene language</li> <li>Violation of Honor Code</li> <li>Gambling</li> <li>Parking lot violation</li> <li>Violation of classroom rules</li> <li>Possession of contraband item</li> <li>Inappropriate behavior on bus</li> <li>Violation of Athletic Conduct Policy</li> <li>Falsifying documents</li> <li>Use of excessively loud or offensive music</li> </ul> |
|--|---|

**DISCIPLINARY ACTIONS:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Verbal reprimand</li> <li>Academic assignments</li> <li>Campus work</li> <li>Saturday School*</li> <li>Revocation of bus privileges</li> </ul> | <ul style="list-style-type: none"> <li>Written report to parents</li> <li>Central Detention(s)</li> <li>Mandatory parent conference</li> <li>Financial responsibility</li> <li>Revocation of campus driving privileges</li> </ul> |
|---|---|

\*A \$35.00 supervision fee will be billed to the account of those students who are assigned Saturday School

## LEVEL II - INTERMEDIATE

### **OFFENSES:**

Continuation of Level I offenses	Possession, use, transfer of tobacco products
Physical or verbal altercation	Leaving school grounds without permission
Fighting	Providing false information to school employee
Defiance of employees' authority	Use of racist, discriminatory or inappropriate sexual language
Vandalism	Use of excessively loud or offensive music
Petty theft	Misuse of student identification card
Reckless driving	Computer violation
Violation of Honor Code	Violation of Athletic Conduct Policy
Violation of Internet policy	Violation of Spectator Behavior Policy

### **DISCIPLINARY ACTIONS:**

Disciplinary probation	Financial responsibility
Zero for the assignment	Work Detail
Suspension from school (1-5 days)	Central Detention(s)
Mandatory parent conference	Saturday School*
Parent notification	Revocation of campus driving privileges
Referral to Law Enforcement Authorities	

\*A \$35.00 supervision fee will be billed to the account of those students who are assigned Saturday School

## LEVEL III - MAJOR

### **OFFENSES:**

Continuation of Level II Offenses	Directing obscene language to school employee
Possession of paraphernalia	Bringing discredit to St. Joseph Academy
Fighting, Criminal assault or Battery	Sexual misconduct
Exchange or sale of prescription medication	Harassment
Grand theft	Reckless endangerment
Criminal mischief	Violation of Internet policy
Possession, use or transfer of:	Tampering with and/or damage or software or hardware (computer violation)
Illegal weapon, knife or similar	Verbal or written threat or harassment
Instrument, fireworks, munitions, explosive or incendiary devices or any facsimile	Skipping school (truancy)
Possession, use, transfer, or under the influence of: alcohol or over the counter drugs/inhalants	Possession or transfer of obscene material
Unjustified activation of a fire alarm	Violation of Spectator Behavior Policy
Inciting or participating in a major student disorder	Conviction or a crime

### **DISCIPLINARY ACTIONS:**

Disciplinary probation	Mandatory parent conference
Financial responsibility	Work Detail
Parental notification	Suspension from school (up to 10 days)
Recommendation for expulsion	Referral to law enforcement
Completion of substance counseling	

## LEVEL IV - FLAGRANT

### **OFFENSES:**

Bomb threat  
Criminal Assault (Battery)  
Possession of fire arms on campus

Possession, sale, purchase, use,  
transfer, or under the influence of illegal  
drugs or unauthorized prescription medications

**DISCIPLINARY ACTIONS:**

Expulsion with no option for withdrawal

**ADDITIONAL COMMENTS**

One or more of the disciplinary actions listed may be consequence for any listed offense.

Students may be placed on disciplinary probation at the administration's discretion. The administration will determine the conditions of the probation.

Continued infractions of Level I offenses or an infraction of Level II or Level III of the disciplinary code during the course of probation may result in the Administrative Review Team (ART) determining whether or not the student will be recommended for expulsion from St. Joseph Academy.

Subsequent Disciplinary Action Criteria:	
3 Central Detentions	= Saturday School
3 Saturday Schools	= 1 Day Suspension
Each additional Saturday School beyond the first 3	= 1 Day Suspension

**CONSEQUENCES**

**TEACHER DETENTIONS**

Teachers may detain students after school for classroom misconduct or failure to fulfill academic obligations. The student must report to the teacher at the time and place designated. A student's failure to attend a teacher's detention will result in a referral to the Dean of Students.

**CENTRAL DETENTION**

Central detention is held at the discretion of the administration. Students are assigned to central detention for disciplinary referrals, attendance problems, or infractions of the rules.

The Dean of Students supervises central detention. It will consist of 40-minute sessions after school. Detentions will be held three days each week from 2:45 p.m. until 3:25 p.m. Students assigned to central detention must serve on the day scheduled. Students assigned to central detention and who fail to attend are assigned double the hours missed, servable at the next scheduled detention. A second consecutive failure to attend central detention will result in Saturday school.

**SATURDAY SCHOOL**

The Student Code of Conduct provides for consequences for inappropriate behavior. One of the consequences is a three hour Saturday school. A \$50.00 supervision fee will be billed to the account of

those students who are assigned Saturday school. Students are expected to dress for manual labor. Disciplinary infractions warranting a third Saturday school within the semester will result in out of school suspension. Any subsequent Saturday school will result in additional out of school suspensions. If a student is late or does not report to an assigned Saturday school, the student may be suspended for up to three days.

#### **WORK DETAIL**

Disciplinary consequences may result in students being assigned to extended work details outside of normal class hours. The work detail number of hours and days will be based on the offense.

#### **OUT-OF-SCHOOL SUSPENSION**

Violations of the Code of Student Conduct may result in an out-of-school suspension from one to ten days. Students who receive out of school suspension are not allowed on campus and may not participate in extracurricular activities during the period of suspension. Schoolwork and tests that are missed during the suspension may not be made up and the student will receive a zero for all assignments/tests. Long term assignments are exempt from the automatic zero.

When the violation results in three or more days of suspension or expulsion, the student and his/her parent(s) will be informed of the violation and be referred to the Administrative Review Team (ART). The student will thereafter be suspended from school until a decision is reached on the violation and the punishment.

#### **SENIOR SUSPENSION**

Students who are suspended during their senior year will not be allowed to participate in extracurricular activities including prom, senior end of the year field trip and graduation exercises. Students who receive out-of-school suspension during their senior year will not be allowed exemption from final exams. Seniors who receive out of school suspension are not allowed on campus for the duration of the suspension and may not participate in extracurricular activities including sports for the remainder of the year. Schoolwork and tests that are missed during the suspension may not be made up and the student will receive a zero for all assignments.

#### **DISCIPLINARY PROBATION**

Students may be placed on disciplinary probation for repeated or severe violations of the Code of Conduct. Conditions and length of the probation will be set at the time of issuance.

Continued infractions of Level I offenses, or an infraction of Level II or Level III of the disciplinary code during the probation may result in the principal assembling the Administrative Review Team (ART) to determine the enrollment status (possible expulsion) of the student.

#### **EXPULSION**

St. Joseph Academy retains the right of extraordinary expulsion. Expulsion is the final disciplinary step the Academy may take. This action will take place only after all other avenues have been exhausted and/or the violation is deemed severe enough to warrant immediate expulsion. The final decision is made by the principal upon recommendation of the Administrative Review Team (ART).

Students who have been expelled from St. Joseph Academy or any other school are not eligible for re-admission/admission to the school.

Expelled students or those that withdraw from school to avoid an Administrative Review Team (ART) hearing are prohibited from being on campus at any time and will be issued a trespassing warrant.

### **ADMINISTRATIVE REVIEW TEAM (ART)**

1. The Administrative Review Team (ART) will be appointed by the principal for the purpose of reviewing any senior suspension and underclass suspensions of three or more days, expulsions and violations of disciplinary probation. .
2. The Administrative Review Team (ART) will be convened to consider the violation and the punishment. The review board will consist of the vice principal (or administrator assigned by the principal), a teacher chosen by the student, and a teacher appointed by the administration. The student and at least one of his/her parents will be present during the board's hearing.
3. The Dean of Students will report the conclusion and recommendations of the ART to the principal. The principal will render the final decision of the school to the student's parents.

### **WITHDRAWAL OPTION**

Parents have the option to withdraw a student who is facing an Administrative Review Team (ART) hearing. In such a case, school records will indicate "Withdrawal from Saint Joseph Academy." Once a hearing commences, the option of withdrawal no longer exists. The results and recommendations of the Administrative Review Team (ART) will be recorded on the student's withdrawal form. If the result is expulsion, it will be noted as such on the student's withdrawal form. This option is not applicable to Level Four Violations.

## **St. Joseph Academy Style Sheet**

### **Purpose:**

The purpose of this style sheet is to present the St. Joseph Academy student with a uniform procedure for any formal writing he or she may do at SJA.

### **General Manuscript Form:**

- Use good quality 8 ½" x 11" white paper, printed only on one side.
- MLA format specifies that you must use 12 font Times New Roman and double-space the entire paper. This includes long quotations and the Works Cited page.
- Maintain a one-inch margin on all four sides of all pages.
- Maintain a running head made up of your last name and the page number, one-half inch from the top right side of each page, with the page numbers flush with the right margin.
- Indent TAB 1 for each paragraph.
- Use Times New Roman, 12-point font only.
- Left align the text/body of the paper as well as the Works Cited page.
- If you have tables or figures, put them as close as possible to the text they support or illustrate.
- If you quote poetry, quote up to three poetic lines by using quotation marks around the quoted work and separating the line of poetry with the slash (/) mark. If you quote more than three lines, treat the poetry as a long quotation (blocked form) and maintain the poetic form.

### **Parts of the Research Paper:**

- I. Title Page
- II. Outline (If applicable to specific purpose of your paper).
- III. Text/Body
- IV. Works Cited

#### **I. Title Page:**

- All information on the title page is centered as follows:
  - One third of the way down the page from the top—Title. The title should not be in boldface print, punctuated by quotation marks or underlined, and should NOT be in all capital letters.
  - Two thirds of the way down the page from the top--Student's Name.
  - Skip two lines and type Name of Course in upper and lower case.
  - Skip two lines and type Teacher's Name in upper and lower case.
  - Skip two lines and type the date in the following manner: The day followed by the month (spelled out) followed by the year (Example: 25 March 2006).

#### **II. Outline:**

- A. A topic outline gives the reader a brief overview of the paper, progressing from major concepts to minor points.

- B. The rule of subdivision is that you must have at least two subpoints when you subdivide. You must have a 2 if you have a 1; you must have a B if you have an A. All entries should be single-spaced and indented.

### III. Text/Body:

A. Text is the actual number of typed pages and does not include outline pages or the Works Cited page.

B. Title

1. Center the title on the first line of the first page at the one inch margin.
2. Capitalize the first letter of each word except articles, short prepositions, and conjunctions.
3. Do NOT underline or place the title in quotation marks or boldfaced type.
4. Space down four lines to begin the first line of your text.

C. Internal/Parenthetical Citations.

1. Any time you are using a source, whether you are quoting directly from the text or paraphrasing information, (putting the source's ideas in your own words), you must place a citation after that particular piece of information or you are subject to the consequences of plagiarism.
2. Short quotations (consisting of fewer than four lines) must be enclosed in quotation marks. If quote ends in a period, no period is placed before the citation which is located inside parenthesis. A period is also placed outside the parenthesis. If the quote ends in question mark or exclamation point, ending punctuation is placed inside quotation marks and then followed by citation in parenthesis. Again, a period is always placed outside parenthesis.

Sample: Placement of a Short Quotation

“One morning in July, a hurricane came out of the east, tipping over the oaks in the yard and splitting the limbs of elm trees” (Hurst 600).

3. Long quotations (consisting of five or more lines or more than three lines of poetry), are set off from the quotation by indenting the quoted material an additional inch from the left side of the margin. Use normal right margin and **do** not single space. Quotation marks are unnecessary because blocking itself is the visual clue to the reader that the material is a direct quote. A period is placed at the end of a long quote. Citation is placed in parenthesis following the long quote. No period is required outside the parenthesis. Long quotations should be introduced by an informative sentence, usually followed by a colon.

Sample: Placement of a Long Quotation

From 1820 to the present, over five million Irishmen, women, and children

immigrated to America. The great "Potato Famine" took place in Ireland during the years 1845 to 1850. In those days almost the whole population of Ireland subsisted on the potato, but in 1845 and 1846 the potato crop failed, and there was a great famine, the most calamitous the country had ever experienced. (Blake 54)

#### D. Parenthetical or Internal Citations

1. The author's last name and page where the information was found is given is placed inside parenthesis after the quoted or paraphrased material or the facts or ideas taken from the source. A period is placed outside parenthesis unless it is a blocked quote.
2. If the author's last name is mentioned in the text of the paper, the name need not be repeated within the parentheses of the citation. Only the page number is given.
3. If the author wrote more than one work listed in the Works Cited, an abbreviated punctuated title should be given as well as the author's last name and the page number in the parentheses after the quoted or paraphrased material.
4. Punctuation of the Citation
  - a. A comma is NOT needed between the author's last name and the page number if that is all that is required in the citation.
  - b. A comma IS used between the author's last name and the title if the title is required.
  - c. No punctuation is needed between the title and the page number.
  - d. Hyphens between page numbers indicate consecutive pages.
  - e. Commas between page numbers indicate separate pages.
  - f. All titles of books, plays, newspapers and magazines are underlined or *italicized*.
  - g. All other titles are enclosed in "quotation marks."

Sample: Parenthetical Citation

(Twain, H. Finn 30) – One author, with more than one work in the Works Cited.

(Twain 30) – One author, title mentioned in paper.

(H. Finn 30) – One author, author's name mentioned in paper.

(30) – author and title mentioned in paper.

(Twain, H. Finn 30-32) – One author, with more than one work in the Works Cited, citing consecutive pages in source.  
(Twain, H. Finn 30, 40) – One author, with more than one work in the Works Cited, citing separate pages in source.  
(Johnson and Smith, Poetry 15) – Two authors with only one source in Works Cited.  
(Johnson and Smith 15) – Two authors with only one source in Works Cited.  
(Alton, Davis, and Rice 35) – when 3 authors co-author a source.  
(Blaine et al. 16) – When 4 or more authors co-author a source use the latin phrase for “and others.”  
(Woofe 2: 115, 187) – The number after the author signifies that the source is a multi-volume work.  
(Fitzgerald) – Author’s last name when the entire work, rather than a specific page, is cited.  
(qtd. in Smith 2) – When your source quotes someone else, indicates that the material is being quoted in the source you are using.

5. NEVER CITE A WEB ADDRESS INTERNALLY IN THE BODY OF THE PAPER! Use the author’s name or title of the article if the author’s name is not available.

IV. **Works Cited Page:** This page differs from a Working Bibliography in that every source listed in this page has been cited at least once in the text/body of your paper.

- A. Works Cited (without the quotation marks) should be centered on the first line of the Works Cited page one inch from the top of the paper. No punctuation of this title is required; however, this page does require a running header.
- B. The first entry is placed at the left margin four lines below Works Cited.
- C. All lines are indented AFTER the first line of each entry.
- D. Double space throughout.
- E. All entries are alphabetized according to the last name of the author. Anonymous works are alphabetized by the first important word in the title, not including: A, An, or The.
- F. If two works from one author are cited, use the author’s name for the first entry. Then use three hyphens in place of the author’s name for the other works. Then alphabetize the works by the first important word in the title.
- G. A period is placed at the end of each entry. Note that internet sources should include two dates: the first is the date of publication or last update and the second date is the date you accessed the information.
- H. If the author’s name is not given, begin the entry with the title of the work. (See sample. Note that the bracketed material in the sample does NOT appear on the Works Cited page.)

Sample:

Works Cited

Anderson, Sheila. "Chicago Public Schools." Chicago Tribune, 18 May 1988, 1. [newspaper article]

"Defining Wetlands." 20 Feb. 1997. 10 Oct. 2008  
<http://www.ceres.ca.gov/wetlands/introductin/definngwetland.html>  
 [unsigned on-line article, no complete work]

Eysenck, H.J. "Theories of Parapsychological Phenomena." Encyclopedia Britannica: Macropedia 1979 ed. [encyclopedia]

Hansel, Charles. ESP: A Scientific Evaluation. New York: Scribner's, 1966. [book]

---. ESP Stories. New York: Scribner's, 1966. [book written by same author as the previous entry]

Henahan, Sean. "Wetlands under Siege in Cities across Nation." 7 July 1997. <http://www.gene.com/ae/WN/SU/wet596.html> [signed on-line article, no complete work]

Kaplan, Lisa Faye. "Workplace: On Job Interview, Make Your First Few Seconds Count." The Detroit News. 28 Feb. 1997. <http://detnews.com/1997/accnt/9702/28/02280028.htm> [signed on-line article with complete work]

"A Stepchild of Science Starts to Win Friends." U.S. News and World Report, 31 July 1978: 41-42. [magazine article on two consecutive pages; the article has no author]

Wright, Mary. Personal Interview. 11 May 2004. [interview]

### **BE AWARE OF THE DIFFERENT TYPES OF PLAGIARISM:**

Simply put, plagiarism is the use of another's original words or ideas as though they were your own. Any time you borrow from an original source and do not give that source/author proper credit, you have committed plagiarism and are subject to a penalty.

## **Examples of Plagiarism**

\*Copying word for word without identifying words using quotation marks or acknowledging the author or the source.

To any reader who accepts the terms of Mailer's vision, this book generates intoxicating hope, for Rojack is a pioneer of the spirit: his explorations give us a felt sense of expanding possibilities for the self. Mailer has defined character in this novel as an endless series of second chances.

\*Use of some key words or phrases without quotation marks or acknowledging the author or the source.

An American Dream may be seen as an optimistic book, for Rojack is a pioneer of the spirit. He is an example of character defined as an endless series of second chances.

NOTE: Whether many or only a few key words and phrases are copied, they should be in quotation marks, with a source and author cited.

\*Paraphrasing is taking ideas from a source and rewriting that information in your own words or using a mixture of a source's words and your own. Any material that includes names, dates, times, facts, or opinions published in a source is information that is not common knowledge. Giving no author or source credit is considered plagiarism even when paraphrasing.

Rojack falls in the line of other classic American heroes created by James Fenimore Cooper and Herman Melville in his ardent individualism and his desire to escape the debilitating confines of society and accumulated weight of history.

\*Using an author's idea or opinion without crediting the author or the source even if it is a secondary source or a literary analysis.

Rojack can be viewed as another Ahab or Deerslayer in his willingness to push the limits of his spiritual potential in the face of an inherently hostile universe. He struggles to redefine himself, in spite of the risk of self-destruction.

## **PLAGIARISM PENALTIES**

In cases of plagiarism, the intent and extent of plagiarism will be considered. Instances of plagiarism may range from an inadvertent omission of the citation for one source only to the blatant "lifting" of an entire research paper from an Internet site.

1. When all sources are properly cited except for an occasional inadvertent omission of a citation, the paper will be penalized

5 points off the numerical grade for the paper for each omitted citation.

2. When failure to cite is more widespread (i.e., more than 1 citation omission per page, or a total of 3 citation omissions for a 3 page research paper), the research paper will be penalized with a failing grade of 59.
3. When fictitious citations are used to disguise the plagiarizing of a source, the penalty will be a zero on the research paper and a disciplinary referral.
4. When a paper that is not the student's own work is used as if it were the student's own work, the penalty will be a zero on the paper and a disciplinary referral.
5. When resubmitting a previously graded paper from another class as an original paper, the penalty will be a zero on the paper and a disciplinary referral.

Important:

- Save your work frequently and back it up on a disk to avoid loss.
- Use spell check without fail.

Updated: 1 June 2009

Sources: Sharon Sorenson, A Quick Reference to The Research Paper  
Mount St. Michael Academy Style Sheet  
Sebranek, Meyer, and Kemper, Write for College  
Diana Hacker, The Bedford Handbook. 7<sup>th</sup> Edition.

**ST. JOSEPH ACADEMY ACADEMIC CALENDAR  
2010-2011**

**August**

- 10 6 PM – Matriculation Ceremony – Freshmen/Transfer Students
- 11 Freshmen Begin Classes in AM – Retreat in PM
- 12 All Students Begin Classes

**September**

- 1 Early Dismissal – Faculty Meeting
- 6 Labor Day – No Classes

**October**

- 1 Homecoming
- 8 End Quarter I Grading Period
- 13 PSAT Testing – Juniors and Sophomores – Dismissal @ 11:30  
*No Classes for Seniors and Freshmen*
- 14 Report Card Distribution
- 15 Teacher Planning Day – No Classes

**November**

- 1 Diocesan In-Service Day – No Classes
- 3 Early Dismissal – Faculty Meeting
- 23 Bishop's Liturgy for Thanksgiving – Mass @ 9 AM
- 24-28 Thanksgiving Vacation

**December**

- 1 Early Dismissal – Faculty Meeting
- 8 Mass for the Feast of the Immaculate Conception
- 13-17 Semester Exams – End Quarter II/Semester I Grading Periods
- 20 Christmas Vacation Begins!

**January**

- 3 Teacher Planning Day – No Classes
- 4 Classes Resume – Semester II Begins
- 17 Martin Luther King, Jr. Day – No Classes

**February**

- 2 Early Dismissal – Faculty Meeting
- 21 Presidents' Day – No Classes

**March**

- 2 Early Dismissal – Faculty Meeting
- 4 Diocesan In-Service Day – No Classes
- 11 End Quarter III

**April**

- 2 SJA Auction
- 21-29 Easter Vacation

**May**

- 2 Classes Resume
- 2-13 AP Exams
- 16-20 Senior Exams
- 25 Baccalaureate
- 27 Graduation
- 31-June 3 Underclassmen Exams – End Quarter IV/Semester II Grading Periods

**June** 4 Summer vacation begins