

**2016-2017 MSJA
Student/Parent Handbook**

This handbook contains school policies for understanding the academic, administrative, and behavioral expectations that are important for student success at Mount St. Joseph Academy. Students and parents are expected to become familiar with the contents of this handbook and to act with careful consideration of its expectations.

After reading and reviewing the handbook, please sign and return this form to the homeroom moderator by September 9, 2016. If there is more than one child per family, please sign this form for EACH STUDENT.

We have received and reviewed the 2016-2017 Student/Parent Handbook and agree to uphold the policies of Mount St. Joseph Academy.

Student Name: _____ **HR:** _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

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Mount St. Joseph Academy
2016-2017 Calendar Information

*(A complete calendar will be available in June on www.msjacad.org -
**times/dates subject to change)*

Opening Dates: Sept. 6, 2016 (Grade 9 only – 8-11:00 AM)
Sept. 7, 2016 (all grades – 8-3:00 PM)

Closing Date: June 9, 2017

HOLIDAYS- SCHOOL IS CLOSED/STUDENTS DO NOT REPORT

1. Friday, Oct. 7 – Faculty in-service
2. Monday, Oct. 17 – Day after Open House
3. Tuesday, Nov. 1 – All Saint's Day
4. Thursday/Friday, Nov. 24-Nov. 25 -- Thanksgiving break
5. Thursday, December 8 – Immaculate Conception
6. Dec. 22-Jan. 2 -- Christmas Break
 - o ****Classes resume on Tuesday, Jan. 3, 2017**
7. Jan. 13-Jan. 18, 2017
 - o ****Classes resume on Thursday, Jan. 19, 2017**
8. Monday, Feb. 20 – President's Day
9. Monday, March 6 – Faculty Retreat
10. April 13 - April 21 – Easter/Spring Break
 - o ****Classes resume on Monday, April 24, 2017**
11. Monday, May 29 – Memorial Day
12. Thursday, June 8 – Faculty/staff end of year luncheon

11:50 AM EARLY DISMISSALS

- Friday, Oct. 14 – Founder's Day/preparation for Open House
- Wednesday, Oct. 19 - PSATs for grades 9-11 (NO SCHOOL for seniors)
- Wednesday, Nov. 23 - day before Thanksgiving break
- Jan. 10, 11, and 12 – Exams
- March 3 - Charity Day
- Wednesday, April 12 – day before Easter break
- May 26 - Field Day
- June 5, 6, and 7 – Exams
- Friday, June 9 – 11:30 AM - last day of school

1:30 PM EARLY DISMISSALS

- Thursday, Sept. 15 – Grades 9-11; **Senior College Meeting 1:30-3:00 PM
- Thursday, Jan. 26

**2016-2017
Student/Parent Handbook**



Mount Saint Joseph Academy

120 West Wissahickon Avenue

Flourtown, PA 19031

Telephone: (215) 233-3177

FAX: (215) 233-4734

CEEB CODE: 393390

Established by the Sisters of Saint Joseph, 1858

SCHOOL CLOSING INFORMATION

School closings announced on:

OneCall Emergency Phone System

MSJA Website: www.msjacad.org

KYW 1060 AM: School Number 363

**To report absences or to request an early
dismissal, please call #(215)836-9322 before
8:05 a.m.**

IMPORTANT REMINDERS

Cell Phone Use/Communication with Students - Students must keep their cell phones in their lockers during the entire school day. During school hours, parents should contact the Student Affairs Office to communicate with their daughters, not text a student individually with messages. Cooperation is needed and we appreciate your support in this matter.

Early Dismissal/Leaving Campus - Once a student arrives on campus in the morning, she may not leave without official permission. If a student must leave school early, the Attendance Officer **MUST** receive an early dismissal card/note signed by a parent or a phone call by a parent no later than 8:30 a.m. on the morning of the appointment. The student's name and time of dismissal will be recorded on the daily absentee list. Upon return to school the student must present a note from the doctor's office indicating the date and time of the appointment. All parents/guardians who come to pick up a student during the school day must sign the student out in the front office. No student may leave without permission from the nurse or an administrator.

4th Block Study Dismissal Privileges - Juniors and seniors who have study the last time slot of the day are permitted to leave campus prior to dismissal. Students must have a signed copy of the "Study Hall Privileges and Regulations" form on file if they wish to leave early. **Students will not be permitted to leave if there is a special schedule or an afternoon liturgy/assembly.** Seniors may sign out immediately following announcements and juniors may leave mid-way through the study. Early dismissal from study is a privilege and may be revoked by a member of the administrative team if a student is found in violation of any of the study hall policies. No freshmen or sophomore may leave the building without the permission of a member of the administrative team.

MOUNT SAINT JOSEPH ACADEMY MISSION STATEMENT

As a college preparatory school, Mount Saint Joseph Academy prepares young women to realize their fullest potential. The Mount is imbued with a spirit of unity and reconciliation, the special charism of the Sisters of Saint Joseph. Dedicated faculty are committed to a holistic education enriched by the values of the Catholic Church.

Within an environment that fosters excellence tempered by gentleness, individual students are recognized and valued. Academically challenging programs, which are teacher-directed and student-centered, ensure a well-rounded education with an emphasis on social responsibility.

Committed to preparing women for leadership roles, Mount Saint Joseph Academy enables students to meet the moral and ethical challenges of an ever-changing society and a technological future. Trusting in the wisdom echoed by the Constitution of the Sisters of Saint Joseph, the mission asserts that, "On the education of women largely depends the future of society."

Daily Prayer

**Gracious God, make me an instrument of
unity and reconciliation so that, like You,
I may serve the dear neighbor.**

PHILOSOPHY

The education philosophy of Mount Saint Joseph Academy responds to the principal mission of the Church by proclaiming the “good news” of salvation to all, mindful of the absolute dignity and equality of all peoples. It reflects the mission, charism, and tradition of the Sisters of Saint Joseph, as well as the teachings of the Second Vatican Council’s “Declaration on Christian Education.” The philosophy challenges both teachers and students to love and serve God and neighbor with joy and to respond with hope to the problems of contemporary life. The Mount community of parents, students, faculty and staff share a concern for social justice. This concern fosters an awareness of individual differences within our community which empowers us to serve others.

Mount Saint Joseph Academy is a college preparatory school whose curriculum provides academic challenges for young women. It prepares them to assume leadership roles in a diverse society. The curriculum encompasses the spiritual, academic, cultural, social, aesthetic, psychological and physical aspects of life. A Catholic atmosphere fosters holistic development, enriching the experiences of the school community and encouraging a mature sense of responsibility toward self and others.

Although the philosophy is rooted in the past, the members of the school community remain mindful that they live in the present, with minds and hearts set toward the future. Mount Saint Joseph Academy endeavors to create a climate in which all can more easily discern truth, love goodness, seek justice, follow right reason, and pursue a course in life which reverences God and all creation.

BELIEF STATEMENTS

Premised on the tenet that "on the education of women largely depends the future of society" (Constitution of the Sisters of Saint Joseph. Rpt. in "Mount Saint Joseph Academy Mission Statement")

We believe that

1. Respect for self and others is at the heart of "unity and reconciliation" (Mission of the Sisters of Saint Joseph);
2. Single-sex learning environments cultivate strong women leaders, independent in mind and spirit, socially responsible, and intellectually and personally courageous;
3. This school community, impelled by Christian values, emboldens young women with passion, confidence, and competence to found a future committed to justice and peace;
4. Nurturance of the deep, mature faith and prayer life of individuals spiritually energizes and enriches the entire community;
5. Gospel values enlighten developing individual consciences that inform moral and ethical life decisions;
6. The desire to respond actively to the needs of the "dear neighbor" (Sisters of Saint Joseph Documents) empowers each student to assume her responsibilities as a citizen of a global community;
7. Education demands the encouragement of intellectual curiosity and creative problem-solving;
8. Comprehensive, challenging curricula enable each student to realize her fullest academic potential;
9. Innovative, technologically rich, as well as traditional instructional strategies, maximize the potential growth of each student;
10. Gentleness with self and others must temper the drive for excellence.

STUDENT INFORMATION

PHILOSOPHY GOALS

As a school community motivated by the teaching of Christ and committed to the pursuit of excellence and the holistic development of young women, we strive to achieve the following objectives:

1. To provide a warm and caring atmosphere which fosters a life-long love of learning and the ability to think critically and empathetically.
2. To study the spiritual, intellectual, aesthetic, social, cultural, psychological and physical aspects of life in the context of American Catholic tradition and message.
3. To generate an awareness of the intellectual, religious, racial, ethnic and political differences in a pluralistic society.
4. To foster a spirit of inquiry and discovery through on-going assessment of curriculum and instructional methodologies and by providing staff development through teacher in-service.
5. To energize the community spiritually through liturgical celebrations, retreats, and classroom prayer experiences.
6. To teach concepts of moral integrity and to foster development of individual consciences in the light of Gospel values.
7. To awaken a concern for social justice which empowers students to assume their responsibilities as members of both local and global communities.

THE SCHOOL SONG

Suzanne Talarico Schapira '66

Remember those high school assignments that you kept putting off, perhaps a paper for English or science project? That type of assignment always had a deadline and whether it was because of a lack of inspiration or a busy schedule, it sometimes wasn't completed on time. For Josephine Munday Weymann one such assignment was the composing of a school song for the Mount. Her class of 1927 was asked to submit words for a song. In competition, the best one would be chosen and adopted. When the final day had come and she had not written anything, she was asked to stay after school to complete the assignment. With Sousa's "Stars and Stripes Forever" playing in her mind, she wrote words in reference to the Mount spirit, its colors, and its motto. You can imagine how surprised and pleased she was when the winner was announced as Josephine Munday!

Sister Regina Dolores, then head of the Music Department, wrote the music for the Mount's school song. The original score is still available today. Sister Regina Dolores gave the score to Rosemary McNally's mother, Mary Frances Quigg McNally, class of 1894. Rosemary, class of 1917, and her sisters found it among her keepsakes and gave it to the Academy for the archives.

School Song

Let us pledge today to our M.S.J.
That we'll true to Alma Mater be forever.
See her banner fair waving in the air,
Come and rally round the purple, white, and gold.

Chorus

Purple is nobility of spirit
White is for ideals high and pure,
Gold typifies staunchness that lies
In every heart steady and sure
May we all be worthy of its colors.
Noble, pure and loyal for aye
With this motto e'er before us in life
"Spes messis in semine."

Students one and all hearken to the call
And to Alma Mater give the best that's in you.
To her glory hail, for she'll never fail
So remember then the purple, white, and gold.

SCHOOL SEAL

The seal of Mount Saint Joseph Academy is highlighted by the campanile, symbol of the school. To the right of the campanile is the carpenter's awl, symbol of St. Joseph, patron of the school, of the religious community which staffs it and the universal Church. The upper right-hand corner of the shield contains a fleur-de-lis, flower of France, country of origin for the Sisters of Saint Joseph. A banner under the shield presents the school motto: SPES MESSIS IN SEMINE and the year in which the Academy was founded. Encircling the shield is a disc engraved with the words Mount Saint Joseph Academy, Flourtown, Pennsylvania.

SCHOOL PROFILE

PRESIDENT:	Sister Kathleen Brabson, S.S.J.
PRINCIPAL:	Judith A. Caviston, Ed.D.
HISTORY:	Established at Chestnut Hill in 1858, Mount Saint Joseph Academy is a Catholic day school for girls, grades 9 through 12. The Mount is a college preparatory school fully accredited by the Pennsylvania Association of Independent Schools (PAIS), Middle States Association of Colleges and Secondary Schools and approved by the Pennsylvania Department of Education.
LOCATION:	The school is situated on 78 acres in Springfield Township, Montgomery County, at 120 West Wissahickon Avenue in Flourtown, PA.
ENROLLMENT:	517 students
FACULTY & STAFF:	89 Lay Teachers and Staff, including 4 Sisters of Saint Joseph
PROGRAM FEATURES:	Block schedule - 4 periods a day Advanced placement courses in Computer Science, English, French, Latin, Spanish, Mathematics, Social Studies, Music, Art and Science. Opportunity for Diocesan Scholar Program.

NON-DISCRIMINATORY POLICY

Mount Saint Joseph Academy admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

FINANCIAL RESPONSIBILITIES

1. Enrollment of a student is for a full year. A student is not eligible to begin a term unless the tuition for that term is paid. Tuition is non-refundable if a student leaves during the year.
2. Only those students who have met all financial obligations may:
 - a. take part in school-sponsored travel or exchange programs;
 - b. arrange for transcripts to accompany college applications, summer programs or contests;
 - c. arrange for semester and final grades to be forwarded to colleges;
 - d. receive diplomas, rings;
 - e. attend proms.
3. A student will not receive a report card unless the tuition is up-to-date.
4. Electing private busing for a student is for a full year. A student is not eligible to begin taking the bus unless the bus fee is paid in full. The bus fee is non-refundable if a student leaves during the year or decides to use the bus for any portion of the year.
5. A \$10 charge will be assessed monthly for any payment which is received more than (ten) 10 business days after the due date.
6. Any check returned by the bank as unpaid will be subject to a \$25 fee.
7. Mount Saint Joseph Academy reserves the right to pursue legal action for the collection of unpaid tuition. The parent will be responsible for all costs of collection, including court expenses and attorney's fees.

8. A student may not register/roster for the following year until all current year charges have been paid in full. A non-refundable fee of \$1000 will be due upon re-rostering. Fifty dollars of this fee will be applicable to the rostering fee and the balance of \$950 will be applied to the tuition for next year.
9. A Change of Course fee will be charged as outlined in the Program of Study book.
10. All students taking AP courses are required to take AP examinations. Fees for these tests are due and payable in February.

ACADEMIC AFFAIRS

PROGRESS REPORTS/GRADE REPORTS

Progress Reports are generated four times per year. A student will receive at least one comment in every course on this report. These reports are given to keep the student and parent aware of the pupil's status in a course. Parent conferences may be requested for a particular subject. Parents should follow up on the recommendations made by teachers on the reports. Students with C-'s, D's, F's or Incompletes are required to return the signed report to the Studies Office. Parents and students shall understand that it is possible for a student to be passing a course when the progress and deficiency reports are issued, but could still then perform poorly after the issuance of these reports resulting in a failing grade at the end of the quarter.

Grade reports are distributed four times a year as well. First and third quarter grade reports are distributed electronically through the school information system, PowerSchool. Second and fourth quarter grade reports are printed and mailed home. Grade reports reflect letter grades, final averages when a course is completed and comments as set by the Studies Office. The final averages for each course are recorded on transcripts with the cumulative GPA and credits earned.

There will be no rounding of grade averages. Example: a 90.6 average will be considered a "B+". This policy holds for all departments.

GRADING EQUIVALENCIES

	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Advanced Placement	4.7	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0.0
Honors	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	0.0
College Prep	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.0

A=100-94		B+=90-88		C+=81-79		D+=73-72					
A-=93-91		B=87-85		C=78-76		D=71-70					
		B-=84-82		C-=75-74		F=69-0					

HONORS

The Honor Roll is determined based on a **First Honors and Second Honors** system. Honors are computed on first term grades and again on the second term grades. Enrichment courses are not used in honor roll calculations.

First Honors requires a GPA of 4.000 with no course below a "C". **Second Honors** requires a GPA of 3.800 with no course below a "C". Honors certificates are issued in January and June based on semester one and two grades.

To **graduate with Honors** a student must have a cumulative GPA of 3.900 by January of senior year. A senior with a cumulative GPA of 4.100 in January of senior year will graduate with **Distinguished Honors**. Only courses taken at Mount Saint Joseph Academy will be considered in calculating a GPA for graduating with honors.

An Honors Convocation is held each fall to acknowledge the scholastic excellence of the students. Only courses taken at Mount Saint Joseph Academy will be used in calculating eligibility

for the Honors Convocation. Induction into the National Honor Society (NHS) will consider courses taken at other schools. The National Merit Commended Students and Semifinalists are also noted at this time if the nominations are available.

GRADE POINT AVERAGE

Courses are weighted according to the degree of challenge they present. *Weighting is used only to calculate the GPA.*

$$\text{GPA} = \frac{\text{Potential Credit} \times \text{Quality Points}}{\text{Total Potential Credits}}$$

A potential credit is the actual credit for a particular course.

Honor Roll is based on the Semester GPA. A cumulative GPA is based on the final grades of courses when computed with the previous years. However, in January, a cumulative GPA is generated for juniors and seniors based on the semester averages for college admission purposes and/or applications for special programs. Graduation honors are computed on this cumulative GPA. Certain courses are not used in the calculations of the GPA. These courses receive earned credit but no quality points. They include but are not limited to: Physical Education, Health, Introduction to Technology, Guidance, Experiencing Music, and Communications/Speech.

ACADEMIC FAILURES

Grade reports are issued four times per year. Any student who receives a C- or below for any quarter, semester average and/or term or final grade on a progress report or report card is considered to be in academic jeopardy. Progress reports which record a C- or below must be signed by a parent or legal guardian and returned to the Dean of Studies. The parent(s) or guardian(s) should be in contact with the appropriate teacher to discuss remediation.

Any student who receives a D+, D or Incomplete on any progress report or report card for any quarter, semester average, term or

final grade will, at the direction of the Dean of Studies, the Athletic Director and any major activity moderator, be removed from extra-curricular activities for one full school week. Extra curricular activities include, but are not limited to, all major club activities, publications, trips, sporting events and practices, honor societies, service societies and student leadership organizations. The student will be allowed to attend practices or rehearsals for major events but they will not be allowed to participate in games, meets or any other major activity. Progress will be monitored weekly. If after one full school week, progress has been made to improve the grade, the student will be fully reinstated.

Any student who receives a failure (F) on any progress report or report card for any quarter, semester average, term or final grade will, at the direction of the Dean of Studies, the Athletic Director and any major activity moderator, be removed from extra-curricular activities for one full school week. Extra curricular activities include but are not limited to all major club activities, publications, trips, sporting events and practices, honor societies, service societies and student leadership organizations. The time of removal from the team/activity is set by the Dean of Studies in conjunction with the teacher, moderator and/or Athletic Director. The student may not attend practices or rehearsals and they will not be allowed to participate in games, meets or any other major event. If after one full school week, progress has been made to improve the grade, the student will be fully reinstated. If improvement is not seen in this time, the student's failing status will remain as is until she is reinstated to the sport or activity by the Dean of Studies.

If a student fails a course, she is required to make it up in a school course approved by the Dean of Studies. Any student who fails more than two courses will be requested to transfer from the Mount to another school. If a senior fails a course, her diploma will be awarded upon successful completion of the course as stipulated by the Dean of Studies. Her report card or transcript will not acknowledge a graduation date until the course is retaken, passed and the appropriate paper work is forwarded to

the Mount. Transcripts from summer sessions must be forwarded to the Studies Office by August 15.

STUDY HABITS AND SKILLS

Homework is a part of scholastic life. Courses are designed to require a significant amount of homework each night in each major subject. Each student is expected to spend approximately three hours of study time per day. Some assignments are long-range and require planned study time for their completion. Because of the extra study time required for Advance Placement work, it is recommended that a student elect a maximum of three AP courses.

TESTS/EXAMINATIONS

Teachers may administer tests at their discretion during the school year. Communication between students and teachers avoids multiple tests on a given day. A special schedule is arranged for examinations at the end of each marking period. Except for a grave reason, no student may be absent for examinations.

Examinations and alternate assessments are meant to be culminating activities which indicate how well a student has synthesized and analyzed the given material for a course. Examinations or alternate assessments are given in all major classes, including Semester 1 AP courses, at the end of the course.

Final exams are given on the last three days of each semester. All courses in a subject area are tested at the same time. Two subjects are tested on each exam day. The Studies Office posts the exam schedule at the end of each semester. There are no exemptions to exams/assessments. Students who take any AP courses must take the AP national test as the final examination. Seniors who take the AP standardized tests must follow the

procedures for all graduation related rehearsals and activities.

TESTING PROGRAM

9th Grade PSAT 8/9

10th Grade PSAT, Naviance Career Inventory Assessment

11th Grade PSAT/NMSQT, SAT

12th Grade SAT/ACT

Individual testing is available with the appropriate documentation.

ACADEMIC INTEGRITY POLICY AND GUIDELINES

Mount Saint Joseph Academy is committed to providing an environment where young women are enabled and empowered to meet the moral and ethical challenges of the times in which they live. (*Mission Statement*)

I. INTRODUCTION

Administrators, faculty, and students need to take seriously their responsibility to address the concerns and realities of cheating at the Mount. There is the belief that the more teachers talk about it with students, the more students take an active role in defining a culture of expected honesty, the more administrators raise awareness among teachers, students and parents, the better it will be. If students are able to copy homework, share answers and plagiarize papers and there are no consequences, then some will continue to cheat.

The reality is that academic integrity cannot merely be reduced to a program or policy that is limited to a set of disciplinary guidelines or set of procedures. Although academic integrity can be defined as the practices and ethics that have to do with respecting the intellectual property, words, images of others, it is really bigger than that. It has to be defined within the context of the whole school community.

Ethical behavior is dependent on many things. Certainly, it is not solely a phenomenon of context. But schools, like the Mount, do need to consciously choose those values which they most cherish and then teach and reinforce those values by the interactions, practices, policies and procedures of each of its members.

II. DEFINITION

Academic integrity can be defined as the practices and ethics that have to do with respecting intellectual property: words, images and ideas of others. A copy of this policy is sent home to be signed by parent/guardian.

III. POLICY AND GUIDELINES

Mount Saint Joseph Academy is committed to providing an environment where young women are enabled and empowered to meet the moral and ethical challenges of the times in which they live. (*Mission Statement*) Mount students are expected to be young women of outstanding character for whom honesty and integrity are respected values that are practiced in all situations. This is certainly true in academic endeavors.

It is the official policy of Mount Saint Joseph Academy that:

- **All acts of alleged academic dishonesty are reported to the Dean of Studies.**
- **The Dean of Studies will meet with the student and teacher and, if deemed necessary, the parents.**

If a student admits to or is determined to be guilty of cheating, the following consequences will be imposed:

- **In the designated test/quiz, project, homework papers, major test, etc., the student receives a failing grade for that assignment with no possibility for making up that grade.**
- **The student will still need to demonstrate mastery of the content connected to the assessment.**
- **The Dean of Students will be notified for appropriate disciplinary action that includes demerits and detention(s).**
- **The Principal will be informed.**

Definition of Cheating

Cheating is defined as representing someone else's work as your own. It gives someone an unearned advantage in an academic setting. A copy of this policy is sent home to be signed by parent/guardian.

Cheating includes but is not limited to the following:

- Looking at someone else's paper.
- Allowing a student to look at your paper.
- Plagiarism (inclusion of someone else's work or thoughts) whether it be copying directly from another source or paraphrasing another source without acknowledging the source.
- Resubmitting of a project or report for another class without prior approval and authorization by the teachers.
- Sharing test information before and after a test or quiz, etc.
- Cutting and pasting information from one source to another.
- Storing and/or swapping information from calculators, cell phones or other electronic devices
- Sharing or copying workbooks, assignments, labs, homework, tests, activities, etc. from person to person, from class to class, etc.
- Providing or comparing answers or reading answers from a book for another to copy.
- "Borrowing" answers.
- Swapping/giving/sharing answers via the internet, email or any other electronic devices, such as phones, toys, laser chats, wireless systems, chat rooms etc.
- Leaving data in a place available for another to copy.
- Buying information from the internet or any other source.
- Citing information from a source not actually used in the research.
- Unauthorized use of a textbook, notes or other material during a test, quiz, or exam, etc.

- Taking a test, etc. for someone or allowing the student to take a test, etc. for you.
- Stealing, bribing or pressuring another student to get information on tests, etc.
- Changing an answer as a test or quiz is being collected.

Additional Information

- Students may not distribute or share information for a graded assignment without a teacher's approval.
- Both the passer of work and the one receiving are equally guilty of cheating.
- Lying is a form of cheating.
- **Any assignment that is given an individual grade is not considered cooperative learning unless the teacher identifies it as such.**
- **Students may not work together on an assignment, share notes and/or computer files and then submit individual copies of the assignment as one's own individual work.**
- Student tests may not leave the classrooms.
- Teachers will not return tests for keeping, but rather for student review only. Students will be given time in classrooms to look over tests and review tests for exams.
- Students may not be at or use a teacher's desk, computer or department resource room without permission from the teacher. This permission is needed for each time of use.
- Altering a grade on an academic record is cheating.

ASSIGNMENTS/ATTENDANCE

Each student is expected to spend approximately three hours study time per day, more if she is taking honors or advanced placement courses. For this reason, it is important that a student be absent only when it is absolutely necessary; college visitations should be scheduled for days when seniors have no

class. Students should also be aware that working on weekends or after school is an added pressure when carrying a demanding school schedule. Parents are encouraged to check the study schedule of their daughter. Unless the student spends the required time on study each day, she cannot expect to achieve academic success.

INTERNET AND TECHNOLOGY

Internet access is available to students and faculty at Mount Saint Joseph Academy. The purpose of this access is to support research and education consistent with the mission of the school. This access is a privilege, not a right. Inappropriate use will result in having the privilege denied. Appropriate use takes into account, but is not limited to, the following items: politeness and use of proper language, a respect and a responsibility for the security and integrity of the system, and a respect for the system data and the data of others.

The school requires students and parents to familiarize themselves with and refer to the MSJA Internet Acceptable Use Policy Form. The acknowledgement form must be signed by both parents and students. In so doing, students agree to abide by the Internet Acceptable Use policy and are made fully cognizant of the consequences of any violation.

STUDENT LIFE ATTENDANCE PROCEDURES

Reporting An Absence - When a student will be absent, it is important that parents call (215) 836-9322 to notify the school between 7:45 and 8:45 a.m. on the morning of the absence, or leave a message the night before. If a student has not arrived at the school and no telephone call has been received, the school will call to ascertain the student's whereabouts. It is not necessary to call the school on succeeding days of an extended

absence. The school will accept calls from parents or guardians only - not from students.

When a student returns from an absence, she must bring an absentee card, signed by a parent and stating the reason for absence. THE SCHOOL **REQUIRES** A DOCTOR'S CERTIFICATE FOR PROLONGED OR RECURRING ABSENCES DUE TO MEDICAL REASONS.

Attendance - Daily morning attendance occurs immediately at the beginning of the first block. This time also includes prayer and a salute to the flag.

Homeroom - Homeroom occurs after first block. This time includes announcements and any other homeroom activities.

Early Dismissal Requests - Medical appointments should NOT be made during the school day. If necessary, however, please arrange these appointments early in the morning or as late in the afternoon as possible. The Attendance Officer MUST receive an early dismissal card signed by a parent either the day before or no later than 8:30 a.m. on the morning of the appointment. The student's name and time of dismissal will be recorded on the daily absentee list. Upon return to school the student must present a note from the doctor's office indicating the date and time of the appointment. ***A doctor's appointment is considered an excused absence only if a doctor's note is received by the attendance office.*** All parents/guardians who come to pick up a student during the school day must sign the student out in the front office. No student may leave without permission from the nurse or an administrator.

Lateness - A student is considered late if she arrives between 8:15 a.m. and 8:30 a.m. Students arriving after 8:15 MUST report immediately to the Attendance Officer for late slips. Students then go to their lockers and report directly to class. Late bus students, students who arrive late on school district buses or on our private buses, should procure a Late Bus Pass,

proceed to their lockers and report to class. Late buses are considered excused. All other student lateness is considered excused at the discretion of the Attendance Officer if the student arrives with a note explaining the reason. Lateness without a note or valid reason is automatically considered unexcused and a student is issued demerits.

Excessive lateness is addressed as needed and a student may be required to make up the missed time.

NO STUDENT should be admitted to class without an official late slip once prayers begin. Late slips may be one of the following:

- Yellow Demerit Form for unexcused lateness
- White Late Slip for excused lateness
- Late Bus Slip

All of the above slips should state the student's name and time of arrival. Late slips should be presented to the teacher upon arrival in the classroom.

Excused Lateness Slips - These slips will be issued only for medical appointments, funerals and other emergencies at the discretion of the Dean of Student Affairs. No excused lateness will be issued without a note written by a parent/guardian stating the reason for lateness.

Participation in extra-curricular activities/events - Students wishing to participate in extra-curricular activities or events must be present for at least 2 full class periods. If a student does not meet this requirement of attendance she will not be allowed to participate in any extra-curricular activities, which include and are not limited to sports practices and games, concerts and performances, club/organization activities, dances, or proms. Exceptions can be made to this policy if there are extenuating circumstances if deemed appropriate by a member of the administrative team.

Excessive absences and extra-curricular activities – Any student with excessive absences may not participate in extra-curricular activities, including athletic practices and school events, until deemed so by administration. Written notice will be sent to both parents and to the student. Excessive absences are addressed as needed and a student may be required to make up the missed time.

Excused versus Unexcused Absences -

Excused absences would be those due to sickness, a death/funeral, two college visits (seniors ONLY), a doctor's appointment followed by a doctor's note, and school sponsored field trips/activities. **Unexcused absences** would be those absences for a personal trip, attendance at a non-Mount sponsored conference, non-senior college visits, auditions, and other non-Mount sponsored extracurricular activities. Students missing class because of a Mount-sponsored event are considered present. When a student misses class due to the death of a member of her immediate family, the absence will not be tallied. Absence for all other funerals will be counted. In the event of the death of a member of a student's immediate family, classmates are encouraged to attend the funeral as a body representing the school. For this reason, the school uniform should be worn at the funeral service.

Leaving Campus - Once a student arrives on campus in the morning, she may not leave without official permission. No student may go out to the parking lot during the school day without permission from one of the administrative offices. The student must sign a form located in the Student Affairs Office before leaving and upon returning to the building. **All students are required to use the front office entrance when entering or leaving school for any reason between the hours of 8:15 a.m. until dismissal.**

4th Block study dismissal privileges- Juniors and seniors who have study the last time slot of the day are permitted to leave campus prior to dismissal. Students must have a signed copy of the

“Study Hall Privileges and Regulations” form on file if they wish to leave early. **Students will not be permitted to leave if there is a special schedule or an afternoon assembly.** Seniors may sign out immediately following announcements and juniors may leave mid-way through the study. Early dismissal from study is a privilege and may be revoked by a member of the administrative team if a student is found in violation of any of the study hall policies. No freshmen or sophomore may leave the building without the permission of a member of the administrative team.

College Interviews - A senior will receive two days. Any additional college visitation days are considered absences. Juniors and other underclassmen are not issued excused college visitation days. We ask that underclassmen arrange visitations around school vacations.

Information on Invitations to Non-Mount Societies and Conferences

- If a student attends a Non-Mount sponsored conference, the absences are counted as a **trip** and therefore the days are listed as **unexcused**.
- The Mount does not allow teachers to submit names of students to outside organizations. Therefore, if a student receives an invitation from such a society with a teacher's name, the organization has probably purchased a list of teachers from some other organization.
- Colleges put no credence in conferences or workshops for which a student pays large amounts of money to attend and student acceptance is based on money rather than the academic merit.
- If a student attends a college course or workshop in the summer for which they were accepted on the merits of their academic record and then pays a nominal fee, this may carry some weight with a college.
- If a parent has a question about a conference or workshop they should call their guidance counselor.

Early Dismissal Due to Snow, Ice or Other Emergencies -

For a student driver to leave when the school announces dismissal, there must be a note on file from the student's parents, stating the student's name, homeroom, permission to dismiss and the passengers that normally travel with her. No other student will be permitted to ride home with the student unless a note stating that the student(s) may do so in case of an emergency is on file.

For a student to be dismissed with a student driver she must bring in a note. This note must include the student's name, homeroom, permission to dismiss and **name of** the student driver with whom she will be riding home.

ABSENCE DUE TO FIELD TRIPS

If the student should accept the invitation to join a school trip, it is important for the student to know that it is her responsibility to make up all work missed. The student should expect class to carry on as usual. If a student misses class for other reasons, she should consider not attending a field trip. Faculty, however, have the right to tell the student that she may not miss a class. An out-of-school/class event that results because a student is striving to excel in any area that relates to the school's mission is not considered a field trip, e.g., retreats, recruitment, etc.

ABSENCE DUE TO VACATION

Vacations and college visitations during the school year are strongly discouraged; they should coincide with school holidays. School holidays and breaks are printed on the school calendar to help in planning.

If a student misses school because her family withdraws her for a vacation, a parent should notify the Dean of Studies in writing at

least one week prior to the absence stating the dates of absence.
The student is to obtain assignment sheets from the Studies Office and ask her teachers to assign make-up work if such a projection is possible. Upon return, the student is to submit the completed assignments to each teacher. The following points concerning the return to school must be understood:

1. Tests missed while a student is vacationing are to be made up at the teacher's convenience.
2. Tests on material taught while a student is vacationing must be taken with the class. No postponement will be arranged.
3. The student is responsible to submit written work by the deadline indicated on the assignment sheet.
4. It will most likely be impossible to make up missed lab experience.
5. Missing the last week of the marking period most likely will interfere with a student's achieving a satisfactory grade for that quarter since she would have little chance to complete missed obligations.
6. A student whose family chooses school time for vacation is apt to miss critical material. Her teacher is not to be expected to re-teach lessons.
7. If a student does not understand material taught during her absence, a private tutor must be arranged for the student by her parent(s).
8. As with all absences, a call and note must also be given to the Student Affairs/Attendance Office (215-836-9322).

Vacation days and student-initiated holidays are considered unexcused absences.

EXTENDED ABSENCE DUE TO MEDICAL AND OTHER REASONS

Extended Illness: A student who misses one to three days should check Canvas, call classmates for assignments and consult each teacher for an update when she returns. Students absent from school for any extended time (more than 3 school days) should make special arrangements to make up the missed work with the teachers. If the absence extends to four or more days, parents should call the Dean of Studies to estimate the expected extent of the absence and to advise on how assignments can be sent home. Upon return, a student should meet with her teachers to discuss plans for make-up. Students who miss more than a week of school are required to demonstrate they have made up the missed work. Any assignments, homework, tests, etc. must be completed within two weeks of the student returning to school. Exceptions may be made at the discretion of the Dean of Studies. Tutors may be required by the school to ensure the material is learned. This is especially true when the next level depends on the current course. **If a student is absent without an accepted excuse for a total of seven (7) days per term, she and her parents must meet with the Dean of Studies and Dean of Students to determine if credit will be given for her courses and how missed time will be completed.** Absences present a major obstacle to promotion in leveled courses. Students who are absent on a regular basis may be liable to attend summer school.

For both excused and unexcused absences -

Any student who accumulates a total of 14.00 absences in the school year must make up time lost in order to receive credit for classes. Conditions of the make-up time will be determined by administration. This includes but is not limited to lateness to class. The Dean of Studies has the right to require makeup hours with a private tutor in order to receive credit for excessive absences, which include extended illness, or unexcused absences.

***Excessive absences/Academic accommodations and extra-curricular activities** – Any student with excessive absences or receiving temporary academic accommodations (e.g., medical-related) may not participate in extra-curricular activities, including athletic practices and events, until deemed so by administration.

VISITORS TO SCHOOL

Students wishing to bring a visitor to school must request permission from the Principal at least one day before visit. Approval of each teacher is required (at least one day in advance) before any visitor is permitted to visit a particular classroom. In each case the visitor reports to the main office and must be accompanied by the student during the day. Any other persons are not permitted to visit classes or to join students during the lunch periods or at other times during the school day. Visitors to the school are asked to dress appropriately and to observe the school regulations. Prospective students who wish to visit the school make these arrangements through the office of the Director of Admissions.

After School: Non-Mount students must enter via the loading platform doors and are not permitted beyond the auditorium. Exceptions include members of outside sports teams and participants in the Mount's shows, plays, or musicals.

UNIFORM

Winter Uniform

Plaid skort
White turtleneck/white long sleeve oxford blouse
Green long-sleeve sweater or green vest
Navy blue blazer
Navy blue tights
Dark brown or cordovan penny loafers

**Fall/Spring
Uniform** Khaki kilt
 Banded white tennis shirt with Mount logo
 Plain white ankle socks, white knee socks or
 white tights
 Dark brown or cordovan penny loafers

*Only a white tee shirt may be worn under the white blouse, turtleneck or golf shirt. Frayed, torn or holes in sweaters must be repaired. No writing or marks on the school uniform or shoe is permitted.

Gym Uniform Purple Mount shorts/Gray Mount tee shirt
 Mount sweatpants and Mount sweatshirt
 (Choose according to the season)

UNIFORM POLICY

Mount Saint Joseph Academy uniform **MUST** be purchased through Flynn & O'Hara Uniforms. Please be aware that Flynn and O'Hara is not authorized to shorten the length of the uniform skort/kilt. The Mount sets the length of the skort/kilt at 4" above the knee and will not accept any further tailoring. It is also assumed that one skort/kilt will not fit your daughter for four years and it may be necessary to purchase another one.

UNIFORM SUPPLIER

Flynn & O'Hara School Uniforms
901 North Bethlehem Pike
Springhouse, PA 19477
Phone: 215-793-9436
1-800-441-4122
www.flynnohara.com

Shoes must be purchased at the following store:

Shoe Fitters
20 East Butler Avenue
Ambler, PA 19002
215-643-shoe

DISCIPLINE SYSTEM

Conduct - The registration of a student at Mount Saint Joseph Academy is deemed a recognition, on the part of the student and her parent, of compliance with all rules and regulations of the school. It is understandable that individual students might disagree with the value of certain regulations. It is not understandable for any student to refuse repeatedly to adhere to any such regulations and presume to remain a part of the school community.

Detention - Detention is a means of correcting students who violate school regulations. Detention for serious offenses takes precedence over all extra-curricular activities including work responsibilities. Detention is held weekly as needed from 3:00 to 4:00 unless otherwise noted. After three demerits, or at the discretion of the Dean of Student Affairs, a student will receive a card stating the time and reason/s for detention, which is to be signed by a parent and returned to the Student Affairs Office where they will be kept on file. **If a student accumulates 5 detentions throughout the school year, she will serve an in-school suspension for not adhering to school policies and will be put on probation.**

Demerits - Demerits are attached to each infraction and increase for repeated offenses. These demerits will be assigned by the Dean of Student Affairs after consultation with the faculty member who has issued the violation slip, and if necessary, with the student involved. Students with unsatisfactory conduct will be given a warning and the parent will be contacted. *Twenty (20) demerits in one school year may lead to suspension and probation.*

**MOUNT SAINT JOSEPH ACADEMY
VIOLATION OF REGULATION**

1. () Cafeteria violation	1.	1-3
2. () Cheating	2.	5-20
3. () Cutting class/study/lunch	3.	5-10
4. () Disrespect/obstinacy	4.	5-15
5. () Dress regulation	5.	1-3
6. () Drugs/alcohol	6.	Suspension-20
7. () Failure to report for detention	7.	5
8. () Forgery	8.	5-20
9. () Forms or uniform not returned on time	9.	1-3
10. () Gum chewing in building	10.	1-3
11. () Improper conduct/class disturbance	11.	3-10
12. () Inappropriate use of technology	12.	5-20
13. () Lateness (school, class, study)	13.	1-5
14. () Library violation	14.	3-10
15. () Locker violation	15.	1-3
16. () Lying	16.	5-10
17. () Out of bounds	17.	3-10
18. () Scandal	18.	10-20
19. () Smoking	19.	10
20. () Stealing	20.	Suspension-20
21. () Truancy	21.	Suspension-20
22. () Unbecoming language	22.	3-10
23. () Vandalism	23.	10-20
24. () Vehicular Violation	24.	3

IN-SCHOOL SUSPENSION requires a student to report to the Dean of Student Affairs in the morning instead of going to class. The student may attend no classes. Suspension initiates immediate probation.

Probation consists of the deprivation of the following:

1. Removal from office held in any class, club or activity
2. Removal of the right to participate in any extracurricular activity - athletic or other

The period of probation will be determined by the administration. The Dean of Student Affairs and Principal determine any exceptions to this probation period. If a student on probation receives an additional ten (10) demerits, her conduct will be subject to review. If expulsion is proposed, her case will be referred to the Principal.

The following infractions carry an automatic suspension to be served outside of the school building unless the administration deems otherwise:

1. Use or possession of alcohol or other drugs
2. Stealing
3. Truancy
4. Vandalism

Demerits are dissolved at the end of each school year. No conduct grades will appear on report cards, but letters will be sent to parents of students who accumulate excessive demerits.

SCHOOL REGULATIONS

Alcohol or Other Drugs:

The following policy is intended to protect the well-being of all students. Possessing, using, or distributing alcohol or other drugs on school premises or at any school-sponsored activity is strictly forbidden. A student who is distributing alcohol or other drugs to other people is subject to immediate expulsion. Any student having alcohol or other drugs in her possession, or giving evidence of their use, is immediately suspended. After a conference with her parents, and if necessary, referral for treatment, the student will be placed on disciplinary probation with the understanding that a second offense will result in her immediate expulsion. A student who is in the company of others

possessing drugs or alcohol is also subject to immediate suspension. The suspected use of alcohol or other drugs by a senior is subject to further investigation and then may result in non-attendance at senior-related events, including prom and graduation. The act of possessing and/or distributing alcohol or drugs will be reported to the police as a criminal act.

Cell Phones:

Cell phones must be placed at the first bell in the morning and locked in the student's locker during the school day. No harassment or threatening of persons via the cell phone is permitted. Cell phones may not be used for texting, game playing, Internet, or e-mail access, gambling or making purchases of any kind. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school. An immediate detention will be issued for having/using the cell phone during the school day.

1st Violation: Detention(s) will be issued. Student will pick up cell phone and detention slip in the Student Affairs Office at dismissal.

2nd and Subsequent Violations: Detention(s) will be issued. Student will relinquish the cell phone each morning to the Dean of Student Affairs and will retrieve it at dismissal.

Contacting Students:

Students will not be disturbed for a phone message during the school day unless it is of a serious nature. Parents may call to leave messages for their daughters during the school day and these will be delivered during non-class periods. A student may request to use any of the phones in the offices if a need arises.

Dress Down Days:

These occur periodically during the school year.

- comfortable but appropriate clothing is required
- no pajama pants

- no revealing or inappropriate tops, shorts, skirts, or strapless shirts
- no pants with rips or tears, including jeans

Dress and School Sponsored Functions:

Students are expected to dress appropriately when attending all school functions. The Administration reserves the right to determine the proper dress.

Food and Beverage:

No water bottles, beverages or food may be brought to a classroom, lab or computer room. Water bottles may be used only if there is a doctor script issued for a medical condition or if a request is made from the Athletic Director for students to be hydrated on the day of a game or meet.

Hair Styles/Accessories:

- head scarves or ribbons that coincide with the uniform colors are permitted; neck scarves are not part of the uniform
- extreme hairstyle/color deemed by the administration to be a distraction to the learning environment is not acceptable.

Jewelry:

During the school day students are permitted to wear:

- a total of four posts or small hoop earrings (no larger in diameter than a quarter and no dangling styles longer than ½" are acceptable.)
- one necklace
- two bracelets (this includes colored bands that support a cause)
- two finger rings of a suitable size
- no nose, tongue, or non-ear piercings are permitted
- no ankle bracelets allowed
- no visible tattoos of any kind

Lockers:

Each student is assigned a locker and lock. Since lockers constitute school property, and are provided solely for the convenience of the students, it should be understood that the lockers may be opened by school authorities when said authorities consider such action necessary. The school is co-tenant of lockers and reserves the right to search them at any time. Lockers should be kept locked at all times. The school is not responsible for money or valuables left in unlocked areas. Students may, however, give their money or valuables for safe keeping to the Student Affairs office or the Finance Office.

SENIOR PRANK/CUT DAY

Any action that violates personhood or property and/or causes scandal by not representing the values of Mount Saint Joseph Academy will result in disciplinary actions, and the student(s) may not participate in senior class-related activities and/or the Graduation Exercises. Senior class officers are encouraged to plan activities that foster class spirit and are asked to contact the Dean of Student Affairs for permission. Senior cut day is forbidden.

SEXUAL HARASSMENT POLICY

Mount Saint Joseph Academy is a community in which all members have rights to feel both safe and respected, to live, work and learn in an environment which is free from sexual harassment. Inappropriate behavior of a sexual nature can undermine these rights. It is the policy of **Mount Saint Joseph Academy that no member** of the Academy may sexually harass another.

The sexual harassment policy is intended to educate students, faculty and staff about the nature of sexual harassment, to

educate members of the Mount Saint Joseph Academy community to discuss offensive conduct early to prevent such behavior from escalating, and to stop any harassing behavior which already exists.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature such that:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement;
2. submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting an individual; or
3. the conduct has the purpose or effect of interfering unreasonably with an individual's academic or work performance
4. the conduct has the purpose or effect of creating an intimidating, hostile or demeaning environment in which to live, learn, or work.

Sexual harassment may take many forms and may include repeated sexual or offensive jokes and remarks, unwelcome physical contact, such as patting, hugging or touching, as well as unwanted requests or demands for sexual activity, or coerced sexual activity. Using technology as a vehicle for sexual harassment is also strictly forbidden.

Sexual harassment encompasses behavior that is subtle and ambiguous as well as that which is direct and overt. It may involve peers, but it is especially serious when it involves a relationship of authority. Under no circumstances will a sexual relationship between an adult member of the community (someone over 18 not in the status of student) and a Mount student grades (9-12) be construed as consensual regardless of the provisions of civil law.

In determining whether behavior deemed offensive by the individual to whom it is directed constitutes sexual harassment and, if so, the severity of the harassment and the Academy's response, the range of the circumstances will be considered. Circumstances may include the nature, frequency, intensity, location, context, and duration of the alleged offensive conduct. Perpetrators as well as victims of sexual harassment can be male or female, students, faculty, spouses or staff. Those who engage in sexual harassment will be subject to discipline up to and including dismissal.

No one should be inhibited from making a complaint of what he or she considers to be harassment for fear of reprisal. Therefore, any form of threat or retaliation against anyone who in good faith makes a complaint of sexual harassment is itself a violation of this policy and is cause for discipline.

In the proceedings described below, confidentiality is assumed; i.e., information is shared only with those with a "need to know." All individuals participating in these procedures, including the complainant and the accused, are expected to respect the privacy of all other individuals.

Response Procedure

These procedures should be followed in all cases unless modified by the President of the school or her designee to address unusual circumstances.

A. Informal

1. Any person who believes that she has been sexually harassed should tell the offending party to stop. If this is not possible, if the behavior does not end, or if the offending behavior is sufficiently troubling, the person should bring her concern to the appropriate person who will listen, act as a sounding board and explore possible choices to resolve the situation quickly. If the

complainant or accused is a student the Principal and Dean of Students will be included. In any situation the President will be included.

2. Informal resolutions will generally include meeting with both parties, counseling, mediation or any other measure which appropriately addresses the complainant's concern. The student's parents will be notified.
3. An appropriate person will follow-up with all the appropriate parties to make sure that the situation has been corrected; to prevent recurrence if the allegations are authenticated; and to ensure that no one is subjected to acts of retaliation.

B. Formal

1. If an informal resolution cannot be reached, if the alleged harassment has not stopped, or if the alleged incident is sufficiently serious to warrant a formal proceeding in the first instance, the complainant may initiate formal proceedings by submitting to the President or Principal a written, signed, confidential complaint describing in detail the alleged incident (s) of harassment.
2. The administrator will meet with the complainant to discuss the complaint and will explain the investigatory process.
3. The administrator will meet with the accused as soon as a charge has been made and provide her with a copy of the complaint immediately. The accused will have 48 hours to provide a written, signed, confidential response to the administrator.
4. If the complaint involves rape, the administrators will obtain medical/psychological support for the complainant immediately and the police will be contacted.
5. The administrator will convene the entire administrative team which will include the President, Principal, Dean of

Students and Dean of Studies. They will gather facts, review the submission of both parties, and confidentially interview the complainant, the accused and all other individuals with information relevant to the charge. The panel will keep information gained during this process confidential.

6. The panel will prepare a confidential report which will include findings of fact and any recommendations deemed appropriate by the panel, which will be shared with both the complainant and the accused.
7. The complainant and the accused may submit to the panel written responses to the investigative report within 10 days.
8. After receiving the responses to the report, the administration may reconsider its report, conduct a further investigation, or submit the original report and the responses.
9. As soon as possible after receiving the report, the President will determine the disposition of the complaint, e.g. dismissal of charges, disciplinary action, or further investigation, and will notify both parties of the decision and its rationale in writing.
10. The President's decision will be final. The President will notify the Council of the Sisters of Saint Joseph of the decision.
11. If new information is forthcoming, either party may appeal the decision in light of that information. Otherwise, the original decision will stand.
12. The President will follow up to make sure that the situation has been corrected and the harassment has stopped; to prevent recurrence; and to ensure that no one is subjected to acts of retaliation.
13. Confidential records of this process will be kept by the President.
14. If the accused is the President, the Principal will act in his/her stead.
15. Neither the complainant nor the accused is required to retain legal counsel; should either party choose to do

so, it will be at the expense of that individual.

16. If external proceedings (civil or criminal litigation) are initiated by the accused, the indemnification of the school will apply.

17. The school will comply with all state child abuse laws.

Off Campus Behavior

The administration and faculty care very deeply about the health and well being of their students both on and off campus. They also respect the reputation of the Mount Saint Joseph Academy community. For these reasons, the following reasonable procedures will be used when dealing with rumors or knowledge of harmful activities on and off campus.

Faculty and staff will take seriously any conversations or information about potentially harmful activities or behavior students may be involved in. The faculty or staff member will then notify an administrator. As partners with parents in their daughter's education, an administrator will notify parents of concerns about student life or behavior, even when off campus. *This behavior includes off-campus, unacceptable use of technology (including cell phones) and/or social media that discredits a student and/or the Mount. (Students are expected to conduct themselves according to the guidelines set forth in the "Acceptable Use Policy".)

Bullying

Bullying is a type of harassment that involves some sort of force, whether overt or subtle. Bullying can come in many forms such as verbal, mental, or physical abuse or harm, or the threat of harm. Bullying can also be the intentional exclusion or ostracizing of another student. Bullying can occur in person or through the many technological devices/social media that we use in our everyday (i.e. phones, text messaging, blogging, email, etc.)

The Mount Saint Joseph Academy Community will not tolerate any forms of bullying. If a student at any time feels afraid or threatened by another student immediate action will be taken, even if the bullying does not occur on campus. Our number one concern is the safety and well being of each and every student. If a student is involved in a bullying incident the following steps will be taken:

1. Students will immediately be removed from any threatening situation.
2. A member of the administrative team will meet with all students involved to ascertain the details of the situation.
3. A member of the administrative team will contact the parents of the students to advise them of the situation.
4. The administrative team will determine if disciplinary action will be taken. A student involved in bullying or harassment of any kind may be immediately suspended and placed on probation.

Technology/Internet Access/Acceptable Use

Mount Saint Joseph Academy prides itself on being able to offer its students a wide variety of technological services. We believe that the use of technology is a privilege. Students are expected to conduct themselves according to the guidelines set forth in the "Acceptable Use Policy".

Mount students are expected to use the technology available for educational pursuits. Students at no time will be allowed to access Internet sites that fail to promote the educational development of our students. Students are not to access any sites that may be considered lewd or pornographic or access personal, non-Mount email accounts. Social networking sites must be used for educational purposes only.

Mount Saint Joseph Academy has filtering software to help prevent our students from accidentally, and perhaps intentionally,

gaining access to internet sites that we would consider harmful or that may go against our educational mission. A student who gains access to these “blocked sites” by disabling the schools filter is in violation of school policy. Any inappropriate use of technology will result in immediate disciplinary action.

ASSEMBLIES

Assemblies are a regularly scheduled part of the educational curriculum. All students are required to be present at assemblies, unless otherwise directed. Books and coats are not to be taken into the auditorium. Books are left in the classroom from which students leave to attend the assembly. Students return to this class and await the bell for the change of class. If an assembly runs over time and the bell rings before leaving the auditorium, students should collect their books and proceed directly to the next period class.

SUPERVISION OF STUDENTS

The cafeteria and Fontbonne are open each morning for students who arrive early for school. Seniors and juniors may sit in the hallway before 8:08. Sophomores assemble in Fontbone and Freshmen in the cafeteria until 8:08. The student lounge (Fontbonne) is open every day after dismissal. No student may be in a classroom without adult supervision before, during lunch or after school. This excludes use of the computer lab, the Art room or the *Campanile* office.

FIRE DRILLS AND OTHER EMERGENCY PLANS

Fire drills are required by law and are an important safety precaution. When the fire bell rings, everyone is to move quickly and in silence from the building by routes that are posted in every room. When outside, students are to stand at least 50 feet from the building, clear of the driveways. They will return in

silence to the building when given the signal.

Crisis and Catastrophe drills also occur throughout the year. Crisis and Catastrophe plans and drills are kept on file and are accessible throughout the building.

DISTRIBUTION OF PRINTED MATERIALS

Distribution of flyers, hand-outs, invitations, announcements, etc. on campus must be with the approval of the Dean of Student Affairs.

LOST AND FOUND

The Lost and Found is located in the Student Affairs Office. At the end of each term, the unclaimed articles are given to charitable organizations.

ATHLETIC REGULATIONS

All sports physical forms must be down loaded from the Mount website, www.msjacad.org. Individual team schedules can also be viewed on the website.

- a. Physical, parental permission, insurance and emergency forms must be on file in the Athletic Office prior to tryouts for each sport season.
- b. All student athletes must abide by athletic policies in the athletic handbook. A signed copy by the athlete and parents must be handed in to the Athletic Director at the beginning of each sport season.
- c. An athlete who tries out for a team is appointed to varsity or junior varsity status, depending on the decision of the coach. The athlete must be willing to change status if the coach deems the change advantageous for the team or for the individual athlete's development.

- d. An athlete must be present for at least two full class periods on the day of a game in order to be eligible to play that day. Attendance as specified here also holds for eligibility to practice. Unavoidable appointments or other complications may be considered as exceptions at the discretion of the Dean of Student Affairs and the Athletic Director.
- e. Student players are expected to maintain good academic grades. Students whose grade is lower than a C- will be subject to the guidelines under Academic Affairs.
- f. Athletes who have excessive absences and/or are receiving temporary academic accommodations (e.g., medical-related) may not participate in athletic practices and events until deemed so by administration.
- g. Team members travel to and from a game in a bus provided by the school. If a student utilizes alternate means of transportation to go home, a travel release form must be completed and on file with the Athletic Director.
- h. Any athlete who quits a team is ineligible for her next sport.
- i. All uniforms are due 1 week after the last scheduled competition. Detention is issued for missing articles or lateness.

SCHOOL SERVICES

BOOKSTORE

In the bookstore located near the gym, students may purchase stationary supplies, snacks and MSJA products.

CAFETERIA

The Cafeteria serves breakfast and lunch for students each day, and provides beverages, salad, fresh fruit, desserts, etc., to complement a lunch brought from home. Courtesy requires that facilities be kept clean and orderly. There may be NO FOOD OR BEVERAGE in any labs, classrooms, computer rooms or the library/media center.

GUIDANCE

The purpose of the Guidance Department is to foster social, educational, personal, career, and Christian development for each student. During freshman year, the girls are assigned the same guidance counselor for four years. Guidance counselors aim to create a supportive environment, which will maintain a rapport with the students. While guidance counselors will schedule appointments with their students, the girls are encouraged to seek out counselors when needed. Guidance Counselors work with students and families in choosing appropriate outside services when needed. In addition, the Montgomery County Intermediate Unit is available on site providing personal counseling and remedial academic assistance.

Due to the Mount's focus on college and career preparation, the guidance department assists students through this process. Discussions about colleges and careers begin sophomore year in a Guidance curriculum course. Students are provided various tools, such as Naviance, to facilitate the decision making process. This discussion continues into junior and senior year as the girls start to solidify their ideas, apply to colleges, narrow down their career interests, and ultimately choose where to continue their education.

Time Line for submitting College Applications:

Students file their own applications. Most institutions prefer

either the Common App or applications online. At the time they apply, they must fill out a processing form. This processing form is to be filled out for EACH school and submitted in their purple folder to Guidance. This tells Guidance to send out the student's supporting information.

Special attention should be paid to **due dates**. The students must apply to the school in accordance to the school's due date. The supporting information will be sent as soon as possible after it is requested. Processing forms must be submitted to the Guidance Department **two weeks before** the supporting information needs to be sent.

NB: Processing forms will not be accepted **AFTER, Monday, December 2nd**. We will resume sending out supporting information after returning from the Christmas holidays.

If a student decides against applying to a school after requesting Guidance to send their information, they must notify Guidance of their decision. This is very important for MSJA's statistics. If they have already applied to the school, they must also notify the school itself of their decision.

In order to recognize news about admissions to an honors program, scholarship or grant, the Guidance Office must have a copy of the official notification from the college, scholarship or grant program. As always, parent's cooperation is most essential and greatly appreciated.

HEALTH SERVICES

If a student becomes ill in school, she must report to the nurse who will determine what course should be taken. Parental permission by phone is required to send a student home. If the nurse is not in, students are to report to the Student Affairs office. The school nurse should be notified of any special health problems which affect a student's social, academic or physical activities in school. In September of her junior year, each student

must return a medical form signed by her doctor indicating that she has had a physical.

A health history update and a medication permission form is sent out every year with the final report cards. Both forms must be completed and sent back to the nurse's office by September of that year. Each student must have the medication form signed by a parent and a physician in order to receive any medication from the nurse. No verbal permissions will be accepted.

LIBRARY MEDIA CENTER

Hours: 7:30 a.m. to 4:30 p.m. Monday through Thursday
7:30 a.m. to 3:30 p.m. Friday
Closes early for special events.

When: Before 1st block, during study, during lunch and after school. Class time in library is assigned by the instructor.

Library Web Page

Online Databases: Username and Password for **ALL** databases is **msjacad**.

Accessing the online database webpage: It may be necessary to type: **msja\username for your folder**. Be sure to use the "back slash" key located above the Enter Key on your keyboard.

DATABASES AT MSJA:

Card Catalog: Destiny Quest – login using your user's folder login to create book reviews and recommendations

ABC-Clio: American History, Ancient Civilizations, Medieval Era, and Modern World History and E-books.

Bloom's Literary Reference: Critical survey of literature

CQ Researcher Plus Archive: Current topics analyzed in Pro & Con format

Curriculum Video on Demand: Short video clips on all subject matters

Facts on File Online E-Learning Modules: Online Reference books containing video streaming that supplements the content

Gale Resources: US History, Student Resources in Context; Opposing Viewpoints and Virtual Reference Library (E-Books)

Literary E-books: E-Book collection on literature and social studies.

Project MUSE: Academic journals on all subjects

Salem Health – online health resource - genetics

Salem History: collection of e-books – decades of American history, primary documents

Salem Literature: collection of e-books on authors and works of literature

World Book Web: online encyclopedia

Citation Guide: MLA citation format.

Power Library

The Mount is a member of ACCESS PA. Students and staff can borrow books from any library throughout the state of PA via the Inter-Library Loan. Books borrowed should be returned promptly by due date. **Fines of \$1.00 per day will apply for lateness.**

Circulation: Loan Policy also on Library webpage. Click on Loan Policy link.

Books (regular, circulating)

- 2 week checkout
- limit of 5 books
- renewals permitted

Magazines and videos

- 1 week checkout
- limit of 2 per person

Reference and overnight materials

- Items must be returned by homeroom on the due date.
- limit of 2 items

AV materials and equipment

- overnight checkout

- written permission of teacher is needed

Overdue materials

There are no fines for regular, overdue materials. As a reminder, students receive overdue notices once a week in homeroom. Please respond within the first 2 notices and communicate with librarians about any problem with late materials. **A detention is issued when a 3rd notice is sent to a student.**

Fines of **\$1.00 per day** are issued for any reference material, reserve books (books on reserve for a teacher's class) and inter-library loan books that are returned late.

Fines should be paid promptly. Notices are sent each week to notify students regarding the amount owed. When a **3rd** notice is issued, a **detention** will accompany a student's late notice. If an item is lost or damaged, the student will be responsible for its replacement.

Computers, Printing & the Color Printer

Desktop Apple and PC computers are available for student use. In addition, 2 carts of laptops (PC's and I-Books) are available provided a visiting class does not need them. There is one color printer in the library. Please see the Network Administrator or a librarian to access the color printer. **Printers in Computer Lab – Rm. 500** are controlled by the Network Administrator and Librarians as well. Please see them to print your documents.

To Save Documents

It is highly recommended for students to save all electronic data to their network user's folder. It is also recommended for every student to have a MyDropbox cloud account for saving electronic data as well. Memory Stick/Flash Drive devices can still be used for document storage, but this method is not recommended.

Food, Electronic Devices and Cell Phones & Library Etiquette

No food or drink is permitted in the library at any time. **Cell phones may NOT be used in the library at any time.**

Behavior: Students are asked to respect other students during their time in the library especially during the lunches. If no work is being completed, students will be asked to leave.

RELIGIOUS SERVICES

The school chapel is available for visits to the Blessed Sacrament and for class Masses. Major liturgical feasts are celebrated with liturgy in the auditorium for the entire school community. Throughout the year chaplains are available to administer the sacraments.

TRANSPORTATION

Parking:

There is a 15 m.p.h. speed limit on the school grounds. Signs that direct the flow of traffic and indicate parking areas should be observed. Parking spaces are available to all juniors and seniors for a \$25.00 fee on a first come first serve basis **until all spots are full**. A new parking tag must be purchased at the beginning of each school year. Spaces are limited to one per family. Sophomores receive a space based only on availability beginning in the 2nd semester. Spaces are a junior/senior privilege.

Students must display their parking tag on their cars. The front drive belongs to the school, while the back drive belongs to the Villa, and is **NOT TO BE USED** as an entrance or exit by Mount students. Parking in the back lot (without permission) or at the Villa is NOT permitted. Parking violations will incur loss of parking privileges.

Busing:

Students are responsible to check with their bus driver in regard to pick-up times on early dismissal days. Districts vary with the number of early dismissal days permitted per year.

Parents will receive information during the year which may include additional announcements and other information.

**THE PRINCIPAL RESERVES THE RIGHT
TO MAKE CHANGES AND EXCEPTIONS
IN THE ABOVE STATED SCHOOL POLICIES**