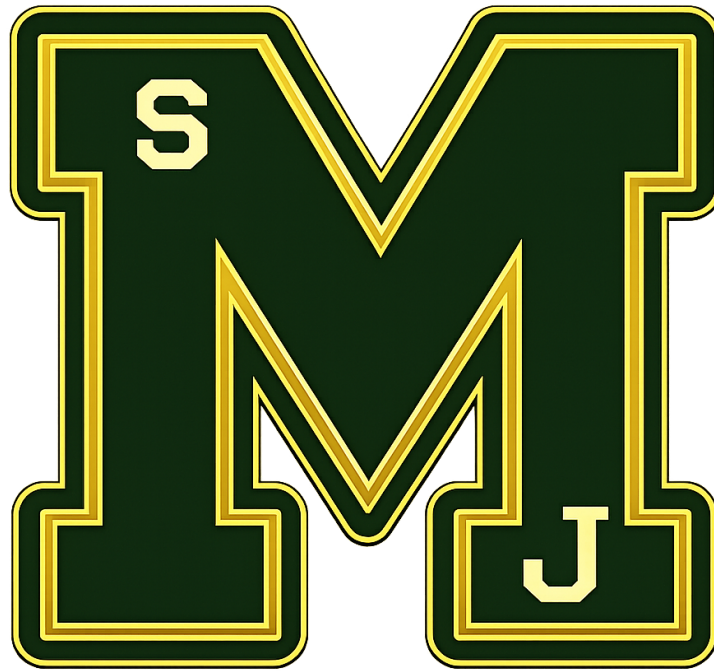


MOUNT ST. JOSEPH ACADEMY
2026-2027
STUDENT / PARENT - GUARDIAN HANDBOOK



The administration of Mount St. Joseph Academy reserves the right to alter or amend the policies and procedures of this handbook at any time during the course of the academic year. Students / Parents will be notified, and changes will be highlighted in yellow.

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MISSION STATEMENT, VISION, and VALUES of Mount St. Joseph Academy

Mission Statement

To enrich and teach our students by integrating spiritual development, academics, extra-curricular activities, and community service.

Vision

We are the school of choice in the Rutland Region for families seeking an excellent Catholic education within a supportive community.

Values

Faith

Integrity

Courage

Service

Justice

Hope

Reconciliation

Community

Accepted March 2022

PHILOSOPHY of Mount St. Joseph Academy

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

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

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

-Accepted February 2004

Communication Procedure

It is important that the lines of communication between home and school be kept open. If a parent/guardian has a school-related concern, the process below is a helpful way to facilitate productive communication. Please follow this protocol:

1. Express any classroom concerns directly to the teacher first via e-mail.
2. If further attention is needed contact the Academic Dean/Director of Guidance, Ms. Euber.
3. A meeting with the teacher, parents/guardian, Academic Dean and or Principal may be necessary to help resolve the matter.

Catholic Christian Spiritual Life

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

Our non-Catholic students also participate in these activities as they relate to the educational requirements, core mission, and curriculum of our school. By learning Catholic concepts through classroom studies and participation in active experiences, the intent is for non-Catholic students to learn about and to develop an appreciation for and informed respect of Catholic principles as they relate to living an active faith life.

Extending our school philosophy and mission further into our core curriculum, our service program is an integral and mandatory part of an MSJ education. Participation in this program is a requirement for all of our students, allowing them to carry their academic classroom learning into the greater community where they foster a spirit of respect and compassion, and develop a willingness to serve God and others.

Admissions & Tuition Requirements

Mount St. Joseph Academy admits students of any sex, race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, religion, or national or ethnic origin in the administration of its education policies, admission policies, athletic and other school-administered programs. At Mount St. Joseph Academy we minister to each of our students as a beloved child of God based on their God-given humanity and identity as revealed and taught in Sacred Scripture, Catholic Tradition, and Church doctrine.

PAYMENT PLAN

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

TUITION ASSISTANCE

MSJ families may apply for financial assistance during the application or re-enrollment process. Applications are accepted for financial assistance for re-enrollment until **April 30th**.

Applications received after that date, but before the start of the school year, are reviewed on an individual basis. Application for financial assistance requires filing of a FACTS financial form. Contact the Enrollment / Admissions Office for details. All financial assistance is given, in part, based on demonstrated financial need as well as total scholarship funds available.

COMPLETED PAYMENTS

Mount St. Joseph Academy is a tuition based academic institution, and relies on prompt tuition payments to meet the school's financial obligations. As such, all families must remain current in their tuition obligations for the current academic year. In the event of a tuition delinquency of over thirty days past the agreed upon due dates, the student/students will be automatically unenrolled from Mount St. Joseph Academy, and the account referred to a collections agency until the overdue balance is paid.

Students who unenrolled or are not registered for school will not:

- Receive financial aid consideration
 - Be scheduled for classes
 - Be considered for the reduced early registration fee
 - Be permitted to participate in any MSJ related activities (athletic or otherwise)
- Families of students who have been un-enrolled from Mount St. Joseph Academy must

meet with school administration to begin the re-application process, including, but not limited to, an application for financial aid consideration.

NOTICE: Release of senior transcripts, participation in graduation activities and other related ceremonies, and receipt of a diploma will not occur until all tuition balances have been paid.

FINANCIAL RESPONSIBILITIES

Unconditional Obligation: I/we understand that the operating expenses of the school do not diminish with student departures during the course of the year. I/we understand that my/our obligation to pay tuition for the full academic year is unconditional after acceptance. In the event of a voluntary withdrawal or withdrawal in cases of illness, I/we acknowledge that the amount owed to the school is governed by the table below. No refunds will be made in the case of dismissal of the above student, or in cases of voluntary withdrawals made to preempt a dismissal. Withdrawal date: January 1 Amount of tuition owed to school Before January 1: 50 percent of net tuition 50% of net tuition January 1 – end of year: 0 percent of net tuition 100% of net tuition If sharing financial responsibility for tuition and fees with another party (e.g., non-custodial parent or grandparent), the other party must also complete an enrollment contract specifying their share of the costs.

Student Parent Code of Ethics

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

GENERAL SCHOOL REGULATIONS

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

1. All students shall act in a manner that does not disrupt, hinder, or impede teaching and/or the learning process.
2. All students leaving before the end of the day must check out at the main office.

3. Students should enter the school chapel and Saint Peter's and Christ the King Churches quietly and prayerfully.

4. Appropriate behavior is required at Mass, prayer services and all school sponsored events, including athletic events and assemblies.

5. No shouting and/or running in classrooms, corridors, or stairwells.

6. Conduct and language must witness Christian values.

7. Theft of any nature is a serious offense. Stealing school property or the possessions of another student is strictly forbidden.

8. Defacing school property: Students are expected to take pride in their school and its appearance. In addition to student discipline, defacing school property may result in the student being responsible for the repairs or replacement of damaged school or personal property.

9. Refrain from any inappropriate display of affection in public.

- A public display of affection (sometimes abbreviated PDA) is the physical demonstration of affection for another person while in the view of others. For example, kissing in public. This includes kissing, cuddling, and any physical actions that demonstrate affection, especially between people who are romantically involved.

- As the majority of us understand and know, common courtesies and displays of kindness are not considered inappropriate displays of affection.

10. Tolerance and respect for the diversity of others is expected.

11. Medications (Prescription and Over the Counter) For safety reasons all medications (Rx and OTC) must be left at the main office along with a note stating usage instructions as well as permission. Students needing medication may come to the main office and self-administer the medication as prescribed. MSJ does not employ a school nurse.

12. Physical Education requirements may be met primarily through completed sports season participation, or PE class (if available) and / or some other organized external athletic activity with administrative approval and appropriate supervisor documentation. Nutrition education is taught in Health, which is a required course (0.5 credits) for all sophomores.

Inclement Weather Delay / Closure / Dismissal

In the event of inclement weather and school is closed, opening is delayed, or is dismissed early, notification will be made to all students and families through the use of a school wide alert system (email, text, and voice call), as well as posted to our Facebook page and WCAX.

Academic Policies

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

PLAGIARISM

All work submitted for academic credit at Mount St. Joseph Academy is required to be the sole work of the student submitting the assignment.

For written assignments in each academic discipline such as essays, papers, etc., students are required to document all sources of information. Students should follow the documentation style required by the respective discipline and outlined by the teacher.

USE OF ARTIFICIAL INTELLIGENCE IN ACADEMIC WORK

Mount St. Joseph Academy evaluates the use of AI platforms through teacher-discretionary frameworks, allowing individual educators to dictate how and when artificial intelligence can be used based on the specific learning goals of an assignment. Misuse of AI can result in a violation of Academic Honesty.

DISCIPLINARY PROCESS FOR ACADEMIC DISHONESTY

The procedure for a possible breach of integrity follows:

Step 1 - A mandatory student conference with the teacher who has identified a possible incident of academic dishonesty and the Academic Dean.

Step 2 - Based on the information presented by both parties, the Academic Dean will make a judgment whether or not the incident appears to be a substantiated incident of academic dishonesty, and if substantiated the incident will be referred to the Dean of Students for possible disciplinary action.

Disciplinary action will include but not be limited to the following:

1. A numeric grade of "0" will be given on the work involved.
2. Correspondence will be sent to parents/guardians, signed by the teacher, Academic Dean, and Dean of Students.
3. The incident will be documented in the student's disciplinary record in FACTS, with all related documentation being held in the student's permanent file.
4. Additional substantiated incidents of academic dishonesty will be subject to further disciplinary action.
5. Inducted members of academic honor societies found guilty of a substantiated incident of academic dishonesty will be automatically removed from membership in the society.

GRADUATION REQUIREMENTS

All students desiring an MSJ diploma must achieve 26 credits within four years of study, and 25 hours of community service for each year of attendance.

2026 - 2027 ACADEMIC YEAR CORE CREDITS

The following credits are required for graduation:

- **English:** 4 credits
- **Math:** 4 credits
- **Social Studies:** 4 credits
- **Science:** 4 credits
- **Religious Studies:** 4 credits
- **World Language:** 2 credits
- **Fine Arts:** 1 credit
- **Physical Education:** 1 credit
- **Health:** .5 credit
- **Electives:** 1.5 credits

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

Religion Requirement: All MSJ students, no matter of personal religious affiliation, are required to take the required courses in Religion. MSJ, as a Catholic secondary institution, places Religious Studies firmly into the core credits required for graduation. For transfer

students, one credit of Religious Studies will be required for each year of attendance at MSJ.

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

EXAMS

Exams will occur at the conclusion of each semester. Exams comprise a half-day schedule over a FOUR-day period, with the first exam beginning at 9:00 AM in the morning and the last exam finishing at 12:30 each day.

GRADING SCALE AND RELATED TOPICS

Mount St. Joseph Academy adheres to a traditional grading mode and grading scale specifically designed to evaluate comprehension and mastery of core curriculum academic standards. The grading scale is as follow:

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

ADVANCED PLACEMENT COURSES

Students enrolled in Advanced Placement (AP) courses are required to take the corresponding AP exam in order to receive AP credit for the course. If a family chooses not to have their student take the AP exam, the student may continue to participate in the AP course. However, the course will be recorded on the student's report card and transcript at the honors level rather than the AP level and the student is responsible for completing a final exam for that course at the end of the academic year. Families are responsible for paying their student's AP exam fee(s). Payment must be made directly to the school by October 15 to secure an AP exam for the student. All AP courses are awarded 1.5 credits upon successful completion of the course.

STAFFORD TECHNICAL CENTER

In addition to taking part in the plethora of courses offered by Mount Saint Joseph Academy, students may choose to attend one of Stafford Technical Center's CTE programs while maintaining their enrollment at Mount Saint Joseph Academy. In addition to Stafford Technical Center's eligibility requirements, a student must have completed at least 10th grade before attending Stafford Technical Center from Mount Saint Joseph Academy. If a student is interested in attending Stafford Technical Center they should discuss their interest with the Academic Dean. MSJ students enrolled at Stafford Technical Center are required to attend MSJ for their grade level Religious Studies course.

COLLEGE COURSES

Under Vermont State education law, only 11th and 12th grade Mount St. Joseph Academy students who are grandfathered into the town tuition subsidy program may enroll in approved Vermont State College Dual Enrollment courses at no cost. Students who are not grandfathered may still participate in Dual Enrollment, but all costs are the responsibility of the family, not the State of Vermont or MSJ. However, MSJ is currently exploring opportunities to partner with additional collegiate institutions in order to be able to offer dual enrollment courses for non-town tuition students at little to no cost.

Additionally, these courses are designed to supplement and enrich a student's academic experience at MSJ, not to replace required courses offered within the MSJ curriculum or those taught by MSJ instructors. Students wishing to request an exemption to this policy must submit their request in writing to the Academic Dean for consideration. A follow-up in-person meeting will be scheduled prior to approval being granted to enroll in the course for MSJ credits toward graduation. Only one course will be considered for exemption per academic year.

Students are encouraged to speak with the Academic Dean in regard to any questions about eligibility or appropriate course selection.

COURSE CREDIT, FAILURES AND INCOMPLETES

To receive credit for any course, a student must have an average of 60 or above at the end of the course.

Grade percentage breakdown:

Semester:

40%- 1st/3rd Quarter

40%- 2nd/4th Quarter

20%- Mid-Term/Final Exam

Full Year:

20%-1st Quarter

20%-3rd Quarter

20%- 2nd Quarter

20%-4th Quarter

10%- Mid-term Exam

10%-Final Exam

An incomplete status cannot be maintained after two (2) weeks following a quarter end date. A conference with the teacher, student, parents/guardians, and Academic Dean will be conducted to determine a credit recovery plan for the course.

PROCEDURE FOR COURSE OF STUDY CHANGES

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

If a student withdraws from a course after the first two (2) weeks of the course, **W** (withdraw) will be indicated on the student's transcript. Withdrawing from a course will not affect the grade point average in that semester. ***There will be no considerations to changes in schedules 2 weeks into each semester unless recommended by the Guidance Director.**

BOOKS/BOOKSTORE

Books are the responsibility of the student/family. Books are to be purchased online through various booksellers (e.g., amazon.com; chegg.com; bookfinder.com, etc.)

CLASS RANK

In determining class rank, only final course grades are used. In order to be included in the class rank students must have consecutive enrollment at MSJ from the beginning of their sophomore year forward. Students who enroll at MSJ after the beginning of their sophomore year will

remain unranked.

Transfer student credits: All credits granted by the sending school will be accepted at MSJ provided the sending school is an accredited secondary school, however, students' transfer courses will be denoted on their MSJ transcript with a "T" and their grade will not be included in their GPA.

Students transferring to MSJ after their freshman year will be required to meet graduation requirements other than four years of theology. However, they must complete one year of theology for each year at MSJ.

GRADUATION HONOR AWARDS

Honor Awards at graduation are determined based on the following:

- 1) Transfer students must have sufficient college preparatory classes prior to attending MSJ and meet the following requirements to receive honor cords. An evaluation will be made of all previous school transcripts to determine eligibility.
- 2) High Honor Award: The student's final unweighted GPA must be 3.8 or higher for all years in attendance with no final grades below an 80.
- 3) Honor Award: The student's final unweighted GPA must be 3.5 or higher for all years in attendance with no final grades below an 80.

VALEDICTORIAN/SALUTATORIAN

Students may achieve the status of Valedictorian or Salutatorian based on the following requirements:

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

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

HOMEWORK POLICY

Mount Saint Joseph Academy expects all students to complete homework assignments given by their classroom teachers. When a student does not complete an assigned homework assignment, the teacher may strongly encourage the student to attend Homework Club, offered Monday through Thursday from 3 p.m. to 4 p.m., to complete the work.

STUDY HALLS

Study halls are limited in MSJ student schedules. Study halls are for study, thus an atmosphere of quiet, serious work must prevail at all times. Study halls take place in designated areas.

COLLEGE VISITS

The Academic Dean must approve college visitations during school time in advance in order for the absence to be considered excused. Communication from the parent requesting time away from school for a college visitation must be submitted at least three (3) days prior to the planned visit. As per the Absence Policy, only 3 days for college visits will be excused.

ACADEMIC PROBATION

The academic progress of all students at Mount St. Joseph Academy is reviewed by the Academic Dean at the conclusion of each academic quarter and at a progress check midway through each quarter, for a total of eight reviews during the academic year.

A student will be placed on academic probation if, at any of these review points, the student is failing a course or has two or more grades in the 60s. The probationary period will last a minimum of two weeks and will continue until the student demonstrates good academic standing, defined as having no failing grades and no more than one grade in the 60s.

The student and the student's parent/guardian will receive written notification outlining the terms and conditions of academic probation. While on academic probation, the student is required to attend Academic Recovery from 3:00–4:00 p.m., Monday through Thursday.

Continued enrollment at Mount St. Joseph Academy is contingent upon the student's adherence to all terms and conditions of academic probation.

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

Preparing for Distance/Remote Learning

School administration will establish procedures to support a smooth transition to distance/remote learning should this be needed.

Execution of Virtual Learning

In the event that Mount St. Joseph Academy will transition to virtual learning, the notification will come from the Diocese of Burlington. Students, parents, faculty, and staff will be notified

using FACTS SIS to ensure widest dissemination. Everyone will be informed of the start date and any special instructions, ensuring everyone has the most up to date information. Online Virtual Learning will utilize all virtual methods to communicate and instruct.

INTERNATIONAL STUDENTS: ADMISSIONS and ACADEMIC REQUIREMENTS

All international students must be affiliated with an International Student Placement Agency in order to be accepted into the International Program at MSJ. An international student who enrolls as a senior at MSJ will receive a Certificate of Attendance. In order to receive a diploma, the student must meet the academic requirements stated below. All students enrolled in the International Student Program must maintain a minimum GPA of 2.0 in order to continue to participate in the program. Students and their agencies will be notified by the Principal of a grade report with a GPA below 2.0 for the quarter. A conference will be held between the student, the School Counseling Director, the Enrollment Coordinator, and the Principal to formulate an academic plan for the subsequent quarter. The School Counseling Director will decide the appropriate course of action (i.e. teacher conferences, tutoring, etc.) and will be responsible for overseeing the implementation of the academic plan. Any students that then have a GPA below 2.0, after being on an academic plan, at the end of the academic quarter will be dismissed from the International Student Program at the discretion of the Principal and he or she will be sent home at their own expense. All final exams must be completed on their scheduled dates at their scheduled times. No exceptions will be made to accommodate early departure. In case of multiple snow days, the administration can be asked to assist with early exams.

Attendance Policies

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

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

both excused and unexcused absences.

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

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

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

WHAT ARE NOT INCLUDED AS ABSENCES

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

WHAT ARE INCLUDED AS ABSENCES

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

Requests for attending funerals during school time must be in writing. The parent must specify if their student will be visiting the bereaved family after the funeral. The parent must also specify the time the student is expected to return to school.

EXCUSED/UNEXCUSED ABSENCES

Excused absences are those absences where a student can produce proof of medical illness/condition(s) and appointments (ie: doctor's note, PT note, etc.). If a student is ill, but does not have a doctor's note, the parent is required to contact the main office before 9:00 AM on the day of the absence and produce a written note upon the return of the student to school. Unexcused absences are any other absence from school without advanced notice.

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

WAIVER OF ABSENCE

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

NOTIFICATION OF ABSENCE

Parents and students are reminded that the number of school absences is reported on the end of the semester Report Card. This may, however, differ from the number of absences in individual classes. Attendance warnings will be sent to parents after the 6th and 10th absence for a semester class and after the 12th and 20th absences in a year-long class..

ABSENCE PROCEDURE

On the day a student is absent, parents are expected to call the school before 8:00 AM - 775-0151. Please state the reason and estimated length of absence. Please be forthright about the absence.

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

ABSENCES AND TARDIES

The following is an outline of the ABSENCE POLICY:

- 24 absences will be allowed in a full year course. **LOSS of CREDIT will be given on the 25th absence. Parents will be notified to develop a credit recovery plan** ● 12 absences are allowed in a one semester course. **LOSS of CREDIT will be given on the 13th absence. Parents will be notified to develop a credit recovery plan.** ● **Students losing credit due to attendance will be given the option for credit recovery based on consultation with the school administration.**
- Seniors are allowed (3) college visits. The guidance office must confirm all visits. ● A student missing school is considered absent, unless a waiver is authorized by the school administration. (See: Waiver Policy)
- Only school-related functions, i.e., field trips, club conferences, athletic competitions, or other school related activities will be given consideration for a waiver by administration.

- A student who is absent from school is NOT allowed to participate in any co-curricular, athletic, or social activities after school on the day of the absence unless otherwise approved by administration.
- Students should be on time for school and for each class. A student who accrues three tardies will receive one hour of detention. If tardy, students are to report to the Attendance Office to get a pass. If detained by a teacher, the student is to get a pass from that teacher before going to his/her next class.
- In “Attendance” means that the student is present by 08:00 AM. class. If the student comes in after 08:15 AM, he or she will not be allowed to participate in any activity that day. If a student has a doctor’s appointment later in the morning, that student will be expected to be in school prior to the appointment.

PLANNED ABSENCES

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

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

Please Note: Teachers will not supply assignments for extended/planned absences until all mandatory paperwork is handed into the Main Office.

TRUANCY

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

LATENESS TO SCHOOL

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

DISMISSALS

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

1. The note must include the student’s full name, time of dismissal, and a phone number where the parent may be reached.
2. The student must receive a pass from the Registrar’s office which is presented to the classroom teacher for dismissal.
3. The student must check back into the Main Office if returning to school.

4. The STUDENT MUST ALWAYS CHECK OUT AT THE MAIN OFFICE BEFORE LEAVING THE BUILDING.

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

FIELD TRIPS

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

1. Obtain Field Trip Parent Permission Form. No permission slip means No Trip. **No telephone calls will be accepted as permission on the day of a field trip.**

2. Before the planned absence, the student takes the responsibility for getting assignments from or making academic arrangements with the teacher(s) whose class (es) will be missed before the planned absence.

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

Field trips that are covered under signing of the 2025-2026 Student Handbook without separate permission slips, but not limited to:

- Community Lake Day event in August 2026
- Vermont State University - Castleton Annual College Fair - all juniors are required to attend.
- Project Help collection and deliveries in the month of December
- Attendance at any Mass throughout this school year that requires students to leave the MSJ campus locations include but are not limited to; Christ the King and St. Peter's Churches; Saint Joseph Cathedral in Burlington.

PASSES

We will limit the amount of individual movement of students for accountability. If a student needs to leave a class, they will be asked to take a pass (teachers choice of pass). The student will then take the provided pass with him/her. Teachers are not allowed to let more than one student out of the classroom at one time for any reason.

Banned Substance Policy

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

MSJ has zero tolerance for students violating the Banned Substance policy on school grounds or at school sponsored events. Any student found possessing, selling, or under the influence of alcohol or other illegal drugs (including tobacco, marijuana, or vape products) on school property, or at school sponsored events or field trips will be suspended from MSJ. In addition

students found guilty of violating the Banned Substance Policy will face additional disciplinary measures if involved in athletics, clubs, honor societies or any other extracurricular activity. The Administrative Team will determine the period of suspension, within two school days of the offense.

Banned Substance Procedure

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

The principal/or designee:

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

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

The Administrative Team

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

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

In order to deal with the issue of illegal drug and alcohol usage by MSJ students, any MSJ student who is caught using drugs or alcohol will be immediately removed from any extracurricular activity, society, or athletic event that they may be participating in at the time of their violation. In order to deal with the issue of illegal drug and alcohol usage by members of MSJ athletic teams, any MSJ athlete who is caught using drugs or alcohol will be immediately removed from the team. This penalty will be for the remainder of the season. There will be no reinstatement onto the team for the remainder of the current season. The offense must be verifiable. The determination of verifiability and the final decision of the student's eligibility for participation in an extracurricular activity/society rests with the Principal of Mount St. Joseph Academy. Education at MSJ is a partnership in all circumstances. By signing this handbook document, both the student and parent/guardian acknowledge that they have read it and understand the penalty. If a student violates the MSJ zero tolerance drug/alcohol policy, he/she accepts the consequences.

DRUG TESTING

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

Student Conduct Policies

WEAPONS POLICY

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

THREATENING LANGUAGE:

It is the intent of MSJ to provide a safe environment for students to learn. Any student who threatens to or speaks about bringing a weapon (gun, knife, explosive, tool designed to injure, etc.) to school (or any setting which is under the control and supervision of the Academy such as, school grounds, playing fields, field trips, etc.) shall be brought to the Academy Administrator for immediate investigation. The student may be suspended immediately if such is warranted. In the event of a school-sponsored event away from the Academy, the adult in charge will inform the Administration as soon as possible about this type of language. The Administration will complete an investigation. The appropriate form of punishment will be decided upon by the principal. If deemed necessary, the Administration may expel the student and inform the appropriate law enforcement agency. Threatening language, especially in regards to weapons, will not be tolerated at Mount Saint Joseph Academy.

BOMB THREATS

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

DETENTION/TEACHER DETENTIONS

Detentions will be served for one hour beginning at the end of the school day. Detention days will be Monday-Thursday (depending on the calendar). Students will be notified by a specific teacher, or through administration. Every student will be given a 24 hour notice before serving a detention. No excuses will be accepted for not completing a detention, concerning work, practice, or any other extracurricular activity. A quiet atmosphere is required. An unexcused failure to appear for an office detention will receive an additional hour of detention. If the next detention is skipped, the student will be given an extra hour of detention and is still required to make up the hours of detention that were skipped. If a student has 5 detentions due to skipped or accrued detentions, the student will be referred to the administration for further disciplinary action. Teacher detentions given for disruption in class or for class work-related reasons will co-locate with homework club. No excuses will be accepted for missing a teacher-scheduled detention, including work, sports, or any extracurricular activities. Missing a teacher detention will result in an office detention. See the above paragraph for details and responsibilities regarding office detentions.

PHYSICAL FIGHTING

Fighting is not permitted on school property or at school-related events. If a student is caught fighting, the following procedure should be followed with the perpetrator:

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

The following consequences will apply:

First Offense

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

DISCIPLINARY PROBATION

Probation is a set time period, usually a quarter or semester in which a student's behavior is monitored for improvement based on the terms of a written contract. A student will be placed on probation using the following terms:

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

Disciplinary probation consists of the following:

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

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

Guidelines for MSJ Students:

Social Media Mount Saint Joseph Academy Student-, as you begin participation in another school year, the Administration of Mount Saint Joseph Academy wants to make sure you are

aware of the revised social networking guidelines. Mount Saint Joseph Academy recognizes and supports the student's rights to freedom of speech, expression, and association, including the use of social media. Students are reminded that attending Mount Saint Joseph Academy is a privilege. As a student, you represent Mount Saint Joseph Academy, the alumni of Mt. St. Joseph Academy, The Diocese of Burlington, and your communities, and you are expected to portray yourself, your team, and Mount Saint Joseph Academy in a positive manner at all times. Attached you will find the new social networking guidelines which provide the following guidelines for social networking site usage:

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
- Similar to comments made in person, Mount Saint Joseph Academy will not tolerate disrespectful comments and behavior online, such as:
 - Derogatory language or remarks that may harm my classmates, teachers, administrators, staff members, teammates or coaches; other MSJ student athletes, teachers, or coaches; and student-athletes, coaches, or representatives of other schools, including comments that may disrespect my opponents.
 - Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures or language; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
 - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
 - Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional. In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come.

Dress Code/Uniform Policies

A uniform code is part of our MSJ tradition. It identifies us as a school with student expectations beyond the ordinary. Our image is that of a school with students who have pride in both their abilities and their appearance. We believe students generally perform academically and behaviorally in accordance with their appearance. MSJ promotes a respectful

appearance for students at all times. Acceptable attire is expected both in school and at school activities and events, as determined by this policy and in compliance with the standard of the particular event or team where they represent our school. In the first period and throughout the day, all faculty will be responsible for identifying compliance and violations of the dress code. Any violation of the dress code will be annotated in FACTS.

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

UNIFORM CODE VIOLATIONS

For a first offense a student out of dress code will be given the opportunity to change into the required uniform. At that time the student will receive a verbal warning which will be documented FACTS. A second violation will result in an automatic one hour detention after school.

UNIFORM CODE GUIDELINES (As of August 2026)

Mount St. Joseph Blazers

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

Uniform Code for both Males and Females

Males

PANTS

Khaki-colored (tan or black) pants that are purchased from the retailer of your choice. Pants must be worn at the waist and are not permitted to be undersized or oversized. Pants with emblems, patch pockets, back-pocket rivets, designs or loops of any kind are not permitted. Cargo and jean style pants are not permitted. Dress shorts may be worn from the first day of the school year to October 16th and from April 15th until the last day of school. They must be Khaki or black, loose-fitting, no shorter than three inches above the knee and may be worn only with the MSJ uniform polo shirt. Nylon, athletic/workout type shorts are not permitted. Shorts are not permitted on Mass Day.

SHIRTS

Long or short sleeve white oxford style button down dress shirt. **It is not necessary to wear a white oxford shirt with the MSJ logo under the MSJ blazer. A plain white oxford button**

up shirt is sufficient. Shirts must be tucked in and fully buttoned during the school day. Undersized and oversized dress shirts are not permitted. Plain white t-shirts may be worn under the uniform shirts. However, the sleeve length of the undershirt must match the sleeve length of the uniform shirt. If one chooses to wear an oxford white button down dress shirt, he must wear a tie with it. NO EXCEPTIONS.

TIES

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

SWEATERS

School-approved sweaters may be worn over the dress shirts.

POLO SHIRTS AND FLEECE

Refer to selection on the Lands' End or through Tommy Hilfiger linked on the MSJ website. .

SHOES

Neat, clean and appropriate footwear will be worn. Sandals, slides, crocs, and slippers are not permitted on Mass Day. Birkenstocks are allowed with approval.

Females:

PANTS

Khaki or black colored pants must be worn at the waist and are not permitted to be undersized or oversized. Pants with emblems, patch pockets, back-pocket rivets, designs or loops of any kind are not permitted. Cargo and jean style pants are not permitted. Dress shorts may be worn from the first day of the school year to October 16th and from April 15th until the last day of school. They must be Khaki loose-fitting, no shorter than three inches above the knee and may be worn only with the MSJ uniform polo shirt. Nylon, athletic/workout type shorts are not permitted.

SKIRT

Khaki-colored (tan) or black (loose fitting and no shorter than three inches above knee) or an MSJ plaid skirt. This is a specific skirt which must be purchased from Lands' End or Tommy Hilfiger. Color to be White Plaid; this is the only selected color for the uniform plaid skirt. Black leggings are required underneath the skirt during the winter months.

SHIRTS

Long or short sleeve white oxford style button down dress shirt/blouse. Shirts/blouses must be tucked in and are not to have more than two buttons unbuttoned. Undersized and

oversized shirts/blouses are prohibited. Plain white t-shirts may be worn under the uniform shirts. However, the sleeve length of the undershirt must match the sleeve length of the uniform shirt.

SWEATERS

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

SWEATSHIRTS/HOODIE SWEATSHIRTS:

MSJ outerwear such as hoodie, crewneck sweatshirts, vest, fleece jackets etc are permitted to be worn during the school day.

POLO SHIRTS AND FLEECE

School approved polos and fleece must be worn. These can be purchased through Lands' End or Tommy Hilfiger.

SHOES & LEGWEAR

Neat, clean and appropriate footwear will be worn. Sandals, slides, crocs, and slippers are not permitted on Mass Day. Green, gray, black or white opaque plain tights or black leggings **will** be worn with the skirt from October 16th through April 15th.

GROOMING

Jewelry and makeup must be appropriate for a school environment.

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

Emergency Procedures

Fire Drills

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

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

3. Clear the building and Convent Ave.

EMERGENCY EVACUATION

In the extreme case that the MSJ building needs to be evacuated and reoccupation is not acceptable, students can be picked up at the Saint Peter's Church parking lot, located on the corner of Meadow and River Street or at Saint Peters Field on River Street. An effort will be made to notify parents/guardians, or other responsible parties, of this situation.

Athletics & Extra Curricular Activities

EXTRACURRICULAR ACTIVITIES

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

The participant is required to:

- Prohibited from consuming or possessing alcoholic beverages, tobacco/vape products and/or drugs.
- Travel to and from events in transportation authorized by the MSJ administration.
- Achieve a minimum grade point average of 70% and have all grades above a 70 in each class except one class may be below a 70 but above a 60
- Adhere to coaches'/advisors' rules.
- Report all injuries to coaches/advisors.
- Return or pay for all equipment issued by the school. (Failure to do so will prohibit further participation in activities.)
- Be present and on time the day after an event.

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

STUDENT ELIGIBILITY FOR ALL EXTRA-CURRICULAR ACTIVITIES

The Vermont Principals Association states a student will be ineligible if:

- 1) They have reached their nineteenth (19th) birthday before August 1.
- 2) They have been in high school for more than 8 semesters.

Students **must** be in good academic standing to participate in extracurricular activities. A student who is on academic probation is considered ineligible to participate in extracurricular competitions, including games, meets, matches, and debates.

The academic progress of all students at Mount St. Joseph Academy is reviewed by the Academic Dean at the conclusion of each academic quarter and at a progress check midway through each quarter, for a total of eight reviews during the academic year.

A student will be placed on academic probation if, at any of these review points, the student is failing a course or has two or more grades in the 60s. The probationary period will last a minimum of two weeks and will continue until the student demonstrates good academic standing, defined as having no failing grades and no more than one grade in the 60s.

While on academic probation, the student is required to attend Academic Recovery from 3:00–4:00 p.m., Monday through Thursday.

Reporting period dates are published on the academic calendar. Eligibility will be determined when grades are finalized and progress reports or report cards are published. Students and families will be notified in writing if a student becomes ineligible, and any resulting ineligibility will take effect the following day.

When grades are finalized, students who are placed on academic probation are ineligible to participate in extracurricular competitions, including games, meets, matches, and debates. Ineligibility will remain in effect until the student is no longer on academic probation and has returned to good academic standing, as outlined above.

Students who are academically ineligible may continue to attend and participate in practices. However, while on academic probation, students are **required** to attend Academic Recovery from 3:00–4:00 p.m., Monday through Thursday, before participating in any extracurricular activity that day.

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

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

STUDENT INSURANCE

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

Athletic Teams:

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

- Boys and Girls Soccer
- Cheerleading
- Boys and Girls Basketball
- Alpine Skiing
- Baseball
- Boys and Girls Tennis
- Cross Country (Individual and team if numbers permit)
- Track and Field (Individual and team if numbers permit)
- Wrestling (Individual)

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

- Football
- Bowling
- Field Hockey
- Hockey
- Snowboarding ● Softball

SCHOOL DANCE/PROM RULES

Dances are generally 7:00 - 9:00 PM entry after 7:15pm is prohibited

1. Dances are to be alcohol, drug and vape & tobacco free events.
2. Students leaving the dance will not be readmitted.
3. The student group sponsoring the dance will submit a list of chaperones to the Administration one week in advance for approval.
4. Dress must be neat, clean, and appropriate.
5. Students will remain in the part of the building reserved for the dance.
6. Students shall respect the authority of the chaperones and the administration.
7. Students not attending the dance may not be on the premises. This includes Convent Avenue and the parking lot across from the school.
8. There will be no open dances. However, any MSJ student may invite one (1) guest from another school to attend. He/She must be under the age of 21, be signed up ahead of time and arrive at the dance with their MSJ host. The MSJ host is responsible for the actions of his/her guest. Guests arrive and leave with their host.
9. A clean-up committee must be organized by the sponsoring group. This list should be submitted to the administration and the head custodian.
10. Students must attend a full day of classes in order to attend a dance or prom. Students may not leave school early for the purpose of getting ready for the dance or prom.

Personal Electronics Device Policy

Mount St. Joseph Academy is committed to supporting students as they grow into responsible, ethical, and balanced digital citizens. In an age where technology plays a major role in our daily lives, we believe it is important to guide our students to reach their God-given potentials by learning when and how to appropriately engage with digital devices. By limiting personal electronic use during the school day, we aim to reduce distractions, encourage real-time interaction, and foster a stronger focus on learning.

By setting devices aside during the school day, students can be more present, engaged, and connected to the community around them. This updated policy preempts and is in full alignment

with the VT's H. 480 legislation regarding cell phones in school that took effect for the '26-'27 school year.

Are there any exceptions to the policy?

Yes. There are limited exceptions to this policy. Students who require a personal electronic device for medical purposes, such as glucose monitors or accessibility-related tools, must provide proper documentation from a licensed medical provider. These cases must also be reviewed and approved by the school administration. If an emergency arises during the school day, students may request access to their devices through the main office, or in the case of a school-wide event, students may speak with school administration and be allowed temporary access for the purpose of communicating with their family once it is deemed safe to do so.

This updated policy aligns with the provisions and requirements of Vermont Act 72, signed by Governor Scott in June of 2025, which requires a bell to bell cell phone ban in all Vermont Public and approved Independent Schools beginning with the 2026-2027 school year. MSJ is an approved Independent School in the State of Vermont.

Core Elements of the Policy:

- Students may use the Main Office phone to contact parents or guardians when needed.
- Parents/Guardians may contact their student by calling the main office.
- Students may also use their school issued Chromebooks to email parents or guardians during the school day.
- Students with pre-approved academic and/or medical accommodations through the MSJ Academic Dean and/or Dean of Students will continue under their current or future accommodations.

To ensure consistency and fairness, the following consequences will apply if a student is found using a cell phone during school hours without previous approval:

First Violation

- Device confiscated for the remainder of the school day and held in the main office.
- Detention assigned that day, regardless of extracurricular activities planned.
- Disciplinary referral issued

Second Violation

- Device confiscated for the remainder of the school day and held in the main office until picked up by a parent/guardian.
- Second disciplinary referral issued

- In-school suspension assigned

Third Violation

- Device confiscated for the remainder of the school day and held in the main office until picked up by a parent/guardian.
- Third disciplinary referral issued
- Out-of-school suspension assigned
- Parent/guardian meeting required prior to the student returning to school

We recognize that this change may require some adjustment for students and families, and we sincerely appreciate your understanding and partnership. We care deeply about supporting our entire community academically, socially, and emotionally, and we believe this policy will help us provide a more focused, respectful, and positive learning environment for everyone.

What if a parent needs to reach their child during the school day?

Parents should **not call or text students directly** during school hours. Instead, please contact the **main office**, and a message will be delivered promptly to the student. This helps maintain the policy and minimizes classroom disruption. Parents may also email their students via their Academy email addresses accessed through their chromebooks / laptops.

Is the school responsible for lost or damaged devices?

No. While the school will take care to store devices securely in the main office, **students are responsible** for their personal items. The school is not liable for devices that are lost, stolen, or damaged.

Miscellaneous Parents are encouraged to support this policy by refraining from contacting their child via personal devices during the school day, and instead directing any urgent messages through the main office.

Additionally, we encourage parents to discuss with their students the values of good digital citizenship, the pros and cons of device use and overuse, and strategies to regulate use.

STUDENT GOVERNMENT

All elections are run under the direction of the Student Government Advisor. Each student who aspires to be a class officer or senator must follow this procedure to become a recognized candidate: 1. The prospective candidate (by petition or write-in) must be a registered student for the year affected by the election outcome. 2. The prospective candidate must obtain a petition from the Student Government Advisor and gather a minimum of fifteen (15) signatures from students in his/her class. 3. This petition must include the prospective candidate's name and the

office to which he/she aspires. 4. To become an eligible candidate, the completed petition must be returned to the Student Government Advisor by the announced date. 5. Elections Student Government will take place in the Fall. 6. Elections for class officers will take place in the Spring. 7. Deportment: Students elected to office by their peers act not only as representative for their peers but for the school as well. Since they act as role models, Student Government members are held to a higher accountability for their actions. A select committee of faculty, administration, and students has the right to remove from office any Class Officer or Student Government member who: 1. Is in possession of drugs/alcohol or under the influence of drugs/alcohol 2. Shows disruptive or disrespectful behavior in school. 3. Fails to live up to the duties of his/her office. 4. Has been given an in-school suspension. 5. Violates student handbook guidelines. 6. Does not maintain academic eligibility. Students who fail to meet the minimum standard of behavior will be presented before a select committee consisting of a Class and Student Government Moderator, Administrator, and President or Vice-President of the Student Government. The committee will decide the fate of the officer in question. A student removed from any office, may not hold a position for the balance of the year.

NATIONAL HONOR SOCIETY MSJ has been inducting students into the National Honor Society for generations. NHS not only recognizes a student's scholarship, but the qualities of leadership, service, and character. Criteria for NHS Selection Scholarship: To be eligible for election to the National Honor Society, a Junior or Senior must have earned a grade point average of 3.5 (90%) or higher. No D's or F's may appear on the student's transcript as a final grade in previous years or for quarterly grades during the year of selection. Seniors will be selected on the basis of their qualifications through the first marking term of their senior year. Selection will be made during the second marking term. Leadership: Consideration is given to the positions of leadership a student has held in school and community organizations or athletics. Leaders exert a wholesome influence on school and community by taking the initiative in activities. A leader has self-confidence and a willingness to yield personal interests for the interests of others. An NHS member in the Josephite Chapter of NHS who is found guilty of plagiarism of any portion of a term paper or project will be dismissed from NHS. Service: Proven willingness to work without recognition for benefit of school or community indicates a student's commitment to service. Character: Demonstrating quality of reliability, honesty, sincerity, and making the right choices proves by example that a student values character. Chronic discipline problems are not the characteristics expected from a National Honor Society member. Leadership: Proven record of leadership within the school and/or general community. There are very definitive National Honor Society guidelines for selecting and dismissing students that the committee uses. Once a student is dismissed, that student will never be eligible again. Selection Guidelines 1. Students must meet the MSJ grade point average requirement of 3.50. 2. All faculty are invited to make comments on candidates. However, the five appointed members of the NHS Faculty Council must make the actual selections. The Council's decisions are binding. 3. The NHS Faculty Council reviews information on each candidate and by consensus determines the NHS inductees.

Continued Membership If a member of the MSJ NHS wishes to continue as a member, he/she

must complete the process for review established by the NHS Advisor. Not completing the review process disqualifies a student from membership in the MSJ chapter of NHS. The review occurs at the beginning of each new academic year. **Note:** The NHS handbook is available to review from the NHS advisor

Prevention of Harassment, Hazing, & Bullying Policy

Replacement Policy 5152

I. Statement of Policy As Catholic institutions, it is committed to providing its students with a safe and supportive school environment in which all members of the school community are treated with respect. In keeping with the teachings of the Catholic Church, it is the policy of the School to prohibit the unlawful hazing, harassment, and/or bullying of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Hazing, harassment, and/or bullying may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972. Note: Conduct which constitutes unlawful hazing, harassment and/or bullying may be subject to civil penalties. The school shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, and/or hazing as defined herein, otherwise violates one or more provisions of the school's code of conduct.

II. Implementation The principal or his/her designee shall: 1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. 2. Annually, select two or more designated employees who are well versed in the teachings of the Catholic Church and the policies of the School to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the school that sets forth the comprehensive rules, procedures, and standards of conduct for the school. 3. Designate an Equity Coordinator who is well versed in the teachings of the Catholic Church and the policies of the School to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees. 4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying. 5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline. Serious discipline may include termination for employees

and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the School's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Purpose It is the intent of the school to apply and enforce this policy in a manner consistent with the mission of the school as a Catholic institution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions. For the purposes of this policy and the accompanying procedures, the following definitions apply:

A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

1. Is repeated over time; 2. Is intended to ridicule, humiliate, or intimidate the student; and 3.

(i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or

(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

B. **"Complaint"** means an oral or written report of information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment, and/or bullying.

C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment, and/or bullying, or a student who is the target of alleged hazing, harassment, and/or bullying.

D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment and/or bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school, are identified in Appendix 5152 of each school's regulations for this policy.

E. **"Employee"** includes any person employed directly by or retained through a contract with , an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes Diocesan personnel associated with .

F. **"Equity Coordinator"** is the person responsible for implementation of Title IX (regarding

sex-based discrimination) and Title VI (regarding race-based discrimination) for and for coordinating the School's compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the School's harassment policy. This role may also be assigned to Designated Employees.

G. "Harassment" means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment. Harassment includes conduct as defined above and may also constitute one or more of the following:

1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur: (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student. Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment on the basis of sex. A hostile environment exists where the harassing conduct is contrary to the mission of the school as a Catholic institution, severe, persistent and/or so pervasive as to deny or limit the student's ability to participate in or benefit from the educational program.
2. Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
3. Harassment of members of other protected categories, means conduct contrary to the mission of the school as a Catholic institution and is directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

H. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection

with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and 1. Which is intended to have the effect of, or should reasonably be expected to have the effect of endangering the mental or physical health of the student. Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that: (i) the goals are in keeping with the teachings of the Catholic Church; (ii) are approved by the educational institution; and (iii) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions. 2. With respect to Hazing, **“Student”** means any person who: (i) is registered in or in attendance at an educational institution; (ii) has been accepted for admission at the educational institution where the hazing incident occurs; or (iii) intends to attend an educational institution during any of its regular sessions after an official academic break.

I. **“Notice”** means a written complaint or oral information that hazing, harassment, and/or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to hazing, harassment, and/or bullying another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment, and/or bullying through other means, for example, if information about hazing, harassment, and/or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the school, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful hazing, harassment and/or bullying.

J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

K. **“Pledging”** means any action or activity related to becoming a member of an organization. L. **“Retaliation”** is any adverse action by any person against any person involved in an alleged or substantiated case of hazing, harassment, and/or bullying. This includes but is not limited to the complainant, the alleged or substantiated perpetrator,

any witnesses, and any person who assists or participates in an investigation, proceeding, or hearing related to hazing, harassment, and/or bullying complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student or school employee in the form of further and/or newly initiated hazing, harassment, bullying, intimidation, and reprisal.

M. **“School administrator”** means a superintendent, principal or his/her designee, assistant principal and/or the School’s Equity Coordinator.

N. **“Complaint Reporting Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

Approved: September 12, 2019 Bishop of Burlington

Regulation 5152 PROCEDURES ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Reporting Complaints of Hazing, Harassment and/or Bullying

A. Student Reporting: Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee. B. School employee reporting: Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.

D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.

E. False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.

F. Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission 14-16 Baldwin Street Montpelier, VT 05633-6301 (800) 416-2010 or (802) 828-2480 (voice) (877) 294-9200 (tty) (802) 828-2481 (fax) Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office U.S. Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-3921 617-289-0111 (voice) 877-521-2172 (tdd) 617-289-0150 (fax) Email: OCR.Boston@ed.gov

II. Responding to Notice of Possible Policy Violation(s)

A. Upon notice of information that hazing, harassment and/or bullying may have occurred the designated employee shall: i. Promptly reduce any oral information to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses; ii. Promptly inform the school administrator(s) of the information; iii. If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment and bullying and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.

B. Upon initiation of an investigation, the designated employee shall: i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that: 1. an investigation has been initiated; 2. retaliation is prohibited; 3. all parties have certain confidentiality rights; and 4. they will be informed

in writing of the outcome of the investigation.

C. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. Investigating Hazing, Harassment and/or Bullying Complaints

A. **Initiation of Investigation-Timing.** Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.

B. **Investigator Assignment.** The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

C. **Interim Measures.** It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school’s investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate. In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures. D. **Due Process.** The United States Constitution guarantees due process to students and School employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be

interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The School will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.

E. **Standard Used to Assess Conduct.** In determining whether the conduct constitutes a violation of this policy, the investigator shall be mindful of the mission of the school as a Catholic institution as s/he considers the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school has the discretion to consider the impact of relevant off-campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

F. **Completion of Investigation – Timing.** No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.

G. **Investigation Report.** The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by the Bishop of the Roman Catholic Diocese of Burlington, or his designee, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.

H. **Notice to Students/Parents/Guardians.** Within five school days of the conclusion of the investigation, the designated employee shall:

- i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that: 1. the investigation has been completed;
2. whether or not the investigation concluded that a policy violation occurred;
3. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth

in Section II, Part C, above.

ii. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:

1. Request (within 30 days) an internal review by the school of the investigator's determination as to whether hazing, harassment, and/or bullying occurred;

2. Request (within 30 days of the school's determination after internal review) an additional review by the Bishop of the Roman Catholic Diocese of Burlington as to (1) whether hazing, harassment, and/or bullying occurred or (2) if hazing, harassment, and/or bullying was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying; Request an Independent Review of the school's determination (within 30 days of the school's determination after internal review or, if requested, within 30 days of the review by the Bishop) as to (1) whether harassment occurred or (2) if harassment was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying and correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;

3. File complaints of hazing, harassment, and/or bullying with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.

iii. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.

I. Violations of Other Policies. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. Responding to Substantiated Claims

A. Scope of Response. After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s).

In so doing, the following should be considered:

i. Potential Remedial Actions. Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.

ii. School Access/Environment Considerations. The School will also take efforts to support victims' access to the School's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the School will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate behaviors contrary to the mission of the school as a Catholic institution, harassment, hazing, and/or bullying and will be responsive to any student who reports that conduct.

iii. Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.

iv. Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).

B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of hazing, harassment, and/or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to hazing, harassment, and/or bullying complaint, or against a person accused of and/or found

responsible for hazing, harassment, and/or bullying, of another. A person may not violate this anti-retaliation provision regardless of whether the underlying complaint of hazing, harassment and/or bullying is substantiated. The school will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of hazing, harassment and/or bullying), against the person who filed a complaint on behalf of a student, the person who is accused of and/or found responsible for the behavior, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow-up inquiries to see if there have been any new incidents or any retaliation.

C. Alternative Dispute Resolution. At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:

- i. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
- ii. the age of the complainant and the accused individual,
- iii. the agreement of the complainant, and iv. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.
- iv. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. Post Investigative Reviews

Rights of Complainants

A. Request Internal Review of Initial Harassment Determinations.

A complainant or parent of a complainant if complainant is a minor, may request an internal review by the school of a designee's initial determination (following investigation) that hazing, harassment and/or bullying has not occurred via written request within 30 days submitted to the superintendent of schools. All levels of internal review of the

investigator's initial determination, and the issuance of a decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after review is requested.

B. Request Additional Review by the Office of the Bishop.

A complainant, or parent of complainant if complainant is a minor, may request in writing and within 30 days of the internal review, an additional review by the Office of the Bishop. All levels of this additional review of the investigator's initial determination and the results of the internal review along with the issuance of a final decision, shall, unless special circumstances are present and documented by the Office of the Bishop, be completed within 30 calendar days after review is requested.

C. Independent Reviews of Final Hazing, Harassment, and/or Bullying Determinations By Complainant.

A complainant may request an independent review within thirty (30) days of a final determination if s/he: i. is dissatisfied with the final determination as to whether harassment occurred, or ii. if a final determination was made that harassment had occurred, believes the steps taken by the school were inadequate to protect the complainant and prevent further hazing, harassment or bullying. The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a (b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant, the accused, any witnesses, and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: i. as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and ii. of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Superintendent of Schools for the Roman Catholic Diocese of Burlington.

The reviewer shall advise the complainant, or if a minor the parents of the complainant, of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the School. The School may

request an independent review at any stage of the process.

D. Rights to Alternative Process. In addition to, or as an alternative to filing a hazing, harassment and/or bullying complaint pursuant to this policy, a person may file a hazing, harassment and/or bullying complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below: Vermont Human Rights Commission 14-16 Baldwin Street Montpelier, VT 05633-6301 (800) 416-2010 or (802) 828-2480 (voice) (877) 294-9200 (tty) (802) 828-2481 (fax) Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office U.S. Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-3921 617-289-0111 (voice) 877-521-2172 (tdd) 617-289-0150 (fax) Email: OCR.Boston@ed.gov

Rights of Accused Students

A. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal, in writing, the determination and/or any related disciplinary action(s) taken, directly to the superintendent. The superintendent, or his/her designee, shall conduct a review of the record. The standard of review by the superintendent, or his/her designee, shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder. Appeals should be made to the superintendent in writing within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline.

B. Accused Student/Appellant Access to Investigative Reports/Findings. The school shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record by the Superintendent, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

A. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable

discovery or disclosure obligations.

i. Concerns Related to Hazing, Harassment, and/or Bullying Complaints. The scope of appropriate response to a hazing, harassment and/or bullying complaint may depend upon whether a student or parent of a minor student reporting the hazing, harassment and/or bullying asks that the student's name not be disclosed to the accused person or that nothing be done about the alleged hazing, harassment and/or bullying. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student, or if a minor the student's parents, continues to ask that his or her name not be revealed, the school will secure this request in writing and should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the hazing, harassment and/or bullying and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to act in accordance with the teachings of the Catholic Church and to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

B. Document Maintenance. The school administrator shall assure that a record of any complaints, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the School in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and the school administrator for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

A. Reports to Department of Children and Families. When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of

DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq. B. Reports to Vermont Agency of Education. If a hazing, harassment, and/or bullying complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal will report the alleged conduct to the Superintendent who in turn will report it to the Secretary of Education.

C. Reporting Incidents to Police

i. FERPA Rights. Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.

ii. First-Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.

iii. Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.

D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

A. Disseminating Information. Annually, prior to the commencement of curricular and co-curricular activities, the School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the school that sets forth the comprehensive rules, procedures and standards of conduct for the school.

B. Student Training. The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help ensure their actions are in keeping with the teachings of the Catholic Church and in an effort to prevent hazing, harassment and/or bullying.

C. Staff Training. The principal or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying. This training will occur in a manner consistent with the teachings of the Catholic Church.

Legal References: Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d; Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.; Family Education Rights Privacy Act; 20 U.S.C. §1232g; Public Accommodations Act, 9 V.S.A. §§4500 et seq.; Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32); Education, 16 V.S.A. §140(a)(1); Education, 16 V.S.A. §166(e); Education, Bullying, 16 V.S.A. §570c; Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570; Education, Harassment, 16 V.S.A. §570a; Education, Harassment, 16 V.S.A. §570c; Education, Harassment, 16 V.S.A. §570f; Education, Hazing, 16 V.S.A. §570b; Education, Hazing, 16 V.S.A. §570f Education, Discipline, 16 V.S.A. §1161a; Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162; Child Abuse, 33 V.S.A. §§4911 et seq.; Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time. Washington v. Pierce, 179 VT 318 (2005).
Promulgated: September 12, 2019 Bishop of Burlington

APPENDIX 5152

Designated Employees The following employee has been designated by the School to receive complaints of hazing, bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(7) and 16 V.S.A. §570c(7) and under Federal anti-discrimination laws:

Employee Name: Dan Elliott

School Address: 127 Convent Ave. City, State Zip: Rutland Vermont 05701

School Phone: 802-775-0151 Employee's Extension: 2018

Employee's School Email: dellott@msjvermont.org

APPROVED INDEPENDENT SCHOOL STATEMENT

Mount St. Joseph Academy of Rutland, Vermont is an approved and recognized independent school in compliance with Title 16, Chapter 3, Section 166 of Vermont State law. A copy of this law is available in the MSJ main office. CONFIDENTIALITY STATEMENT Public Law 93-380 includes an amendment popularly referred to as the "Buckley Amendment" which requires school systems to refrain from publicizing information about children when the parents do not wish such publicity to occur. Examples of the school's publications of a list of names would include athletic events, honor roll lists, music or dramatic performances, and other student activities. Unless written notification is received from the parents, it will be assumed that publication is agreeable. The school reserves the right to take videos of school productions and to use student pictures in publications and on the school's website. Any parent who does not wish his/her child's picture used, must notify the Principal in writing at the beginning of the school year. Administrators/Teachers will keep confidential information entrusted to them by students so long as no one's life, health or safety is at stake. Parents will be promptly notified of

the school's concern. FAMILY EDUCATION RECORDS AND PRIVACY ACT All academic and personal records pertaining to individual students are confidential. The record is available for review by parents and students. (The full policy is available at the Academy office).

General Information

General Information MSJ supports access to informational resources by students and staff. This policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA). Access to school electronic resources including the Internet will be available to students and staff who agree to act in a considerate and responsible manner and abide by the requirements of this policy, including the Acceptable Use Agreement. Violations of this policy and the procedures developed in accordance with this policy may result in disciplinary action or referral to local, state, or federal law enforcement officials.

All students/users will maintain and sign a current Acceptable Use Agreement form. During school hours, users may access electronic resources including the Internet for educational purposes only. The term "educational purpose" includes use of the system for the classroom activities, career development, and curriculum driven research. Students will not post personal contact information about themselves or other students/people and agree to follow communications safety requirements outlined in the Acceptable Use Agreement, when using electronic communications including the Internet. Students/Users will respect the rights of copyright owners and will not plagiarize works they find on the School electronic network including the Internet by representing them as their own. Students/Users should not expect that any files, emails, and records of their online activity created on the School's system are private. There will be regular supervision and monitoring of activities by the administration. Since there is a limitation of privacy, students/users may not access materials for any purpose that the School deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are inappropriate, violent, bigoted, obscene, or pornographic.

Parental Notification and Responsibility

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

Limitation/Disclaimer of Liability

The school is not liable for unacceptable use or violations of copyright restrictions or other laws,

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

STUDENT ACCEPTABLE USE POLICY

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

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

General Unacceptable Behavior

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

- Students will not post information that, if acted upon, could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates MSJ rules.
- Students will not abuse network resources such as sending chain letters or "spamming".
- Students will not display, access or send offensive messages or pictures.
- Students will not use the MSJ electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the MSJ electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional systems, such as student information systems or business systems.
- Students will not use any wired or wireless network (including third party internet service providers) with equipment brought from home without signing a separate permission for. Example: The use of a home computer or cell phone on the network or accessing the internet from any device not owned by MSJ.
- Students will not use MSJ's equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use MSJ's equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, bigoted, damaging to another's reputation, or illegal.

Email and Social Networking Sites

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

World Wide Web

- Access to information for students on the Web will be provided through filtered web access.
 - Individual sites blocked or allowed by the content filter are designated by the service provider. Categories and overrides are reviewed by the MSJ IT Coordinator for educational validity.
- Real-time, Interactive Communication Areas ● Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the appropriate person or party. ● While chatting is permitted with someone outside the school network, it must be signed off by a teacher.

Google Apps for Education

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

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- Students will only use Google Apps services for educational projects or activities.
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Web 2.0 ● Any Web-based application must be used only for educational projects or activities with teacher direction or approval.

Websites ● Students will be identified by their full name if written parental approval is given. Group or individual pictures of students with student identification are permitted with parental approval only. ● Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information. ● Material (graphics, text,

sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained. • All student Web pages should have a link back to the homepage of the classroom or school, as appropriate.

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

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

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

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

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

Plagiarism and Copyright Infringement • Students will not plagiarize. Plagiarism is

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

Videoconference • Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time. • Video Conference sessions may be videotaped by MSJ personnel or by a participating school involved in the exchange in order to share the experience within ours or their building. • Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all video conference sessions.

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

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

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

information obtained through or stored on the web (like Google Apps does). MSJ will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy ■ Violations of this policy may result in loss of access as well as other disciplinary or legal action. A student's violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline which includes, but is not limited to: ■ Use of MSJ network only under direct supervision. ■ Suspension of network privileges. ■ Revocation of network privileges. ■ Suspension of computer privileges. ■ Detention in school. ■ Suspension from school. ■ Expulsion from school. ■ Legal action and prosecution by the authorities. The particular consequences for violations of this policy shall be determined by the Principal. The Principal shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.