

Student/Parent Handbook

2019/2020



Convent Station, New Jersey
Established 1860



**Welcome to the Academy of Saint Elizabeth
Student/Parent Handbook
2019-2020**

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Principal

Lynn A. Burek, ext. 5200

Assistant Principal

Lauren Corvo, ext. 5233

Director of Counseling

Beth-Ellen Walsh, ext. 5203

To report your child absent or tardy, please call or email by 8:30 each morning:

973-290-5222 or attendance@aose.info

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SECTION I - INTRODUCTION TO THE ACADEMY OF SAINT ELIZABETH

Policy of Non-Discrimination

The Academy of Saint Elizabeth empowers women for leadership in our global society. Rooted in Christian values, this Catholic Institution embraces the diversity of its constituents promoting unity through understanding and education. With this goal in mind, the Academy of Saint Elizabeth does not discriminate on the basis of race, creed, color, orientation, disability, and national origin in admissions and activities under the applicable state or federal laws, regulations or requirements.

The Academy of Saint Elizabeth is a private Roman Catholic educational institution, all students, regardless of their religious affiliation, are required to take assigned religion classes and participate in religious activities conducted at/by the school.

History

The Academy was established in Madison, New Jersey in September 1860 in a white frame building – still standing – on a portion of forty-eight acres overlooking what is now Park Avenue.

The renaming to Convent Station would come later, when in the 1870's, Mother Xavier provided funding for the train station just outside our gates, so that her students and staff would not have to travel by horse and buggy from the Madison station. The Sisters built the roadway, now Convent Road, and paid the salary of the station attendant until 1896 when they gave Convent Road to Morris Township. The station itself was eventually purchased by the township in 1966.

Our first students entered in 1860 – charter members of Saint Elizabeth. The Registration Ledger from the first day of September still resides at Convent Station, as do the records of every succeeding year. In 1865, the new Academy building was completed and its first commencement exercises were held on the growing campus.

By then, our school had gained a wide reputation for scholarship and was recognized and accepted throughout the state as an institution of strong academics, culture, and Catholic learning for young women. The Sisters continued to acquire land whenever it became available – an enlightened determination for women of their time and circumstance.

Mission Statement

The Academy of Saint Elizabeth is a Catholic, independent, college preparatory school for young women, founded by the Sisters of Charity of Saint Elizabeth. Our mission is to promote the disciplines of academic excellence and moral responsibility within our young women by sustaining a scholarly environment and a nurturing community of faith.

Philosophy

Rooted in the Gospel of our Lord Jesus Christ, the Philosophy of the Academy of Saint Elizabeth derives its ethos from Judeo-Christian wisdom affirmed by the official teachings of the Roman Catholic Church and the mission of the Sisters of Charity of Saint Elizabeth.

Beliefs

We believe that:

1. Christianity is a way of life that inspires the thoughts and actions of every student.
2. The immersion in and internalization of the ministry of the Sisters of Charity establish unique opportunities for our students to embrace:
 - Gospel Values
 - Social Justice
 - Service to the Poor and Underserved
 - Fidelity to the Church
 - Faith in the Power of the Eucharist
 - Living and Growing in Community
 - Vital and Viable Prayer Life
 - Charism of Charity
3. A diverse student body and curriculum encourage an understanding and appreciation of a multi-cultural society.
4. Single gender education on a secondary level is foundational and appropriate in fostering leadership roles for women in society.

Objectives

In harmony with this philosophy and these beliefs, our objectives are to collectively strive through example to educate and inspire the whole student in ways physical, athletic, civic, spiritual, intellectual, social, emotional, and aesthetic so that she continues to mature in goodness, truth, and beauty before God, her country, and the world community.

We realize our responsibility as educators is to develop, refine and offer programs and standards of study that reflect the needs and interests of college-bound students. Our students are encouraged and required to become critical thinkers and learn to write and communicate effectively. The students' use of current technology and its applications is necessary for their optimum achievement on the college level. With these commitments, we prepare them to become leaders in their careers and learners for life. We seek to generate an abiding respect for charity and a sense of duty to the poor and disadvantaged.

We are resolved to empower each of our young women with the compassion and self-reliance that is intrinsic to her femininity and capabilities. We give priority to cultivating her appreciation that she possesses uniquely God-given talents that render her capable of fulfilling her destiny and of positively impacting the world in which she lives.

We deliberately maintain a small, intimate environment conducive to establishing close and inclusive relationships with the hope that all who pass through our halls depart with a desire to return because of an enduring attachment to this institution.

Policies and Practices at Academy of Saint Elizabeth

The Academy of Saint Elizabeth is committed to ensuring the success, health and safety of all members of our community. To this end, the policies outlined in this handbook are intended to be helpful and supportive rather than punitive. The Academy of Saint Elizabeth reserves the right to modify any and all school policies, procedures, rules and/or regulations in order to properly and responsibly fulfill our mission. The Academy also reserves the right to do so at any time, without notice.

Visitors to our School

Parents and visitors are welcomed to attend school during the regular school day if their function is related to a specific purpose and if they have prior permission from the Principal or her designees. All visitors must first go to the Main Office to obtain a visitor's pass and comply with all security procedures and protocols.

SECTION II - ACADEMIC PROGRAM

Academic Scheduling

As a college preparatory secondary school, the Academy of Saint Elizabeth assists each student in planning a program of study that relates to her abilities, interests, and future goals. In addition to the courses that complete the basic requirements for graduation, students are guided in choosing higher level electives that will prepare them for their post-secondary educational experience. For example, students who hope to pursue a college degree in the math, science, engineering, business, or medical fields are encouraged to pursue electives and advanced courses in these subjects. Those who look to pursue degrees in the liberal arts and education are encouraged to take electives and advanced courses in English, Social Studies, and the Arts.

Each year, as students select their courses for the following year, they are encouraged to discuss their choices with their counselor as well as their teachers. College and career readiness are the principal goals of our academic program.

The [AOSE Course Description Catalog](#) provides an overview of the courses offered at the Academy. Each contains a brief course description, credits assigned to the course, and any prerequisites. The Academy of Saint Elizabeth cannot guarantee that all courses will be offered each year. Course offerings are dependent on student enrollment and/or scheduling constraints.

Graduation Requirements

A student in good academic standing shall be eligible for an Academy diploma upon the successful completion of all her courses, from which she must have earned a minimum of 130 credits. The required course of study includes the following:

Art - Fine and Performing	2 semesters
English	4 years
Mathematics	4 years
Physical Education	5 semesters
Religious Studies	Each year at AOSE
Science (Biology/Chemistry/Physics)	3 years (Physics beginning w/ class of 2021)
Social Studies	3 years
Technology	2 semesters (beginning w/ class of 2021)
World Languages	3 years (2 years must be the same language)

Courses required by the Academy for graduation must be taken at the Academy of Saint Elizabeth by all registered students. An exception will be made for select students enrolled in the College of Saint Elizabeth classes, with the approval of the Assistant Principal. Students may not substitute a required course with a summer program course at another institution.

Some courses require prior satisfactory completion of another prerequisite course before enrollment. Approval of prerequisite coursework or summer coursework for the purpose of taking an advanced course which requires a prerequisite course shall require advanced written approval of the Academy's Director of Counseling and appropriate academic teacher.

All academic and/or qualification decisions are at the discretion of the Assistant Principal.

Valedictory and Salutatory Awards

The Valedictory Award is presented to the member of the graduating class who has earned the highest cumulative grade point average over the course of her four years at the Academy. The Salutatory Award is presented to the member of the graduating class who has earned the second highest cumulative grade point average over the course of her four years at the Academy. Students who transfer to the Academy of Saint Elizabeth after the beginning of the junior year are ineligible for these awards.

Changing and Dropping Courses

No student may request a course change after the first full week of school. After that time, a student may not drop a course except for reasons of health or other exceptional circumstances. Such exemptions shall be given only by the Assistant Principal after consultation with the Director of Counseling.

Academic Accommodations

It is first and foremost the intent of the Academy to provide for our students in the best manner possible and offer an academic program that fully meets students' individual needs. Due to limitations inherent in the Academy's private school size and structure and its mission as a college preparatory school, it is necessary that parents or guardians of students with ISPs be aware of the following regarding academic accommodations offered by our school:

- Each parent or legal guardian of a student admitted to the Academy shall be exclusively responsible to provide the school with all relevant classification records or documents, including Individual Student Plan (ISP).

- All such documents must be hand-delivered or mailed to the student’s school counselor, and not to teachers or staff. These records should be provided within the guidelines established by the Educational Services Commission of Morris County.

Academic Support

All members of the Academy faculty will schedule regular extra help sessions weekly to support student success. This support may be offered before, during, or after school. All teachers will post extra help hours in their classrooms.

Grading System

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69 (lowest passing grade)
F	64 and below

In order to be considered in good academic standing for athletics and extracurricular activities and events, a student must maintain a 70 or above in all courses.

There will be several checkpoints throughout the year to ensure students are in good academic standing to continue participation in athletics and extracurriculars.

If a student does not pass a checkpoint, a meeting with guidance, the administration, teacher(s), and parents will take place to devise an academic improvement plan for the student. This plan may include a student being put on a 3-week probation or being removed from the activity until she is in good academic standing again.

Grading Policy

Grades are determined by the following formula:

- Major Assessments (summative) 50%
- Minor Assessments (formative) 35%
- Classwork/Homework Assessments 15%

Teachers will review with students at the beginning of the year examples of assignments that will fall under each of the above categories.

If an assignment is not turned in/collected on the assigned due date, a grade of 0 will result until the work is made up (when applicable) following the late work timeline outlined below:

- Work is due at the beginning of class on the day it is due.
- Grade is lowered 10% each day for work that is late, after 72 hrs (3 days) work is no longer accepted and a 0 results.

Absence Policy:

- Without a doctor's note, all work must be handed in/made up within the number of days that the student was out (i.e. 1 day out, 1 day to make up work).
- Long-term assessments will be due at the discretion of the teacher.
- It is the student's responsibility to email the teacher when absent about rescheduling tests, quizzes, etc.

Course Failure

Any student who fails a course for the year will be required to attend an approved summer school program or adhere to a program of study deemed acceptable for credit by the administration for any course not passed during the academic year.

A student will not be allowed to return to the Academy if she fails more than two courses in a given year. If she fails more than two courses in the first semester, the Director of Counseling will meet with the student and her parents to create an academic improvement plan.

Any senior who fails a course for the year must satisfactorily make up the failure before a diploma will be awarded.

Since the Academy of Saint Elizabeth is a college preparatory institution, a student is not permitted to participate in any school activities/athletics unless the student is considered in good academic standing, which requires that the student have no D's or F's.

Honor Roll

Gold - A certificate awarded to a student whose grade is at least an A- in all subjects at the end of the quarter.

Silver - A certificate awarded to a student whose grades average at least an A- with no grades lower than a B in any subject at the end of the quarter.

Bronze - A certificate awarded to a student who has a B average, with no grade lower than a B in all subjects for the quarter.

Academic Excellence - A certificate awarded to a student who has an A for each quarter of a given year and no exam grade lower than A-.

Academic Achievement - A certificate awarded to a student who has an A- for each quarter and no exam grade lower than B+.

Grade Reporting

Grades are posted on PowerSchool at the end of each marking period. Progress Reports are posted quarterly on PowerSchool if a student is in danger of failing the marking period.

Transcripts

The official transcript is a certified statement of a student's academic record at the Academy of Saint Elizabeth. It bears the signature of the school's Director of Counseling or Principal. Official transcripts are mailed directly from the Academy to such institutions as the student and her parents may designate. Such official transcripts shall not be given directly to the student or parents. Students are cautioned that most institutions will accept only official transcripts which come directly from the issuing school.

Parental Rights to School Records

The Academy of Saint Elizabeth will request that both parents execute registration forms designating the name and address of the student's natural or legal parents. All grades or notification of progress will be available to both parents (and legal guardians) unless the Academy receives a confirmed copy of a valid Court Order directing exclusion of a parent from this information. The Academy shall assume that parents share legal custody unless we are provided with a confirmed Court Order confirming otherwise.

If there is a Court Order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the "Custody Section" of the divorce decree if it contains information which is vital to the school in fulfilling its obligations.

Honors/Advanced Placement/College Now Courses

Participation in honors and advanced placement courses is at the sole discretion of the Academy of Saint Elizabeth after consideration of the following academic considerations relevant to specific academic years:

- Freshmen are selected for honors courses based on their standardized test scores, eighth grade final transcripts and performance on Academy placement tests.
- Students in grades 10, 11, and 12 may continue in honors sections each year by maintaining a minimum B average, along with the approval of the department. Both are required.
- A student may move from a regular section to an honors section by achieving a minimum average of A-, along with the approval of the department.
- Students wishing to take Advanced Placement (AP) courses must meet the above standards; in addition, they must evidence good critical-thinking skills, submit a writing sample and meet minimum requirements on a placement test. Once these requirements have been met, final recommendations will be made by the department along with the AP teacher.
 - *Please note: students may take the AP exam in May only if they have maintained at least a B average in the AP course.*

If a parent chooses to override the final teacher recommendation and waive their daughter into an honors/AP course, a waiver form must be filled out and submitted to guidance with the course selection form.

The Academy also offers a College Now Program in conjunction with the College of Saint Elizabeth (CSE). This program provides the opportunity for high achieving juniors and seniors to take CSE college classes offered right at the Academy or on the CSE campus if the student's schedule allows. In order to qualify for the CSE College Now Program, juniors and seniors must have at least a 3.0 GPA, a letter of recommendation from their guidance counselor, and a completed College Now application. All college courses—whether taken at the Academy, at CSE, or online—require an additional per credit fee. Students cannot exceed 12 CSE credits within a one-year period or 16 CSE credits over a two-year period. Besides receiving credit for these courses on their high school transcripts, students will also be awarded an official CSE college transcript and transferable college credits, depending on the institution.

Honors courses receive an additional weight of .5 to the final average. AP and College Now courses receive an additional weight of 1.00 to the final average.

National Honor Society

The Academy of Saint Elizabeth participates in the National Honor Society and employs its procedures, criteria and selection requirements for small private schools with regard to membership. Selection to the National Honor Society (NHS) is based on Scholarship, Leadership, Character and Service.

In order to be eligible for consideration, a student must maintain a minimum weighted grade point average of A (calculated after the second marking period of 11th grade and after fourth marking period of 11th grade).

The following guidelines will be considered:

- *Leadership – The student who exercises leadership:*
 - Is resourceful in proposing new problems, applying principles, and making suggestions.
 - Promotes school activities.
 - Exercises influence on peers in upholding school ideals.
 - Contributes ideas that improve the civic life of the school.
 - Delegates responsibility.
 - Exemplifies positive attitudes.
 - Inspires positive behavior in others.

- Demonstrates academic initiative.
 - Successfully holds school offices/positions of responsibility, conducting business efficiently and effectively, and demonstrates reliability and dependability.
 - Demonstrates leadership in the classroom, at work, and in school or community activities.
 - Is thoroughly dependable in any responsibility accepted.
- *Service – The student who serves:*
 - Upholds scholarship and maintains a loyal school attitude.
 - Participates in community service: Girl Scouts, church groups, and volunteer services for the aged, poor, or disadvantaged.
 - Volunteers and is willing to sacrifice to offer assistance.
 - Works well with others and is willing to take on difficult or inconspicuous responsibilities.
 - Enthusiastically renders service to the school.
 - Represents the class or school in interclass and interscholastic competition.
 - Actively engages in committee and staff work without complaint.
 - Shows courtesy to visitors, teachers, and other students.
- *Character – The student of character:*
 - Takes criticism willingly and accepts recommendations graciously.
 - Consistently exemplifies desirable qualities of behavior.
 - Upholds principles of morality and ethics.
 - Comports to the highest standards of honesty and reliability.
 - Observes instructions, rules, punctuality, and faithfulness.
 - Shows perseverance and dedication to studies.
 - Manifests truthfulness and does not cheat.
 - Actively helps to rid the school of bad influences.

The selection process will involve evaluation of application materials by a faculty committee after the candidate submits verification of qualifications and letters of recommendation. The selection process is based in the four pillars of the National Honor Society. Academics is not the sole criteria for selection.

Any transfer student who was a member of NHS in their former school should bring a letter from the advisor and turn it in with her application materials.

Please note: the faculty committee evaluates candidates on continuous commitment to service and leadership, both at the Academy and in the community. It is also important that a candidate demonstrates consistent dedication to creating a positive and meaningful contribution to the Academy community.

Students selected for membership in the NHS will be asked to sign a Code of Conduct and are expected to demonstrate outstanding academics, leadership, service, and character as members of the NHS. An NHS member may be placed on probation for any behaviors that do not meet this standard. Students not selected for membership in their junior year may be reevaluated in their senior year.

Please note: all decisions regarding NHS by the Academy are determinative and based in the standards established by the governing organization and the Academy NHS Committee.

SECTION III - ATTENDANCE POLICIES AND PROCEDURES

Parent Responsibility

- A parent/guardian must call the Attendance Office at 973-290-5222 or email attendance@aose.info before 8:30 am to report a student absent, tardy, or indicate an early dismissal from school. If the absence or tardy is not reported, the school will call parents to verify student absence and ensure safety/well-being of the student.
- Upon return to school, a note/email must be submitted to the Attendance Office.
- If it is a planned absence, a note/email should be submitted prior to the first day of the absence indicating the length of absence.
- In the case of extended absence due to illness, a doctor's note is required to return to school. The nurses must be contacted if your daughter has been prescribed medication or if any accommodations need to be made.

Student Responsibility

- Students must hand in absence note to the attendance office upon return to school.
- While out of school, students should always view assignments on Google Classroom to remain current.
- If a student is tardy and it is still homeroom (8:10-8:15), she should report directly to homeroom and her homeroom moderator will mark her late. If a student arrives after 8:15, she must report to the Attendance Office immediately upon arrival to sign in and pick up a late slip. Students who have not signed in will be considered truant.
 - A delayed school bus or train may be considered an excused lateness.
- If the student is leaving early, even if she is returning, she must report to the Attendance Office with a note or a parent must call to inform us of the student leaving during the school day. An early dismissal slip will be issued. If a student returns, this slip will serve as a re-entry pass to class.

Any student who is not in school by 10:30 am is not permitted to participate in any after school activity that day.

Excessive Absence/Tardiness

Any student whose absences or tardies exceed four per quarter, eight per semester or 16 cumulatively for the academic year can be denied partial or full credit for any course in which such absences/tardies should occur. Warnings will be given and parent conferences held to discuss the implications and consequences of excessive absences and tardies to school. When there are serious concerns about potential loss of credit, the student will be placed on an attendance contract. If the contract is violated, loss of credit will take effect.

Excused Absences

Any time a student is not physically present in the classroom, she will be marked absent from that class. Excused absences will be evaluated once a student is in danger of losing credit due to excessive absences.

Early Dismissal

The number of early dismissals per student will be monitored by the Attendance Office. Appointments are to be made after school or on school holidays when possible. A note from the parent/guardian explaining the nature of the early dismissal is required and must be presented to the Attendance Office prior to homeroom period that morning. The student must sign out in the main office before leaving.

Students deemed too ill to return to class will not be permitted to drive home or to take the train home unless parent permission is given.

Extended Absence

If a student has been absent for two consecutive weeks she may be eligible for home instruction through the Morris School District. A doctor's note stating this need is required for both mental and physical illness. It is the obligation of the parent and student to meet the required guidelines and obtain this benefit; however, the Academy of Saint Elizabeth school counselors will assist in this process.

Leaving Campus

Leaving campus without permission is considered a serious violation that will be addressed according to the rules regarding suspension and expulsion. No student may leave the Academy during the school day without the express permission of the Principal.

Seniors who have the last class period of the day free on a given letter day may leave school at the end of their last class if they have followed guidelines established and secured parent permission.

SECTION IV - CODE OF CONDUCT

Overview

The Academy of Saint Elizabeth believes that students should understand and live by standards of academic honesty and honorable behavior, which are essentially a matter of positive attitude and ethical spirit rather than a system of rules and regulations. Reverent, selfless behavior must be based on personal integrity, genuine concern for others and on the ethical principles which comprise our school's philosophy.

Behavior of parents and students of the Academy community shall mirror school values and our ethical code acting as responsible members of the community, working for the common good rather than solely for personal advantage. They shall honor the rights of others, conducting themselves at all times in a moral, respectful and decent manner while at the Academy and throughout their lives as citizens of, and contributors to, the global community.

All students will sign a Code of Conduct pledging their commitment to the mission, values, and ethical code of the Academy.

Obligations of the Academy

To address Academy policies and procedures with the entire faculty at the first meeting of the school year; making clear that all teachers are to discuss academic honesty with their students, both at the start of and during the school year. The administration will review the handbook with students during the first week of school and with parents at back-to-school night.

To see that all students and parents sign and return the Student/Parent Handbook Agreement form indicating their full comprehension of and commitment to policies and procedures of the Academy.

Academic Honesty/Integrity

Academy students are expected to learn the value of hard work and personal achievement. Their school work must be their own. Academic honesty is to be valued and exercised by everyone.

Through academic honesty, students are expected to refuse to engage in any unauthorized activity which profits them or which helps or hinders others in any work which is submitted for or ultimately leads to a grade. Such work would include exams, quizzes, tests, oral or written work, lab exercises, and any other assignments leading to a grade of any kind.

Examples of violations to the Academy's code of academic honesty include, but are not limited to:

- *Cheating* – Cheating during any testing situation and/or class assignment is considered a serious offense. Among the actions defined as cheating are:
 - looking at another student's test;
 - communicating to another student, in any manner, any information concerning the content of an exam;
 - using any unauthorized materials, such as notebooks, notes, textbooks, or other sources not specifically designated by the teacher of the course for student use during an exam period;
 - using unauthorized or inappropriate academic or reading notes, books or materials;
 - engaging in any other activity for the purpose of seeking or giving unauthorized aid during the completion of any graded assignment; or
 - using any electronic device to research answers to test/exam questions.

- *Academic Aid* – The spirit that should guide all questions of academic aid is the development of the student as an independent learner and a person of integrity. The general rule to follow is that all students should do their own work at all times. If there is ever any doubt as to the legitimacy of aid, the student must consult the teacher. Some academic departments have specific guidelines as to what constitutes authorized and unauthorized aid. In all situations, the letter and spirit of these guidelines should be followed meticulously.

- *Plagiarism* – Plagiarism is defined as, “the act of copying or stealing someone else's words or ideas and passing them off as your own work.” Please note that the use of another person's ideas can also be plagiarism. Plagiarism is a direct violation of the Honor Code. Plagiarized work will receive a zero and disciplinary consequence.

- *False Information* – Knowingly furnishing false information to Academy faculty and/or administration for the purpose of obtaining special consideration or privilege (e.g. postponement of an exam, test, or deadline for written work), or any other purpose, is forbidden.

In addition to any disciplinary consequences, a student who has violated academic honesty for the purpose of academic gain shall receive a failing grade for that assignment and is expected to make up the work, without receiving credit. All violations will be reported to the parents and student's counselor and a meeting with parents, school counselor, and/or school administration will be scheduled. Violations shall be noted in the student's permanent record which may be reported to colleges or other schools.

School Climate

The Academy of Saint Elizabeth assumes that its students will conduct themselves honestly in all interactions. Students and parents are expected to behave in a morally responsible manner conducive to the preservation of the Academy's community of faith and commitment to academic excellence. This behavior nurtures a positive, productive, encouraging school climate.

Examples of violations of code of conduct may include but are not limited to:

- displaying lack of respect to Academy teachers or administrators,
- lying,
- forgery,
- feigning illness to the nurse or a teacher in order to miss a class,
- excessive talking back and/or physical or verbal disrespect to a faculty member or to another student,
- repeated violations of school rules as stated in this Student/Parent Handbook,
- harassment of any form and abusive behavior,
- vandalism,
- theft,
- violation of the Academy's Computer Use Policy,
- possessing, selling, using or being under the influence of alcoholic beverages or illicit drugs on campus, on a school bus, or during a school- sponsored activity, or
- bringing discredit to the Academy of Saint Elizabeth, whether during or outside of school hours, on or off school property.

Harassment, Intimidation and Bullying Policy (HIB)

Every member of the Academy of Saint Elizabeth community, including faculty, administration, staff, students and volunteers, has the responsibility to reflect the school's philosophy of educational excellence, moral responsibility, service, community and justice. This includes maintaining acceptable standards of personal behavior to ensure that all of its members have the opportunity to experience an atmosphere which promotes respect and is free of harassment.

According to the Anti-Bullying Bill of Rights, Harassment, Intimidation, or Bullying is defined as:

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student. L.2002, c.83, s.2; amended 2007, c.129, s.1; 2010, c.122, s.11.

Reporting of Harassment, Intimidation and Bullying incidents should be done in the following manner:

- a. Any member of the Academy of Saint Elizabeth community may report any incident of HIB, whether involving themselves or another member of the Academy community, to any faculty member or member of the administration.
- b. When a faculty member or member of the administration is advised of an incident of HIB, they shall report that incident to the Principal. That faculty member should forward this information to the Principal.
- c. The Principal will then initiate an investigation consistent with the Timeline for Reports of HIB set forth herein. The Principal may appoint a designee counselor or faculty member as needed for assistance.

Student Resources:

[Pacer Center's Teens Against Bullying](#)
[The Bully Project](#)

Parent and Teacher Resources:

[National School Climate Center](#)
[Electronic Aggression Tip Sheet](#)
[The Bully Project](#)

Sexual Harassment

As defined by the National Association of Independent Schools, “Sexual or gender harassment is not social or courting behavior but is behavior that is uninvited and unwanted and is directed at a person because of his or her gender or sexual orientation.” Behavior may not be considered harmless if it makes a person uncomfortable or creates an intimidating, hostile or offensive environment. The use of sexuality to harass is best seen as an assertion of power and includes most easily identifiable acts of verbal, written, or physical abuse, as well as more subtle but equally damaging forms of harassment such as graffiti, epithets, and general stereotyping.

Examples of sexual harassment may include but are not limited to:

- inappropriate comments or statements;
- unwanted touching or pinching;
- deliberate brushing up against someone; blocking or other physical intimidation;
- taunts, slurs, or jokes;
- condescension based on a person's gender or sexual orientation;
- following or stalking;
- gesturing obscenely or suggestively;
- ogling or leering;
- inappropriate or intrusive questions;
- repeated unwanted sexual propositions; or
- using technology to send and/or display offensive images.

Response Procedures To Harassment (HIB)

A student who has experienced any kind of harassment has a choice of responses:

- The student may confer with a trusted teacher, counselor or adult to plan a course of action. However, the student and adult shall then confer with the Principal before any action is taken.

- The Academy of Saint Elizabeth will respond promptly to any allegations of harassment, always keeping in mind the respect and confidentiality due to all students. Students should be particularly mindful of misuse of the internet, cell phones, and social media which may be used to harass, bully, or intimidate.

Timeline for Reports of HIB

Step 1: The Verbal Report - The HIB will be disclosed to the Principal the same day as the report was made.

Step 2: Parent Notification - Within 1 day of the verbal report, the Principal will inform parents of all students involved to discuss intervention services and steps going forward.

Step 3: The Investigation - The investigation will be completed within 10 school days of the verbal report. The school counselors will be responsible for taking statements from all students involved.

Step 4: The Investigation Report - Within 2 school days of completing the investigation, the Principal will receive a written report from the school counselors with the results of the investigation. The Principal will then determine the appropriate consequences.

Step 5: Information to Parents and Action - Within 5 days of the written investigation, parents will be informed of the results and a plan of action will be carried out.

NOTE: The above timeline is based on the 2011 Anti-Bullying Bill of Rights Act.

The school must provide information to parents/guardians on the nature of the investigation, whether evidence of HIB was found, whether discipline was imposed or services were provided to address the HIB.

Disciplinary Recommendations

Disciplinary actions for a harassment, intimidation, or bullying offense could include mandatory counseling, detention, suspension from school/school activities, and/or expulsion.

Possession of Prohibited Objects and Substances

The Academy endorses and supports the laws concerning drug-free school zones. Possession, use, or distribution of alcohol or illegal drugs is forbidden in Academy buildings or on the campus at all times. This includes all school-sponsored activities both on and off campus.

The use of controlled substances, unless they are prescribed by a medical doctor, is in violation of New Jersey State Law and the Policy of the Academy of Saint Elizabeth, and will be dealt with in the manner highlighted in the following section.

Any student, who is taking prescription medication, must register that fact with the school nurse in advance. All medication, including aspirin and cough medicine, must be stored in the health office and be taken in the presence of the school nurse.

Smoking in any form, including e-cigarettes and/or vape pens is not permitted in Academy buildings or on campus at any time. A serious penalty (expulsion or suspension) may be imposed after a meeting with the Principal, parents and the student if a student is in possession of any tobacco products or vape paraphernalia.

Any student bringing an item to the Academy that may be construed as a weapon of any kind will be sent to the Principal's office immediately and law enforcement will be contacted.

Process for Responding to Suspected Chemical Use or Abuse

In addition to following the procedures for suspension and expulsion, the Academy strictly adheres to New Jersey Statute (NJ 18A:40-4) requiring school personnel who suspect chemical use in a student to report it to the staff member(s) designated to handle such situations, which is the Principal/Designee.

The statute further states that a student suspected to be "under the influence" must receive a medical evaluation to test for the presence of drugs and/or alcohol. Failure to undertake testing may result in suspension or expulsion.

If testing is positive or the student admits to using any controlled, illegal or dangerous chemical substance, the family and student shall be required to consult with a New Jersey licensed therapist and/or drug treatment program. The school will require the parent(s) and student to sign a release allowing the counselor(s) to speak with the treating professional before the child will be allowed to return to school. Furthermore, the Academy must receive a written report and recommendation for return to school by the therapist or drug treatment program.

Academy Property

Academy students are expected to be respectful of all property; there is to be no marking or defacing of desks, walls, or other surfaces. Those who damage school property of any kind, in any manner, will be required to pay for repairs before receiving any future grades or report cards and may be subject to detention and/or suspension at the discretion of the administration.

Social Media Policy

Social media provides a tool for building community. Membership in communities also requires accountability and responsibility.

The following guidelines apply to, but are not restricted to, Facebook, Twitter, Instagram, Snapchat, video sharing sites, and any websites or social media pages sponsored by AOSE.

The Academy of Saint Elizabeth social media pages are places where we encourage interaction and discussion among school staff, parents, students, alumnae, friends and anyone interested in AOSE. If you post a question to the Academy of Saint Elizabeth on this site, we will respond as promptly as possible during working hours. If your inquiry is urgent, please contact the school office directly.

We ask that you be respectful in your comments. We reserve the right to remove anything we deem to be:

- abusive or defamatory personal attacks;
- unlawful, obscene, threatening, harassing, slanderous, hateful or embarrassing to any other entity;
- third party advertising; or
- chain letters or spam.

We also reserve the right to terminate involvement by users who post such content. Failure to follow these guidelines may result in banning from one or more of AOSE social media sites.

The views and opinions expressed on our social media pages do not necessarily represent those of the Academy of Saint Elizabeth. Therefore, we cannot be held responsible for the accuracy or reliability of information posted by external parties.

Should you have questions or concerns, please contact our site administrator at aosenj.org.

The Academy of Saint Elizabeth Disciplinary System

The Academy of Saint Elizabeth expects that all students will live by standards that clearly reflect the Christian principles on which the school operates, including, but not limited to, those enumerated in this handbook. When students do not live up to these expectations, the following disciplinary system is provided to attain fair treatment and consistency. This system applies at all school activities and/or school-sponsored trips.

The Administration and faculty are responsible to assist the Principal and Assistant Principal in enforcing discipline throughout the school. Minor offenses, particularly in the classroom, will be handled on the spot. When a teacher feels that a student is not responding to repeated, on-the-spot discipline, the teacher will report the situation to the Principal or Assistant Principal.

The philosophy of the Academy as it relates to good conduct and discipline, and as enforced by the administration, can be simply stated: when behavior is inappropriate, it must be quickly modified. The good order of the school requires the cooperation of all.

The continual repetition of any behavior shows a disregard for the rules themselves or that the student is making a conscious choice to ignore the rules. Both of these are unacceptable to our school community. Thus, a repetition of “minor” infractions becomes a much more serious issue of defiance. Should this occur, the student involved will meet with the Principal/Assistant Principal and Counselor and a behavioral intervention plan may be established.

Detention

A student may be given detention by any member of the faculty for violation of the Academy’s rules, procedures and policies. Non-exclusive examples of such violations include:

- out of uniform;
- tardiness;
- violation of cell phone or computer use policies;
- conduct unbecoming of an Academy student; or
- any other circumstance or action outside of the classroom deemed inappropriate in the estimation of a faculty member.

A student who fails to serve an assigned detention will meet with the administration, counselor, and parents to discuss noncompliance and assign additional consequences which may be an in-school suspension.

Suspension

A suspension can be in-school or out-of-school at the discretion of the Principal/Assistant Principal. The length of the suspension will vary due to the seriousness of the violation. A student should use the time away from school to reflect about what it means to be a member of the Academy of Saint Elizabeth and that a subsequent infraction may lead to expulsion. Students are expected to remain current with all schoolwork while on suspension.

Suspensions are very serious disciplinary matters and shall become a permanent part of the student's record at the Academy of Saint Elizabeth and may be included in formal records submitted to colleges and universities during the college application process.

Expulsion

An expulsion indicates that the Academy can no longer allow a student to remain within the community. Because it is the strongest statement that a school can make about a student's conduct, it will be reserved for the most serious situations which could either be blatant disregard for the community, law, or an egregious violation of a school rule. Expulsions become a part of a student's permanent record.

Procedure for Suspension and Expulsion

In the event that a student is suspected of an offense that may lead to a suspension or expulsion, the administration will be notified and a confidential internal investigation may be undertaken leading to the following steps:

- The Principal/Assistant Principal and Counselor will meet with the student.
- The administration and local law enforcement (if necessary) will evaluate the information and make an informed decision regarding the action to be taken.
- Parents will be notified and a meeting with all appropriate parties will be arranged.
- The student may appeal any decision, in writing, directly to the Principal for reconsideration. The Principal will consider the appeal and render a final decision.

The Academy considers the following as non-exclusive examples of serious infractions that could lead to suspension or expulsion:

- violation of the Academic Honesty/Integrity policy;
- violation of the Academy's Cell Phone or Computer Acceptable Use Policy (AUP);
- substantiated Violation of the Harassment, Intimidation, and Bullying Law;
- damaging school property or theft;
- violation of the Academy's Possession of Prohibited Objects & Illegal Substance Policy;
- serious violations of the Code of Conduct

SECTION V - COUNSELING SERVICES

Overview

The counseling department is committed to the development of the young women we serve. The school counselors serve as a resource to students, teachers, parents, and the school community. They counsel individual students regarding such matters as making positive choices, addressing behavioral/emotional issues, as well as designing an appropriate academic program. It is important that there is an open line of communication among families, faculty, and the counselors to best support the students in dealing with the academic, emotional, and social stressors of the high school experience.

Communication with Faculty and Counselors

Whenever a question arises, parents should contact their daughter's counselor. Meetings with faculty may be coordinated through the counseling department. If you wish to speak to an individual teacher, you may contact them directly via email or telephone using our [staff directory](#).

Parents and students are expressly advised that school counselors are provided for general school assistance and are not substitutes for licensed psychiatrists, psychologists or therapists. No professional advice, counsel or recommendation is offered or intended as part of the school counseling program. Parents and students shall independently seek and retain mental health care professionals or drug counselors, as they deem appropriate.

Parental conferences are often an important means of communication. An appointment shall be made in advance with a counselor when parents plan to come to the Academy to discuss a matter concerning their daughter.

All communication between the Academy of Saint Elizabeth and parents/guardians of students and/or potential students must demonstrate a spirit of cooperation and mutual respect.

Process for Responding to Threats of Harm to Self or Others

In the event that a student is judged to be in danger of harming herself or someone else, the following procedure will be followed:

- The school counselor(s) will contact the parents who will be asked to take the student immediately to a licensed mental health professional who will make a determination. The family will be required to sign a release giving the therapist permission to speak with the counselor(s).
- Before the student can return to school, an original letter from the therapist, doctor and treatment facility will be required, clearing the student for return to school stating that she is not a danger to herself or to others.

College Counseling Services

The Academy of Saint Elizabeth's college counseling program is geared toward securing the college or university which is the best fit for the student. The student and counselor will cooperatively review the student's high school record, standardized test scores, future goals, and interests to determine the most appropriate programs in both private and public colleges and universities throughout the United States and abroad. The college counselor assists the student in compiling a list of prospective colleges to which they may apply, based upon the most recent literature available, first-hand information gleaned from college representatives, records of admissions decisions of past AOSE graduates, and published profiles of the colleges. The college application process requires a thorough advisement by the college counselor, realistic decision making, and active participation by the student and her family. Beginning in the freshman year, the college counseling program offers step-by-step preparation, guidance, and organized workshops which will lead to appropriate college choices in spring of the senior year.

Primary and ultimate responsibility for completion and timely submission of each college application rests with the student, regardless of materials being provided to the Academy. Students shall comply with all recommendations and procedures the college counselor and Academy requires.

There are a myriad of grants, scholarships and funding options for post-secondary education. While the Academy will exercise reasonable efforts to advise the student of potential programs, the ultimate responsibility for investigating the existence of and securing the benefits of such programs or entitlements shall rest with the student and her parents and they are encouraged to visit many web and school sites, read public access materials and materials, and consider the retention of professional consultants.

SECTION VI - SCHOOL POLICIES AND INFORMATION

Uniform Dress Code

An Academy student is expected to be neat and in full uniform at all times.

The school uniform consists of:

- Skirt/pants
 - A navy plaid skirt should be at a modest length, no more than four inches above the knee. Students may also choose to wear navy blue pants.
- White or navy monogrammed shirt
- Navy monogrammed cardigan
 - Although students are not required to wear the cardigan on a daily basis, it should always be accessible when needed during the school day for masses and special events.
- Navy knee socks or solid navy opaque tights
 - Socks are to be worn in the knee length position - not slouched down or folded
 - In the winter months, navy opaque tights/stockings may be worn to cover legs.
 - Students may not wear leggings, sweatpants or fleece pants under skirts.
- Tan Sperry
 - All students must wear the tan Sperry which may be purchased at Flynn and O'Hara.
- AOSE Fleece
 - Students may wear the uniform fleece when the weather is very cold.
 - If needed, this fleece is to be worn over the uniform shirt and cardigan - not in place of the cardigan.
 - Sweatshirts and other outerwear may not be worn, even if it is Academy apparel.
- Senior Uniform
 - Seniors have the privilege of wearing a maroon varsity cardigan and khaki skirt. Socks must be the universal maroon argyle print as determined by the class.

It is expected that all students comply with the uniform policy. Teachers will address those who do not. A teacher may give one warning to a student. After that, the teacher will assign a detention. If the problem persists, the student will be reported to the Principal/Assistant Principal.

The locker is the first stop every day. Students must be in full uniform before going to homeroom. When a situation arises that requires a student to be out of uniform, that student must get special permission from the Principal/Assistant Principal in advance.

Alternative Dress Code (e.g. Tag Days)

Tag Days occur throughout the school year to celebrate a holiday or to raise money for a special cause. When a Tag Day is announced to the school, a theme for the day is also announced. Students are expected to follow the theme of the day (e.g. on Valentine's Day students are asked to wear pink or red) and it should still be school appropriate attire.

Participation in these days is always optional. If a student chooses not to participate, she is expected to abide by the normal uniform dress code.

The following is a non-inclusive list of prohibited clothing that applies to such dress-down occasions. The Academy of Saint Elizabeth's administration reserves the right to deem any student's clothing as inappropriate.

1. Shoes without a secure back (e.g. flip-flops, slippers, mules, slides, etc.)
2. Shirts that reveal the shoulders, stomach, back or chest area
3. Pants that resemble pajama bottoms
4. Sweatpants or ripped pants
5. Skirts, dresses, rompers or shorts shorter than four inches above the knee
6. Clothing, buttons, or badges advertising social or political causes, controversial or inappropriate phrases or pictures, including alcoholic beverages

Cell Phone Policy

Students will not be permitted to use their cellphones during the school day unless it is for educational purposes under the direction of their teacher. Cell phones have become an integral part of the technology repertoire and are now used for learning/research in many classrooms.

During the school day, phones must be kept in the off/do not disturb position and out of sight at all times in lockers or in book bags/purses. Cell phones may not be used in the hallways in between classes. **The only time a student may use her cell phone is during lunch.**

Students may speak with the Principal/Assistant Principal if an emergency arises, permission will be given to use the office phone or receive a call from a parent/guardian if necessary in the main office area only. Please call the main office and NOT a student's cell phone if you need to speak with your daughter during the day. *If you need to reach your daughter during the school day, please do so during the lunch period only (11:11-11:57).*

Earbuds are only allowed during independent study time and at the discretion of the teacher. Students are not permitted to wear earbuds in the hallway.

Technology Policy

The use of technology at the Academy of Saint Elizabeth is a privilege not a right. The Academy is a bring your own device school and students are expected to have a working, charged computer each day. If extenuating circumstances arise, a Chromebook may be signed out for the day in the main office.

Students are expected to make responsible, ethical and appropriate use of computers, technology (including software and hardware), and information services at all times. Network and computer services include: use of personal and school computers as well as the Internet and all associated software. Students should note that these services are finite and costly and that such things as time, money and hardware are restricted or appropriated when these services are abused.

The school reserves the right to have access to anything that is on or passes through its information systems; and, with administrative approval, the coordinator of technology services may suspend, modify, or terminate computer access privileges, examine files, passwords, accounting information, or access an individual's files and move or delete those deemed objectionable or disruptive to the intended use of information resources. Students are responsible for knowing the rules and policies regarding the use of the information resources provided by the Academy. Students must understand that a violation of the acceptable use policy may result in loss of their account, disciplinary action by the school, and possible legal action.

Computer Acceptable Use Policy

A policy with respect to the use of computers owned and operated by the Academy is in effect under the direction of the Technology Director. Parents will receive a copy of the Acceptable Use Policy (AUP) which outlines the requirements, rights, and responsibilities of computer use at the Academy. The AUP must be signed before a student is signed onto the AOSE network.

Students who bring personal laptops to school must register the device with the Technology Director. They will only be able to access the internet through this school registration. No other device may be registered. Students must keep their laptops with them at all times or they must be locked in the locker. The Academy is not responsible for these items.

Emergency Closing Procedures

Classes are not held on days when the roads are considered dangerous due to inclement weather as determined by the school/local authorities. Parents should not permit their daughters to drive on days when hazardous road conditions are predicted. The Alert Solutions system through PowerSchool will be used to notify families of emergency closings and/or delayed openings.

The Alert Solutions system is integrated with PowerSchool; however, it is the responsibility of each family to keep their contact information current directly through the PowerSchool parent portal. Contact the main office at the Academy if you need assistance.

In addition, we have initiated a “work at home” policy for snow days beyond the first two of the school year. Students will understand that on a “work at home day” assignments will be posted on Google Classroom for those classes that meet on that particular day and students will be expected to complete them as directed.

Delayed Openings

A two-hour delay may also be used to allow local road departments to clear roads for safe travel in the wake of a storm/weather event. The two-hour delay also provides additional time to ultimately make the most informed decision about school closure. Thus, the school may make the decision to close after a delay has been called. In the event of a delayed opening, please do not venture out early. Students may not arrive to school at the routine time as there will not be supervision at school since the staff is also asked to arrive two-hours later than usual.

Student Drop Off

Students must be dropped off and picked up in the back of the Academy building in the circular driveway. If picking up for an early dismissal, parents may use the front entrance.

Driving and Parking

Students who choose to drive to school must obtain and display the proper parking permit and register their automobile information with the Transportation Coordinator, Mrs. Helen Kotoulas. Specific rules and procedures related to parking on campus are shared with applicable students at the beginning of the school year. Parking privileges may be suspended or revoked by the Academy at any time at the Academy's discretion.

The privilege of driving to school will be forfeited for any improper use of a car during the school day or school functions.

Crisis Management

The Academy has a comprehensive crisis management plan in place. In the event of any emergency, the priorities governing any response will be to:

- protect human life;
- prevent/minimize human injury and hardship;
- safeguard the assets of the Academy;
- maintain/restore normal daily functions; and
- communicate appropriately with parents and responsible agents.

The School Safety Team will meet throughout the year to review policies and procedures and debrief following emergency drills such as fire drills and lockdowns in support of effective crisis management planning and response.

Emergency Drills

Emergency drills (such as fire drills and lockdowns) are conducted regularly. Directions and procedures for these drills are reviewed periodically throughout the school year. When a drill announcement is made or the fire alarm sounds, students will proceed quickly and quietly to their designated location and follow established protocols. Attendance will be taken to ensure that all students are accounted for.

Financial Policy

Tuition and fees are paid online using Tuition Aid Data Services (TADS). The first tuition payment and all fees are due by July 1st, for the following academic year. Once payment is received, the student's schedule will be released. As an alternative to a single payment, a family must sign the financial agreement with TADS and specify annual, semi-annual, quarterly or monthly installments. After enrollment with TADS, all payments are made directly to them, not to the Academy.

If a student withdraws from the Academy for any reason during the semester, tuition will be refunded as follows:

- During the first two weeks of July & January → 50%
- During the remainder of the semester → No Refund
- Fees are not refundable

If a student is asked to leave the Academy, no refund will be made.

Students with accounts in arrears will have their schedules, report cards, and re-enrollment contracts withheld until her account is made current. ***No student will be allowed to begin a new academic year with a previous balance.***

Insurance Policy

Parents/guardians who are asked by the Academy to drive students other than their own daughters to or from field trips, athletic events, etc. must have the prior written permission of those students' parents. This written consent and a copy of a valid policy of automotive liability insurance for the vehicle and owner shall be provided to the Academy of Saint Elizabeth prior to transportation. Said policy of insurance shall be considered primary and non-contributory and shall have limits not less than \$250,000/\$500,000.

Information regarding the insurance program or coverages for The Academy of Saint Elizabeth may be obtained by request from the Principal or her designee.

Health Policy

The Academy's health center is designed to foster good health initiatives and awareness and to care for sick or injured students. An annual medical examination is required for all students by a licensed New Jersey medical doctor in good standing.

Under New Jersey law, students shall not be allowed to enroll without proper documentation having been provided to the Academy. A student requiring medical attention must obtain a pass to the nurse's office from her teacher and the Nurse must, in turn, sign the pass before the student is readmitted to class. Students may not go to the Nurse between classes, except in circumstances of medical emergencies. If a student becomes ill during the day, she must report to the nurse or her designee who will treat her and either send her back to class or inform parents/guardians that their daughter is too ill to remain in school. Students deemed too ill to return to class will not be permitted to drive home or to take the train home, unless parent permission is given. A responsible adult (emergency contact) must be able to pick up a student as soon as possible when a student is too ill to return to class.

A student who is dismissed from school by the nurse must sign out in the main office before leaving the Academy.

The nurse is permitted to dispense prescribed and over-the-counter medications under strict guidelines:

1. Medicine prescribed by a New Jersey licensed physician must be brought to the Academy in its original container, along with a physician's note authorizing the date and time of the administration of the medicine, prior to administration. There is also a requirement of written authorization from the parent/guardian.
2. Over-the-counter medicine (e.g., Tylenol, Advil, etc.) brought from home is to be administered by the nurse only in an emergency situation and with the prior written consent of the parent/guardian. The parent/guardian is responsible for supplying the nurse with over-the-counter medicines – each in its original container. Parents and students are advised that the school nurse is not allowed to provide over-the-counter medicines, of any nature, to a student – except for those provided by the student/parent complying with the rules herein.
3. All medication forms must be completed and returned to the nurse before the start of each semester.
4. However, in executing this handbook, each parent/guardian and student acknowledges that in the event of a life threatening emergency, the nurse shall be entitled to contact EMS or other first responders, regardless of coverage by the parent's or student's insurance coverage.

Library

The Moran Library is a quiet setting for research, study, reading and/or reflection. Courteous, productive use of the library requires the cooperation of all. The library is available during study periods and lunch for academic support and enrichment. The Media Specialist works with teachers to enhance content area and integrate new technology tools into the classroom.

Locker Privileges

Each student will be assigned a locker and issued a regulation combination lock that must be used while she is enrolled at the Academy. If it is lost, it must be replaced for a fee of \$15. No other lock is permitted.

Lockers are a privilege that can be revoked at any time, and students acknowledge that there is no expectation of privacy in the access to or contents of said lockers which may be searched or inspected without advance warnings by school officials or law enforcement agencies. This regulation is in effect under Title 18A of the New Jersey Statutes and its inclusion in this handbook constitutes written notification as required under the law.

Lockers must be locked at all times and lock combinations should not be shared. Lockers are provided for the storage of books and clothing only. Any damage to or defacing of a locker is the student's responsibility and will be handled as a disciplinary matter. Defective lockers should be reported to the main office immediately.

Nothing is to be left in the locker room, on the floor, windowsills, benches etc. Locker rooms must be neat and clean at all times.

A student may go to her locker prior to homeroom, at the beginning of study hall, before and after lunch, before and after fitness and wellness class, and at the end of the school day. No eating is permitted in the locker rooms.

Students should not bring substantial amounts of money to the Academy. The Academy is not responsible for any money or valuables that have brought into school.

Identification Cards

School pictures will be taken and student ID cards will be issued in September for all students. Students will also be issued a proximity card for admittance to the building. Students must wear the swipe and ID card on a school lanyard at all times during the school day.

There will be \$5.00 fee to replace a lost proximity card; the replacement of a second proximity card will be \$10.00.

Textbooks

Every textbook is to be considered school property. Therefore, each student is responsible for the care of textbooks assigned to her, even if the textbook remains stored in the classroom. Her name and the academic school year must be printed on the inside cover. All books returned at the end of the year should be in good condition. When there is damage or defacement to a textbook, the student will be responsible for the cost of its replacement.

If books are not returned or resulting fines paid at the end of the year, PowerSchool access will be disabled and final report cards/transcripts and schedules will not be accessible until this obligation has been met.

Transportation

A school bus or train is considered an extension of the Academy and the understanding is that all students are representing the Academy when traveling to and from school each day; therefore, responsible, respectful behavior is a must. Students should behave in a manner becoming of an Academy student. Courtesy and safety are of paramount importance and also pertains to a student's personal appearance.

Smoking is not permitted on a bus, train, or in a train station; this includes e-cigarettes. Loitering at a train station is unacceptable.

When transportation is not made available to a student by the State of New Jersey, the possibility exists that a parent/guardian might qualify for a monetary payment in lieu of transportation. Forms to apply for this funding are sent from the Academy as a courtesy only. It is the responsibility of the parent/guardian to follow up with local municipalities to effect payment using the B6 form. The Academy will send the B6 form home each spring for the subsequent school year. In addition, NJ Transit discount ticket forms must be completed and submitted to the Business Administrator, Helen Kotoulas.

SECTION VII - STUDENT ACTIVITIES AND ATHLETICS

Student Activities

Principles

The Academy of Saint Elizabeth believes that the high school experience is enriched by participation in clubs, social and/or service activities, and co-curricular experiences. Student Activities programming offers opportunities to gather around a common interest, learn a new skill, pursue a service-related endeavor, and explore ideas and hobbies outside the classroom. Additionally, these clubs provide a venue for students to develop collaborative and leadership skills. As an inclusive program, the Academy Student Activities schedule should reflect the diverse set of interests, talents, curiosities and ambitions represented in our student body.

In concert with the Academy's mission to foster leadership skills, these clubs will be authentically student-run activities; although each group recognized by the school will need a staff or faculty advisor, the role of that advisor may vary from very involved to general supervision. Each club has an articulated mission and set of goals for each academic year, and also sets forth expectations for its members and leadership.

Procedures

Students may start a club by securing an advisor and completing a Club Registration Form, available from the Student Activities Coordinator. This form will be completed by the student leader and the advisor, *but will be submitted by the advisor*. In this form, club leaders will be asked to set forth the mission and goals of the club. They will also articulate how this new group will contribute to Academy life. The form will ask for the applicants to demonstrate an existing interest in this activity among the student body.

All new club requests are due no later than October 31. *Existing clubs must apply for re-approval by September 30; a re-approval form must be completed and submitted by the advisor*. Club applications will be evaluated based on multiple factors, including the mission, goals, contributions to Academy life, and demonstrated need and/or interest. Once a club is officially approved by the Student Activities office, it will be published on the school's website in the Student Activities catalog.

Governance

The leadership structure of each club will be established at the discretion of the moderator(s). Whenever possible, elections for the upcoming school year should be held in May, so that student leaders can prepare for the year ahead. Newly approved clubs will consult with the moderator(s) to establish a leadership structure.

Participation & Leadership Criteria

The Club Registration form asks student leaders and faculty/staff advisors to set forth expectations for its members and leaders. Students who have met the outlined criteria will be recognized for their participation at the year end Awards Ceremony. Part of the Academy's mission is to promote moral responsibility within our students. This includes personal accountability for extracurricular commitments.

Academic performance takes precedence over activities. When academics and club engagement are in conflict, students must prioritize school work. Students must be in good academic standing to take part in extracurricular activities. Participation in clubs and activities is a privilege, and students are expected to follow all guidelines set forth in the Academy of Saint Elizabeth Student/Parent Handbook and uphold the Code of Conduct while participating in all student activities and events. The Academy reserves the right to suspend or terminate participation by a student for any serious violation.

Scheduling

Student leaders can schedule meetings and other club events with the Student Activities Coordinator. The procedure is to email the SAC *and copy the club advisor(s) on the email*. They will receive confirmation from the SAC, at which point that event will be entered into the master Student Activities calendar, which is shared with the student body.

Fundraising

Clubs may occasionally seek to raise funds to sustain their mission. All fundraising enterprises must be approved by the SAC and, when appropriate, the Academy administration.

Tag Days

Tag Days are an Academy tradition when students “dress down” in support of a cause or event. These days are frequently sponsored by a club or group of clubs. Proposals for Tag Days must be completed by the club leadership and submitted to the SAC; these application forms are available in the Student Activities Google Classroom.

Proposals will be evaluated by a Tag Day Committee made up of students, faculty, and administration. These applications will be evaluated based on criteria that will consider:

- Collaboration with other groups (more = better)
- Relevance to AOSE mission
- Relevance to AOSE community
- Educational component or outreach
- Alternative ideas to raising funds
- Incorporation of theme of the year

Class/Field Trips

Class trips are a privilege and are offered solely at the discretion of the Academy of Saint Elizabeth. Written permission is to be obtained from a parent/guardian before a student is allowed to participate in class trips.

Students are required to pay close attention and adhere to the directives given by advisors or chaperones. If groups are assigned, students must not leave their group for another, unless given permission by the moderator.

While on a school sponsored trip, students must be conscious of their behavior, responsibilities, and appearance, and act accordingly.

No student may participate in foreign travel sponsored by the Academy during the Easter break unless all tuition has been paid in full. No exceptions will be made to this rule (e.g., the travel is being given as a gift or paid for by the student herself).

Athletics

Eligibility for Athletics

To be eligible to participate in the Interscholastic Athletic Program at the Academy, a student must be a full time student and meet the eligibility requirements of the Constitution, By-laws, and Rules and Regulations of the NJSIAA and the Northwest Jersey Athletic Conference (NJAC).

Among the requirements are:

1. A student who transfers from another secondary school because of a bona fide change of residence becomes eligible immediately upon entrance, if all other eligibility requirements have been met. In order for a student to be immediately eligible, both the former and present school must complete a transfer form affirmatively stating that the transfer is a bona fide change of residence and that there was no athletic recruitment or a transfer for athletic advantage. The parent or guardian must complete an affidavit and proof of residence which will be filed with the NJSIAA and held by the present school.
2. A medical examination by a licensed New Jersey medical doctor is required each year for participation on a team. The medical form must be submitted to the school by June 30th for the following school year. Any form received after that date may jeopardize the student's eligibility to participate in sports.
3. A student must be in good academic standing. This means that the student is sustaining a passing grade (C-) in all subjects. There is no exception to this requirement.
4. Ninth grade transfer students with previous participation in a varsity sport shall provide a bona fide change of residence or be ineligible for a period of 30 calendar days, beginning with the first interscholastic game played by the involved school.
5. Ninth grade transfer students without previous participation in a sport or who have participated, but not on a varsity level at her previous school, shall be eligible to participate immediately in any sport at the new school.
6. Tenth, eleventh, and twelfth grade transfers without a bona fide change of residence shall be ineligible to participate in sports for a period of 30 days in any sport which the student has previously played on any high school level. The 30 day ineligibility period will begin when the student enrolls and attends classes at the new school.
7. All athletes must sign a Code of Conduct contract.

The Academy abides by all of the rules and regulations set forth by the NJSIAA, except in cases where the Academy follows stricter guidelines:

1. A student who makes a team is required to give total commitment to that team. If she is dismissed or quits the team, she is not eligible to try out for a team the following season.
2. If a student is not passing in all subjects at the time of tryouts for any team (C- or higher), she may not try out.

3. If a student is already on a team, she must remain in good academic standing (C- or higher) in all courses throughout the season. If not, she will be placed on academic probation and will be ineligible to play or practice until her academic status improves. If there is no improvement in academics after three weeks, the student-athlete will be ineligible to return to the team.
4. Student athletes who are involved with any incidents involving smoking, alcoholic beverages or any controlled or performance enhancing substances, AT ANY TIME, will be banned from further participation and subject to other consequences at the Academy's sole discretion.
5. Athletic seasons run from the first day of tryouts until the last event of the season.
6. A student involved in a fall sport must participate in tryouts in August or she is not eligible for the team.
7. A student involved in a winter sport must be available to attend practices and games during the Christmas break. Students who miss games over the break will not be eligible to play immediately upon their return. For each game a student misses, they must sit out that number of games.
8. A student involved in a spring sport must be available to attend practices and games during the Easter break. Students who miss games over the break will not be eligible to play immediately upon their return. For each game a student misses, they must sit out that number of games.
9. All decisions regarding playing time and positions shall be exclusively vested in the coach and shall not be challenged by students or parents.
10. Parents and students must observe all rules of good sportsmanship.

Coaches shall be required to report known violations of the stated rules to the Athletic Director and/or Principal as soon as possible.

Participation in athletics is a privilege, and students are expected to follow all guidelines set forth in the Academy of Saint Elizabeth Student/Parent Handbook and uphold the Code of Conduct while participating in all athletic events. The Academy reserves the right to suspend or terminate participation by a student for any serious violation.

Scholar Athlete Award

Each year the Academy may choose to name a Scholar Athlete for each grade level. The criteria for this award include, but are not limited to:

1. Highest cumulative grade point average in the class with no individual course average lower than a “B”; and
2. Participation in at least two Academy athletic teams for the year.

If no one in a grade level meets these criteria, then the award will not be given to that class.

Alma Mater

*We hail our gracious leader,
Fair Alma Mater true.
She'll ever faithful guide us
Beneath her gold and blue ~
Beneath her gold and blue.*

*To glory she is destined,
To glory now and aye.
May heaven bless our Mother,
Our own dear SEA.*

*First, second, third and fourth years,
We are a loyal band.
And with all the old guard,
For Alma Mater stand ~
For Alma Mater stand.*

*Past, present, now united,
For future glories pray.
May heaven bless our Mother,
Three cheers for SEA!*