



# **Benedictine Academy**

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## **PARENT & STUDENT HANDBOOK**

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2016-2017

# **BENEDICTINE ACADEMY STUDENT & PARENT HANDBOOK 2016-2017**

## **BENEDICTINE ACADEMY'S ADMINISTRATION**

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*President*

**Ms. Ashley Powell**  
*Administrator*

**Ms. Patricia Moseley**  
*Guidance/Testing Coordinator*

**Ms. Analisa A. Branco '00**  
*Director of Admissions, Recruitment & Retention*

**Mrs. Lisa Cupeles**  
*Director of Theology and Campus Ministry*

**Mrs. Luisa Rodrigues**  
*Director of Business and Facilities*

**Mrs. Rosemary Anderson**  
*Director of Development*

**Mr. Darren Michael Jones**  
*Athletic Director*

**Ms. Christine Hayes**  
*Executive Administrative Assistant*

### **BENEDICTINE ACADEMY**

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**Facebook:** @BenedictineAcad  
**Instagram:** @BenedictineAcademy  
**Twitter:** @BenedictineAcad

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# **GENERAL INFORMATION**

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## **PURPOSE AND USE OF HANDBOOK**

This Handbook exists to foster the efficient operation of Benedictine Academy. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Administration has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for young ladies or parents/guardians.

Young ladies are to read and follow the directives of the Handbook. Parents/guardians are required to read the entire book and reinforce its content with the young ladies. Both young ladies and parents/guardians are to sign and return the *Acknowledgment and Receipt of Handbook* to the school by the date requested. A *Usage of Technology Agreement* must also be signed.

## **AMENDMENTS TO HANDBOOK**

This Handbook is subject to change at any time when determined to be necessary by the School Administration. If changes are made to the Handbook, parents/guardians will be notified within 30 days of changes approved by the appropriate authority.

## **MISSION**

**LISTEN, LEARN, LOVE AND LEAD: THIS IS THE BENEDICTINE WAY.**

Benedictine Academy, a Catholic college preparatory high school in Elizabeth, New Jersey, founded by the Benedictine Sisters, educates young women to be responsible leaders of the 21<sup>st</sup> century. Focusing on academic growth and character formation in the Benedictine tradition, the Academy challenges young ladies to become life-long learners who are intellectually curious, rooted in the gospel and committed to justice and integrity.

## **BELIEF STATEMENTS**

At Benedictine Academy,

- We believe that Jesus Christ is the **first teacher** in our school.
- We believe that every person has dignity and intrinsic value.
- We believe that a culture of peace must permeate all aspects of community life, which is nourished by Prayer and Eucharist.
- We believe that every young lady, through self-discipline, can achieve academic success and personal growth.
- We believe that critical thinking and intellectual curiosity are essential skills for successful living.

- We believe that young ladies, teachers, parents, and board members can build community through shared responsibility.
- We believe that every young lady and staff member can build a more just world by serving and pursuing leadership opportunities in the local and global community.
- We believe that every young lady has unique gifts and talents to be respected and developed.

### **HISTORY OF BENEDICTINE ACADEMY**

The Benedictine Sisters of Elizabeth, New Jersey founded Benedictine Academy a Catholic secondary school for young women, in 1915. After three years in the Voorhees Mansion in downtown Elizabeth, the Academy was transferred to its present location at 840 North Broad Street, providing larger facilities and a spacious campus. The Academy continued to attract young ladies who were seeking a college preparatory education in the Benedictine tradition, and, in 1954, the present brick structure was erected to respond to the need for more space and a more adequate learning environment.

In 1987, the Benedictine Sisters, having examined the needs of an ever-changing society and the needs of the Academy, redefined the school's mission and purpose. With a solid commitment to the new vision of serving a diverse population of young women, the Sisters made a significant financial investment in the reorganization of the Academy, and invited Catholic School Management, Inc. to assist in that endeavor. Once again, a significant increase in young lady enrollment necessitated the building of an annex, which was made possible through funds raised by the Building Benedictine Campaign. The new annex was blessed and dedicated in 1996. In the same year, Benedictine Academy became a certified member of the Middle States Association of Colleges and Schools.

The school has grown in academic and technological programs, strengthened its financial situation, and enhanced its image with its *5 Year Strategic Plan* implemented in 2000 and ending in 2005. During the 2005 school year, Benedictine Academy celebrated its 90<sup>th</sup> year of Catholic education in the city of Elizabeth and surrounding communities. A new strategic plan was adopted in 2006 and re-accreditation from the Middle States Association of Colleges and Schools was achieved in 2007. In 2015, the Academy celebrated its 100<sup>th</sup> year of educating young women in the Benedictine tradition.

### **SAINT BENEDICT**

Saint Benedict was born in Italy of a very wealthy and famous family. When he was old enough for higher studies, he was sent to Rome. There, he was scandalized by the behavior of some of the Roman youth and decided that he would dedicate his life to God. Saint Benedict became a monk and lived in a cave called the Holy Grotto. He was only fourteen or fifteen years old yet the news of his holiness spread and many men joined him in his holy lifestyle. Certain jealous men however, tried to poison him. One day they mixed poison in his wine. Saint Benedict, however,

had the habit of making a sign of the cross over his glass. The glass broke as if a stone had fallen upon it. “God forgive you brother,” Saint Benedict said.

Benedict set up twelve monasteries in Subiaco, Italy where monks lived in separate communities of twelve. He left these monasteries abruptly when the envious attacks of another hermit made it impossible for him to continue his spiritual leadership. Benedict went to Monte Cassino where he founded the monastery that became the foundation of the Church’s monastic system. His sister Saint Scholastica settled nearby to live a religious life.

Benedict was an innovator. No one had ever set up communities like this before or directed them with a rule. His beliefs and instructions on religious life were collected in what is now known as the Rule of Saint Benedict—still directing religious life after fifteen centuries.

### **THE BENEDICTINE SEAL**

Benedictine Academy’s school seal was adapted from the Benedictine Seal. The letters in the angles of the cross, C.S.P.B., stand for the words: Crux Sancti Patris Benedict. (The Cross of Holy Father Benedict.) On the perpendicular bar of the cross are the letters: C.S.S.M.L. They signify: Crux Sacra Sit Mihi Lux. (May the Holy Cross be my light.) On the horizontal bar we find: N.D.S.M.D., that is Non Draco Sit Mihi Dux. (Let not the Dragon be my guide.) Above the cross we find the word PAX (Peace), the motto of the Benedictine Order.

### **ALMA MATER**

Hail Benedictine, hail to thee!  
O let our voices raise  
A song of love and loyalty,  
Forever in thy praise.  
The happiness which you have giv’n  
We shall remember all our days.  
Benedictine in our hearts  
We’ll hold you dear always.

God bless our Alma Mater,  
Protect her from untruth,  
From godlessness or any ill  
Which may assail her youth.  
Long may she be our guiding light  
Which shineth brightly on our way.  
Alma Mater in our hearts,  
Forever you will stay.

## NON-DISCRIMINATION POLICY

Benedictine Academy admits young ladies of any race, color, national and ethnic origin, gender, and disability to all the rights, privileges, programs, and activities generally accorded or made available to young ladies at the school. Benedictine Academy does not discriminate on the basis of race, color, national and ethnic origin, gender, disability in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

## RELIGIOUS EDUCATION & RELIGIOUS SERVICES

The non-Catholic young lady is welcomed at Benedictine Academy, but is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic young ladies as well as Catholic young ladies must participate in all religion classes, retreats and liturgical services scheduled for young ladies during the year.

## SCHOOL SCHEDULES

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<b>Schedule 1: Regular School Day</b>		<b>Schedule 2: Early Dismissal</b>	
Period 1 + Morning Ann.	8:00-8:45	Period 1 + Morning Ann.	8:00-8:32
Convocation	8:48-8:55	Announcements in Period 1	8:32-8:36
Period 2	8:58-9:42	Period 2	8:39-9:11
Period 3	9:45-10:29	Period 3	9:14-9:46
Period 4	10:32-11:16	Period 4	9:49-10:21
<i>Lunch 1 then Period 5</i>	Lunch 1: 11:19-11:49 Period 5: 11:52-12:36	Period 5	10:24-10:56
<i>Period 5 then Lunch 2</i>	Period 5: 11:19-12:03 Lunch 2: 12:06-12:36	Period 6	10:59-11:31
Period 6	12:39-1:23	Period 7	11:34-12:06
Period 7	1:26-2:10	Period 8	12:09-12:40
Period 8	2:13-2:57		



# BENEDICTINE DIRECTORY

ADMINISTRATION		
<p><b>Sister Sharon McHugh, OSB</b>  <i>President</i>  <a href="mailto:srsmchugh@benedictineacad.org">srsmchugh@benedictineacad.org</a>            ext. 107</p>		
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### **APPOINTMENTS WITH SCHOOL PERSONNEL**

Parents/guardians who wish to meet with the Administration or Faculty should contact the school executive administrative assistant (908-352-0670 x100) to schedule a mutually convenient meeting time. To schedule an appointment with a specific teacher, please see the above telephone directory to obtain their voicemail extension where a message may be left.

We ask that you kindly schedule appointments with administration or faculty prior to your visit. Staff members who wish to communicate with the parent/guardians of a young lady may do so by phone, letter, or at a mutually convenient appointment. When appointments are made, both the parent/guardian and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

### **CHAIN OF CONTACT**

Young ladies and parents are encouraged to use the following chain of contact in addressing concerns such as discipline, grades, school policies etc.:

1. Teacher
2. Guidance Counselor
3. Administrator
4. President

### **PARENT CORRESPONDENCE/COMMUNICATION**

To save the expense of postage and to ensure timely delivery, the Academy makes use of emails and parent portals. Often these require a signed reply slip from the parent to acknowledge the receipt of the information. Parents are encouraged to contact the school office if they have further questions or if they have not received expected communications. Please synch the master Benedictine Academy Calendar from our website for updated information and notices.

### **STUDENT IDENTIFICATION**

Identification (ID) pictures will be taken at the beginning of each academic year. ID cards will be issued to each student and should be carried at all times. ID's must be surrendered upon withdrawal or dismissal from the Academy.

## **ACADEMIC PROGRAM AND POLICIES**

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### **PROGRAM OF STUDIES & COURSE SELECTION**

All courses at Benedictine Academy maintain the sequence of subjects suggested by the State Department of Education, giving each young lady the widest possible selection and the ability to meet college admission requirements. With the approval of the Guidance Counselor, each young lady selects her program of study for the following year during the early portion of the second semester.

## **FRESHMAN, SOPHOMORE AND JUNIOR YEAR**

Benedictine Academy has a rigorous college preparatory curriculum. Courses offered follow a core curriculum, therefore ninth, tenth and eleventh grade young ladies have few or no electives. Electives offered to these classes are included in the Benedictine Academy Course Catalog, available on the school website.

## **SENIOR YEAR**

Four full year elective courses along with a quarterly and final examinations are required to graduate. Permission from the Administration is required for any exemption to these requirements. Young ladies entering twelfth grade must indicate five electives by priority on her course request forms. It is the responsibility of the senior to ensure that all course work has been completed. The Guidance Counselor will review all senior records as well to insure that each senior is in compliance with the Benedictine Graduation requirements.

## **COURSE LEVELS**

**College Prep (CP)** – This indicates a course suitable for the majority of college preparatory young ladies.

**Honors** – This indicates a course for young ladies who have demonstrated extraordinary proficiency and interest in the subject area. Honors courses carry an additional GPA weight of .05.

**Advanced Placement** – This indicates a course which is college level and follows an AP approved syllabus. AP courses carry an additional GPA weight of .1.

## **HOMEWORK**

Homework strengthens academic skills, reinforces concepts learned in class, supports depth and retention in learning, promotes good study habits for college and teaches responsibility. Young ladies at BA should expect 2.5-3 hours of homework on an average school day. (Unfinished class work is not included in the school's definition of homework.) Although there will be periods of greater intensity (the ends of quarter terms), excellent time management skills can support young ladies through these crunch times.

- Daily Homework will not be accepted later than the first day after it was due with a 20 point deduction.
- If a young lady habitually misses homework for a class, a parent conference will be arranged with the teacher and Guidance Counselor to discuss this problem and develop an Academic Improvement Plan.
- Young ladies are primarily responsible for keeping track of changes to any posted due dates.
- *Homework counts for 20% of each quarter grade.*

## **MISSED ASSIGNMENTS AND ASSESSMENTS DUE TO ABSENCE**

Absence does not excuse a young lady from any required work. Young ladies are responsible for finding out about missed in-class and homework assignments when absent for three days or less. Young ladies should go to the

student portal and review their assignments. Young ladies can also contact classmates or call the main office to seek appropriate help.

For an *absence of more than three days*, a parent should call the main office to request the young lady's assignments. Teachers will have a full day in which to compile the work which can then be picked up by the parent at the main office.

*It is the young lady's responsibility, on the day of her return, to make arrangements with her teachers regarding work to be made up. The work should be completed in the time specified by each teacher.*

### **ACADEMIC INTEGRITY & PLAGIARISM**

Benedictine Academy young ladies adhere to an Honor Code which requires them to refrain from cheating in any form. This prohibition includes plagiarism in papers and assignments of any sort, as well as the resubmission of graded material for new credit. Young ladies may be required to submit written assignments through Turnitin.com software allowing faculty members to check for proper citation as well as plagiarism. If a young lady is found to be cheating on any school assignment, the following steps will be taken:

#### **FIRST OFFENSE:**

- Student will receive a zero grade for the test or assignment
- Student must serve two lunch detentions
- The student's parents will be notified
- If a student is a senior, they will be ineligible for a final exam exemption from that course

#### **SECOND OFFENSE:**

- Will result in a parent conference with Administration
- Young lady will be placed on Academic Probation and will forfeit their privileges for the year and membership in any athletic or club/activity organization of the Academy.
- The young lady will serve an In School Suspension for two days.

#### **THIRD OFFENSE:**

- Administrative review will be conducted to determine if young lady should be dismissed from the Academy.

### **GRADING SYSTEM**

Benedictine Academy utilizes a numeric grading system, with the minimum grade required for passing any course being 70%. Young ladies receive a numeric grade for each quarter on their report cards. The table below can be used

to draw a rough equivalent between our numeric system and traditional “letter” systems. Also included below is a rough GPA equivalent.

<i>Numeric Grade</i>	<i>Letter Grade Equivalent</i>	<i>College Prep</i>	<i>Honors</i>	<i>AP</i>
98-100	A+	4.0	4.5	5.0
93-97	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	D	1.0	1.5	2.0
69 & Below	F	0.0	0.0	0.0

Young lady cumulative averages are calculated at the end of each academic year. Weighted grades for Honors and Advanced Placement courses are considered for class ranking and the Valedictorian and Salutatorian awards. **Incomplete grades**, if assigned for any quarter, must be made up within two weeks. If not made up in that period, the Incomplete automatically becomes a 60.

**QUARTERLY EXAMS**

Benedictine Academy administers quarterly examinations in every course at the conclusion of each academic quarter. Quarterly exams count for 20% of a young lady’s grade for each academic quarter.

**ACADEMIC & BEHAVIORAL PROBATIONS**

A parent/guardian will be notified by Administration if their daughter has been placed on Academic Probation or if her course grade falls below a 70. The administrator issuing the Academic Improvement Plan will detail what the young lady needs to accomplish academically to make progress and remain enrolled at the Academy.

The probation contract is to be signed by the young lady and the parent/guardian and returned to the Guidance office. After School Enrichment will be mandatory for any young lady who is placed on Academic Probation. Thereafter it is the responsibility of the young lady, along with her parents, to take the necessary steps to improve her academic standing.

## FAILURE POLICY

- **Failing Quarter Grades:**
  - A young lady who has earned a failing grade must attend Academic Enrichment Program. *After two consecutive failures in the same subject area, her participation in extracurricular activities and sports will be restricted.*
- **Year-End Failures**
  - **One or Two:** The young lady must successfully complete an accredited summer school course, virtual summer school, or work with a certified tutor. Documentation of tutoring must be presented for a certified tutor. In the case of two or more failures, the young lady will begin the year on Academic Probation and her progress will be closely monitored in the first quarter of the new school year. The previous failing grade will be recorded in the young lady's academic record as a "P", regardless of the grade she received in summer school. Young ladies attending summer school must provide evidence of passing each subject.
  - **Three or More Year-End Failures:** A young lady who has failed three or more courses must meet with Administration to determine their future as a Benedictine Academy young lady.
  - **Senior Year Failures:** A failure during senior year *will prevent a senior from participating in all year end celebratory events and commencement exercises. No diploma will be issued until the time such coursework is complete.*

## PHYSICAL EDUCATION POLICY

- All students are required to participate in four years of Physical Education unless excused in writing by a medical doctor and approved by the building principal. If excused for medical reasons, students will be required to remain in the gym or on the athletic field to attain the lesson theory and objectives, and/or serve as judges, timekeepers, or general aids.
- Students coming unprepared (missing gym suit, sneakers, etc.) will receive A ZERO (0) FOR THE DAY and given an unexcused absence for that class.
- Students who are unable to take gym are NOT permitted to participate in athletic extracurricular activities. Any limitations the student may have that prohibit full participation in physical education classes must be brought to the attention of the nurse and Guidance Counselor.
- Basic gym clothing consists of regulation gym T-shirts and shorts or sweatpants. Sneakers are required. Other appropriate attire to be permitted will be explained by the Physical Education Department according to season and activity. Gym uniforms are to be purchased from the school uniform company.
- Twelfth graders may request a special privilege for their gym uniform.

## **RETREATS**

Every student, regardless of denomination, is required to participate in the annually scheduled Retreat for each class. Seniors attend a Retreat experience as the culmination experience of their senior year.

## **CONSEQUENCES FOR VIOLATIONS OF BENEDICTINE ACADEMY REGULATIONS**

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All young ladies at Benedictine Academy are expected to hold themselves to a high standard of behavior. They are expected to follow school rules specified in this handbook, individual teachers' rules and regulations, and be respectful of all members of the Benedictine community. Any young ladies who are found to be in violation of school or classroom rules will be assigned a Silent Lunch Detention. In extreme cases, after-school detention or out of school suspension may be utilized at the discretion of Administration.

### **INFRACTIONS MERITING SILENT LUNCH DETENTION**

*Note: Habitual infractions could lead to After-School Detention or possible Out of School Suspension.*

- Late to class or school (1)
- Unprepared for class (1)
- Uniform violation (1)
- Headphones in halls (1)
- Rude/discourteous behavior (2)
- Unacceptable language (2)
- Uncooperative behavior (2)
- Food/drink outside of the cafeteria (1)
- In hallway without pass (1)

### **SILENT LUNCH DETENTION RULES**

Silent Lunch Detention will be held daily during each lunch period in the SG (Small Group) room, unless otherwise specified. Basic rules for Silent Lunch Detention are specified below:

- Young ladies must report to the SG room immediately at the start of their lunch period. Young ladies who go to the cafeteria to purchase lunch first will be considered to be cutting detention and will not be admitted.
- 10 minutes into the lunch period, the proctor will escort all young ladies to the cafeteria to purchase lunch if needed. Young ladies are strongly encouraged to order their lunch on days where they serve detention.
- During Silent Lunch Detention young ladies are not permitted to talk to one another.

- There is to be no use of headphones to listen to music, watch videos/films etc.
- The only permitted tasks young ladies can perform are academic related homework, studying, etc.

### **INFRACTIONS MERITING SCHOOL SUSPENSIONS**

In School or Out-of-School Suspensions will be enforced against any young lady whose actions constitute a major disciplinary infraction and are contrary to the good order of the school community. The young lady will be given the opportunity to present her understanding of the situation in question to the Administration and Dean of Young ladies before the decision to suspend is made. The length and nature of the suspension will be determined by individual circumstances. If a young lady receives an Out-of-School Suspension, a parent conference will be scheduled before the young lady is re-admitted to school.

*Note: Young lady behaviors that are listed below may merit out of school suspension should they be deemed severe enough by Administration.*

***All suspensions become part of the student's yearly discipline record and out of school suspensions are indicated on her report card.***

Students serving an in-school suspension will have written work, related to the behavioral offense, to do during the school day. Tests/quizzes to be taken that day will be brought to the student for completion. All other class work is to be done at home that evening and submitted the following day. Students serving an out-of-school suspension may complete assignments that were given during the suspension. A student who is suspended may not participate in or attend school sports or other activities during the period of the suspension.

### **Infractions which merit suspension:**

- Disrespect to school personnel or students (ISS)
- Any suggestions of racial prejudice or derogatory comments (OSS)
- Refusal to cooperate with previous disciplinary measures (OSS)
- Persistent or flagrant violation of school rules, including dress code (OSS)
- Habitual use of unbecoming language (ISS)
- Significant, disruptive, rowdy or disorderly conduct in the classroom or hallways (OSS)
- Promoting deliberately destructive gossip (ISS)
- Intentional damage to school, personal or school property (OSS)
- Falsified note or signature (ISS)
- Cutting a class, homeroom, convocation or leaving school grounds prior to dismissal (OSS)
- Consistent tardiness to school or class (ISS)
- Possession of indecent literature or internet materials of any sort (OSS)
- Second offense of cheating (OSS)



- Stealing (OSS)
- Misconduct on a school van or public transportation (ISS)
- Repeated possession of an electronic communication device (ISS)
- Smoking on or off campus (ISS)

### **EXPULSION**

Expulsion is the most serious consequence that could be merited after careful review by the Administration. A young lady will be expelled from Benedictine Academy when her interests will be better served elsewhere and/or her presence is a serious hindrance to the educational process at the Academy. The following are considered grounds for expulsion. In addition to the following cases, other problem of equal seriousness may arise and will be treated similarly:

- **Fighting, physical assault, or attacks on a person. There is a ZERO TOLERANCE POLICY FOR FIGHTING AT BENEDICTINE ACADEMY. ANY YOUNG LADY ENGAGED IN THE ACT OF FIGHTING (OFFENSIVE OR DEFENSIVE) WILL BE AUTOMATICALLY EXPELLED.**
- Continued and willful defiance of authority
- Repeated misconduct by a young lady who was previously suspended
- On or off-campus conduct that has a serious effect on maintaining school order and discipline or is damaging to the reputation of the school
- An uncorrected pattern of tardiness to school or class
- Repeated truancy
- Serious violation of state or federal law
- Willful and serious defacement or destruction of school property
- Possession, distribution and/or use of controlled substances or weapons on campus or at school sponsored events

In the instance of any of the above violations or similarly severe behavior, the young lady will be called to a conference with the Administration and given the opportunity to present her understanding of the situation. An Out-of-School Suspension may be enforced immediately if additional time is needed for fact-finding. After careful consideration, the Administration will have a conference with the parents to explain the decision that has been reached.

# GRADUATION

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## GRADUATION REQUIREMENTS

The graduation Requirements of Benedictine Academy are:

<i>Subject</i>	<i>Year(s) Required</i>
English	4
Religious Studies	4
Physical Education	4
Health	4
Mathematics	4
History	3
Foreign Language	3
Science (including two labs)	3
Arts	1
Computer	1
Electives	4

## GRADUATION AND COMMENCEMENT EXERCISES

*Attendance at ALL graduation exercises listed below and their practices is mandatory for all graduating seniors.*

Young ladies may be excluded from participating in the ceremonies for a major breach of the school's disciplinary code and/or repeated suspensions, or failure to fulfill financial obligations. *Only those young ladies who have completed the requirements for a diploma may participate in the Baccalaureate Mass and Graduation.*

## BACCALAUREATE MASS

The graduates and their families and guests join this final Eucharistic Celebration, seeking God's blessings on the journey completed and for the years ahead. *The Saint Scholastica Award* is presented to the young lady who has attended Benedictine Academy for all four years and best represents the mission and beliefs of the school. The award is presented by the Prioress of Saint Walburga Monastery during the mass. National Honor Society young ladies are also permitted to wear their stoles.

## GRADUATION

Graduation is held at Holy Spirit Church in Union. Guests must present tickets for admission. Limited seating is available to other guests. Academic Certificates are presented to the graduates with highest and second highest academic averages in the various subject areas. The Valedictorian and Salutatorian medals are awarded to the seniors with the highest and second highest cumulative average from 9<sup>th</sup> grade to 12<sup>th</sup> grade. Only young ladies who have attended Benedictine Academy for a minimum of three years will be eligible for the Valedictorian and Salutatorian awards.

## GRADUATION SPEECHES

The Valedictorian and Salutatorian deliver prepared speeches at graduation. Speeches must be approved by the administration.

## **ATTENDANCE & REPORTING ABSENCES**

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### ABSENCE AND TARDINESS

Punctuality and regular attendance play an important role in the total education of a young lady. The young lady's attendance record becomes a part of her permanent file. All unexcused absences will be cumulative toward a maximum of 19 days per academic year. Doctor notes must be received by the administration no later than 30 days after the date of absence. Young lady absence for participation in a school sponsored activity will not be counted toward the 19-day limit. **Five instances of lateness to school counts as one unexcused absence.**

### EXCUSED ABSENCES AND TARDINESS

*The following reasons for absence will be considered excused:*

- Illness when verified by a physician's note
- A death in the immediate family (five day limit)
- Three approved college visits for senior young ladies, with a note from college admissions department
- Two approved college visits for junior young ladies, with a note from college admissions department
- Driver's license examinations

*The following reasons for tardiness or early dismissal will be considered excused:*

- Medical or dental appointments when verified by a physician's note
- Medical disability
- Driver's license examinations
- Court appearance

**PLEASE NOTE: Absence from school due to failure to meet tuition obligations is not considered to be an excused absence, and will count towards a young lady's total absences for the year.**

*In order for a young lady's absence to be considered excused, a note from a physician must be provided upon the young ladies return to school. Upperclassmen also have the privilege of college visitation days which may also be excused with the appropriate note from a college or university admissions department.*

### **TELEPHONE NOTIFICATION**

Parents or guardians of young ladies who are absent must call the main office (908) 352-0670 x100 no later than 8:00 a.m. on the day of any absence. Calls will not be accepted from the young lady herself. If the call is not received, the school will attempt to call the parent or other "emergency contact person" at home or at the place of employment.

### **EMERGENCY CLOSINGS**

School closings are announced through the School Messenger system. For this reason it is important that the school's Executive Administrative Assistant is informed of any changes in phone numbers. Closings will also be announced on our website, social media accounts, school main phone number, and Channel 7 Eyewitness News.

### **EMERGENCY FORMS**

During the first week of school, emergency forms must be filled out by all parents/guardians. Young ladies will not be permitted to leave the school grounds with anyone other than the names listed on the Emergency Forms.

## **CRISIS MANAGEMENT**

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### **CRISIS MANAGEMENT PLAN**

Benedictine Academy has established a Crisis Management Team composed of faculty and administration that meet on a quarterly basis to implement The Benedictine Academy Crisis Management Plan. The Crisis Plan is on file in the Administrator's Office and outlines plans of evacuation in case of an emergency. Parents are welcome to review the plan and make suggestions. Please contact the school administrator.

### **FIRE DRILL PROCEDURES**

The exit route for each class is posted by the front door of each classroom. Students must leave in single file, followed by the teacher. Students and teachers are to walk in silence during the fire drill.

#### **WHEN THE ALARM SOUNDS:**

- All activity must cease immediately and students must walk quickly and silently in single file to the designated exit.
- The teacher is to instruct the students not to run or talk. The teacher may need to give special instructions and must be heard by everyone. All personnel must move quickly until the assigned area is reached.

Slowing down after leaving the building slows down the evacuation of the school. Once outside, students and staff are to line up in an orderly manner in the designated area as a classroom group.

- If a student is in the bathroom or another part of the building, she should exit the building using the nearest available exit. The student should then report to the nearest classroom group and instruct a teacher that she is out of the building. That teacher should then inform the command center that this student has been separated from their present classroom.
- If students are in the cafeteria during a drill or evacuation, they should exit through the back doors of the teacher or supervisor in the cafeteria. A listing of students in the lunch periods is provided in the cafeteria. The teacher or supervisor should check for attendance when reaching the outside designation point and report any missing students to the command center.
- Once outside, if the fire situation permits, the command center may ask all students to report to a designated area by grade level for greater communication and attendance accuracy.

## **GUIDANCE COUNSELING**

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### **ROLE OF THE GUIDANCE DEPARTMENT**

The Guidance Counselor aids all Benedictine Academy young ladies in the following areas: high school course selection, exploring career goals, college planning, college search, college admission process, financial aid opportunities, and resume building. The Guidance Office also advises and supports young ladies whenever personal problems may arise.

### **ADVANCED PLACEMENT (AP) EXAMS**

*Young ladies admitted into the AP program must pay an appx. \$90 fee per exam by December 1st.* Each young lady who enrolls in an AP course MUST take the related exam in May, with the potential of gaining college credits from the College Board. Exams are administered in May of each year. The Guidance Counselor & Testing Coordinator will administer all AP exams and provide necessary information to parents regarding the Exams.

### **PSAT & SAT TESTING**

The Preliminary Scholastic Assessment Test (PSAT) is administered in October every year to freshman and sophomores. Junior and senior young ladies are encouraged to register and take the SAT's several throughout the school year.

### **CONFIDENTIALITY**

The privacy act guarantees each young lady the right to her own records and transcripts, only after the school has received the appropriate request release form, will records be provided.

Information obtained in young lady/teacher, young lady/counselor relationship is confidential: however, information of a serious nature: suicide, drug use, alcoholism, abuse, and the like which appears to be a life-threatening situation must be referred to Director of Guidance for intervention.

### **PUBLICATION OF YOUNG LADY INFORMATION**

News of young lady accomplishments, samples of their work, and photographs of school activities may be published on the school website, social media sites, and in newspapers. Parents will be given the opportunity at the start of their daughter's first year to sign a photo release and permission form concerning the publication of anything concerning their daughter.

The Academy may publish "directory information" (a young lady's name, address, parish, level, honors and awards, participation in officially recognized activities and sports) without the prior consent by any parent or eligible young lady who wants this information withheld from publication.

## **HEALTH SERVICES**

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A school nurse is in attendance for at least one day a week. This service is provided by the Elizabeth Board of Health. The school nurse will provide an annual weight, height, and overall physical check of the student.

The school nurse also maintains updated Student Physical Forms. All BA Athletes must have a current Athletic Physical on file in the School Nurse Office. All 9<sup>th</sup> grade and Transfer students are also required to have a current Physical Form as supplied by the admissions Office.

If a student sustains an injury during the school day or is too ill to remain in class, the teacher should notify the main office by dialing x 100. The student should report to the Administrative Assistant as soon as possible and her parents/guardian will be notified. If the School Nurse is in attendance, the student will be referred to her.

### **IMMUNIZATION REQUIREMENTS**

- DPT: a minimum of four doses
- OPV: a minimum of four doses, provided at least one dose is given on or after the first birthday
- Measles vaccine: one dose administered after the first birthday
- Rubella vaccine: administered after the first birthday; children who were immunized before the first birthday are to be re-immunized
- Mumps vaccine: one dose administered after the first birthday; children who were immunized before the first birthday are to be

re-immunized

- Hepatitis B: implemented in a progressive manner until all students are immunized starting with entry into school. After the first dose subsequent doses are administered as required.
- Varicella: Children born on or after January 1, 1998 are required to have one dose of varicella (chicken pox) vaccine, (no earlier than their first birthday), prior to entry into the school system

Students who did not have all of the state required immunizations at the start of the school year will be asked to remain at home until which time proof of immunizations are received by the school nurse.

### **INSURANCE**

Each enrolled student is covered by an insurance policy in case of any accident or injury incurred on the school property or authorized school function. Such policies are handled through the business office.

### **MEDICATION POLICY**

Benedictine Academy strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a young lady receive medication while under school supervision the following procedures apply:

- A parent/guardian should come to the school and personally administer the medication.
- If this arrangement is not possible, the School Nurse or the Administration may administer the medication under the following conditions:
  - The medication must be given to the School Nurse or Administration by the parent/guardian.
  - The medication must be in the original pharmacy labeled container and the parent/guardian and the young lady's physician must complete and sign an "Authorization to Administer Medication School" form. This form is available from the school.
  - Young ladies will be permitted to self-administer medication only for a life-threatening illness or condition. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for medication. The parent/guardian and the young lady's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the School.

### **EPINEPHRINE POLICY**

As permitted by New Jersey law, the school shall follow the orders of physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

### PARENTS/GUARDIANS AUTHORIZATION AND AGREEMENT REGARDING LIABILITY

Written authorization for administration of the epi-pen must be received from the parent/guardian of the young lady. The parents/guardians of the young lady shall be notified upon the administration of the epi-pen in accordance with procedure below as provided by law, the school, and its employees or agents shall have no liability for any injury arising from the administration of the epi-pen to the young lady. The parents/guardians of the young lady shall indemnify and hold harmless the school and its employees or agents against any such injury, as provided by law.

### ADMINISTRATION OF THE EPI-PEN BY THE SCHOOL

The school nurse shall have the primary responsibility for administration of the epi-pen. In the absence of the school nurse, another school employee designated and trained in administration of the epi-pen by the school nurse pursuant to New Jersey law may administer the epi-pen.

### PREGNANCY POLICY

The treatment of a pregnant student originates from a Catholic Pro-Life philosophy deeply concerned for the spiritual, emotional, and physical well-being of the expectant mother and her unborn child. All care of a pregnant student should be a compassionate reflection of Christ's love. Any student who becomes pregnant will be encouraged and permitted to participate in all aspects of the school program during and after the pregnancy, provided she has the written permission of her doctor. The student will be encouraged to share this information with her parents /guardians and to seek proper medical attention. Once the student has informed her parents/guardian, the nurse, guidance counselor and administration, will work with the family on an appropriate educational plan and provide the family with the necessary support through referrals to community resources. If her health requires that she not be in school, home tutoring, through government funded programs, should be provided. The Academy's Administration will refer all concerned parties in these matters to the appropriate counseling agencies, including those provided by the Archdiocese. The Administration of the Academy will do its utmost to be supportive of the student and help her complete her high school education at Benedictine Academy in the best way possible.

## **BENEDICTINE ACADEMY STUDENT REGULATIONS**

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### VISITORS TO THE BUILDING

Parents/guardians are always welcome to visit the school staff or classes by appointment only. **Visitors should report to the main office through the front door for a pass.** They must also sign in at the beginning of the visit and out at the end of the visit. No visitors are permitted on Exam days.

Young ladies who are potential candidates for Benedictine Academy are to arrange for visitation privileges through the Admissions/Recruitment Office at 908-352-0670 x104.



## **BENEDICTINE ACADEMY PARENT ASSOCIATION (BAPA)**

The Benedictine Academy Parent Association (BAPA) holds regular meetings during the year. Please refer to the Benedictine calendar on the website for a list of meetings. BAPA fees are assessed to all BA families.

## **VACATIONS**

Vacations during the school year are *strongly* discouraged. They jeopardize the young lady's progress in school and count against the young lady's absence limit. A parental note about the extended absence must be submitted to the Office at least one week in advance. ***It is the young lady's responsibility to contact her teachers and complete all the work covered in her absence.*** Final Exams **will not** be administered early to accommodate vacations.

## **EXCESSIVE ABSENCES**

All notices of absenteeism and lateness to school will be displayed on the parent portal as they occur. Parents/guardians may view totals at any time. Attendance warning letters will be mailed home following the completion of Quarter II and III for any young lady in danger of approaching 19 absences.

If a young lady exceeds the 19-day limit by the end of the academic year, an Administrative Review will determine if she will be required to come to school for additional days at the end of the year or attend a full session at an accredited summer school before academic credit can be assigned for the year.

Similar Administrative Review will be necessary if a young lady's absences for any given class exceed the allowable limit (year-long class: 19, semester class: 9.) Normally, the young lady will lose credit for the year for that class and remediation will be required.

***A young lady whose sporadic absence is the result of chronic illness, as certified by a medical doctor, must have a prior agreement with administration regarding arrangements for home study/assignments.*** Only satisfactory completion of all such assignments will be adequate for retrieval of credit otherwise lost due to excessive absences. Any young lady incapable of attending school for two weeks or more for medical reasons must participate in an approved home instruction or alternative educational program during the absence in order to return to school and receive academic credit for the year. While Benedictine Academy will assist in whatever way possible, it is the responsibility of the young lady and her family to:

- Provide the main office with a doctor's note which specifies the diagnosis and anticipated length of the absence.
- Request and complete the NJ State form (407-1) for Home Instruction and file this with the school Office, as far in advance as possible.
- Regularly pick up and return assignments and (if applicable) tests to the school

### **EARLY DISMISSAL**

No young lady may leave school before the scheduled dismissal without permission from the Administration. Such permission will only be granted for special reasons. *If a young lady leaves school before 9:45 am, she will be marked absent for the day. If a young lady leaves before 2:15 pm, she will be marked absent for 1/2 day. Every five instances of an early dismissal will be considered one absence.*

A parent or other designated adult must come to the school office to sign for the dismissal before a young lady is called from class. If a young lady will be leaving early and driving herself home, a parental note must stipulate this action.

### **CAFETERIA**

Young ladies are expected to observe good manners and conversational habits. Young ladies are not permitted to leave the lunch area unless their seating area has been properly cleaned and all trash has been placed in the proper receptacles. Young ladies are not permitted to leave the lunch area without a pass and the permission of the cafeteria moderator.

### **CAMPUS CARE & CARE OF SCHOOL PROPERTY**

All young ladies at Benedictine Academy are expected to take pride in keeping their school grounds neat and clean. Young ladies are expected to pick up any trash or debris in the building area as well as keep their personal locker clean and neat. *Food and drink, with the exception of water, are not permitted outside the cafeteria.* If there is a spill, it should be reported to the closest staff member.

Young ladies are expected to assist in the care and protection of all school property. All restitution for the destruction or defacement of property, whether willful or accidental, is to be made by the young ladies responsible and their parents for the damage caused by the vandalism.

In the case of willful vandalism, the local police may be notified. Service to the school may be assigned to aid the young lady in accepting responsibility for her actions.

### **CELL PHONES, IPODS, AUDIO DEVICES**

Young ladies may use cellular phones, iPods, or other audio devices only before or after school hours or during their lunch period. Individual faculty members may allow young ladies to use their Smartphone during class. Laptops should be used in school for academic purposes and at the discretion of faculty or administration. For safety purposes, students are not allowed to wear headphones in the hallways or have cell phones visible.

*Under no circumstance should headphones be worn between class periods during the change of classes. Violation of this rule will result in a Silent Lunch Detention.*

*If a severe violation occurs, the device in question will be confiscated and returned when the parent/guardian comes in to school to get the device.*

### **CONDUCT ON SCHOOL BUS, VAN, AND PUBLIC TRANSPORTATION**

Young ladies must show respect to all drivers as well as other passengers. Smoking on public transportation or bus/van is strictly forbidden. Young ladies who ride public transportation are to take a bus to school that allows them to arrive at school on time. Any reports of misbehavior will result in disciplinary action.

### **CONTROLLED SUBSTANCES**

It is Benedictine Academy's primary intention to provide appropriate counseling to any young lady who may be involved in drug use or experimentation. The handling of any problem will be determined on an individual basis. In addition to the possibility of in-school counseling, referral to outside resource agencies will be made when deemed necessary. If a young lady is participating in a treatment or rehabilitation program, Benedictine Academy will collaborate to the extent that is possible in the rehabilitative effort. It will cooperate with the parents and the given agency, when necessary, to assure the continuity of studies for the young lady.

Any young lady who seems to be under the influence of a drug will be treated as an ill young lady. A parent will be called and required to take the young lady to a physician for a consultation and drug screening. The young lady may be excluded from school until medical clearance is given for her return.

*No alcohol, drug, or tobacco products are permitted on the premises of Benedictine Academy at any time. The possession and/or distribution of illegal or dangerous substances within the school building, on or within 1000 feet or school property, or at any school-sponsored function, on or off campus, is strictly forbidden. Violations of this policy render a young lady as a danger to the school community and will result in suspension or expulsion. Where there is reasonable cause to believe that a young lady is violating this policy, recourse will be made to the local law enforcement agency.*

### **DANCES & PROM**

Attendance at these events is a privilege which may be denied for reasons of discipline or, as in the case of the senior prom, failure in academic subjects. The attire and behavior of the young lady and her guest must be in keeping with the Benedictine Academy's Code of Conduct reflecting Christian values and modesty. Dates for dances must be boys in high school who possess a valid school ID. For the senior prom, emergency contact information and a state ID must be required for the male date, along with a signed contract by the young gentlemen abiding to the rules and

regulations of Benedictine Academy. The young man may be up to 21 years of age (in which case a contract commitment not to drink alcohol will be required). A young lady may attend the senior prom without a date.

### **FIELD TRIPS**

The only field trips permitted are those with an educational objective. *Participation in any field trips is a privilege.* Young ladies may be denied this privilege by administration for conduct in or out of school. Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. The written consent of parents (*Parent Permission Form for Field Trip Participation*) must be obtained for every young lady participating in a field trip. Whenever possible, bus transportation will be provided.

### **Senior Class Washington, DC Trip**

In order to be eligible for the senior trip to Washington D.C., the following criteria must be met:

- The senior must be in good academic standing – no danger of failure in a course, homework, papers, and projects have all been submitted.
- The senior has a **good behavioral record** and less than 10 lates and 9 absences.
- All financial obligations for tuition and fees must be up to date by **March of the current year.**

### **LOCKERS**

A hall and gym locker will be assigned to each young lady. A combination lock for the hall locker is to be purchased from the school by each incoming young lady at the beginning of the year. If a young lady loses her lock, another one must be purchased from the school. Locks for the gym locker are loaned to the young ladies each year. The young ladies must clean and empty their lockers at the end of the school year.

All young ladies are responsible for their own lockers and locks. All lockers must be kept neat, clean and locked at all times. Young ladies are not permitted to go to their lockers without a hall pass. Young ladies may not change their assigned lockers or use an additional locker.

It is strongly suggested that young ladies keep their lockers locked at all times. If a young lady fails to lock their locker they assume responsibility for any possible issues.

***Benedictine Academy reserves the right to inspect a young lady locker at any time.***

### **GYM LOCKER & LOCKER ROOM**

Bathrooms in the locker room are used for physical education classes only. Books and personal property must be secured in lockers during physical education classes. Benedictine Academy is not responsible for items left unattended and unsecured in the gym locker room.

## **SEARCH & SEIZURE POLICY**

All school lockers are the property of Benedictine Academy. Search and seizure may be conducted by an administrator, should there be sufficient belief that illegal or prohibited items such as illegal substances or objects or stolen property are being kept or concealed in lockers, handbags, briefcases, book bags, etc. School administrators are responsible to maintain an atmosphere conducive to learning. As a result, there is an administrative duty to address the commission of illegal acts, the concealment of contraband or illegal items, or sale of illegal substances by a young lady.

## **LOST AND FOUND**

Articles that are lost or found should be reported or brought to the office. These may be claimed after showing identification. All uniforms and materials should be marked for identification purposes.

## **HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

Acts of harassment, intimidation, or bullying are strictly prohibited. Harassment, intimidation, or bullying is defined as any gesture or written, verbal, or physical act that takes place on school property, at any school-sponsored function, on a school bus, or via the Internet (eg. Facebook, Snap Chat, Instagram, Twitter etc.) or other digital communication devices that:

- Is motivated by any actual or perceived characteristic including, but not limited to race, color, religion, ancestry, national origin, mental, physical, or sensory disability
- Has a harmful effect on the young lady or her property
- Places a young lady in fear of harm
- Has the effect of insulting or demeaning any young lady or group of young ladies

Hazing is a particular form of harassment in which abusive and humiliating activity is expected of or imposed upon someone seeking to join or maintain status in a group. Such degrading activity risk emotional, and/or physical harm, and is prohibited, regardless of the person's willingness to participate. Consequences for any of the above behaviors may range from detention to suspension or expulsion. Counseling interventions may also be mandated.

All members of the school community, including young ladies' parents, volunteers, and visitors, are encouraged to report an act which may be in violation of this policy to the Administration. Faculty is obligated to make such a report.

## **OFF-CAMPUS BEHAVIOR**

*Young ladies attending athletic events off campus, whether in uniform or not, represent Benedictine Academy by virtue of their membership at the Academy.* Young ladies waiting for rides also represent BA by virtue of their behavior in front of the building or off campus. Young ladies riding the school bus, school vans, or public

transportation should conduct themselves in a manner representative of Benedictine Academy. Improper behavior in public places will result in disciplinary action.

### **PASSES**

Young ladies must be present in each class for attendance at the beginning of the period. Hence, young ladies are encouraged to leave the class promptly when dismissed, so as to be on time for their next class. If a young lady must be detained after class, she is required to obtain a pass from the teacher to present to her next instructor. Only passes marked "Excused" by the issuing teacher will not affect a young lady's class attendance record.

Young ladies may not leave class without a pass from the classroom teacher. The pass must be presented at the young lady's destination and to any staff member who requests to see it. Young ladies moving about in the school without a pass will be escorted to the main office and may face disciplinary action.

### **SENIOR PRIVILEGES**

At the end of junior year, young ladies may present requested privileges in writing to administration. The administration along with faculty will make decisions which privileges will be allowed. These privileges are offered with the expectation that seniors act in a responsible manner with regard to school policies contained in this handbook. Abuse of these privileges or failure to comply with school policies as stated in the handbook, either by an individual or class, may result in revocation of these privileges.

Sign-out may be given to young ladies whose schedules permit. However, failure to abide by the code of conduct as outlined in this handbook may result in the reversal of senior privileges.

### **BENEDICTINE ACADEMY PARKING REGULATIONS**

Parking facilities are available on school premises for young ladies. License plate numbers, year, make and color of car must be registered with the front office. No young lady may return to her car until dismissal time. The parking spaces closest to the building, delineated by a yellow line, are reserved for the faculty members. Young ladies should park in the areas away from the building behind the yellow line. Only authorized vehicles may use the parking facilities. Overnight parking and parking in the annex are prohibited.

### **SMOKING, E-CIGARETTES & VAPORS**

BA is a smoke free campus. Smoking is not permitted while young ladies are in school uniform, on the school bus, within the school grounds, or on school sponsored events or trips. An offense will result in Out-of-School Suspension. This includes any and all electronic cigarette devices.

### **SWIPE CARD POLICY**

Swipe cards are the property of Benedictine Academy and must be returned at the end of the school year in order for young ladies to take final exams. Failure to turn in the swipe card will result in a fine of \$50.

### **THREATS/WEAPONS POLICY**

Benedictine Academy maintains a zero tolerance in dealing with threats and incidences of actual or potential violence. All threats will be taken seriously. Young ladies who make threats will be suspended from school, and psychiatric evaluation and counseling may be required before a return to school is considered. Any young lady who actively participates in violent behavior, on or off campus, will be expelled. It is forbidden for a young lady to bring a weapon of any kind onto school property or to any school sponsored activity, on or off campus. Such action is punishable by law and will come under the jurisdiction of the local police.

## **TECHNOLOGY POLICY FOR ACCEPTABLE USE**

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Access to e-mail and the Internet will enable young ladies to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, young ladies may find ways to access other materials as well. We believe that the benefits young ladies have to access the Internet, are in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of young ladies are responsible for setting and conveying the standards that their daughters should follow when using media and information sources. Access to network services is given to young ladies who agree to act in a considerate and responsible manner. Access is a privilege not a right.

Individual users of Benedictine Academy's computer networks services, such as the Internet, at all times are responsible for their behavior and communications over those networks. It is presented that users will comply with Benedictine Academy's standards and will honor the agreements they have signed. Young ladies are expected to make responsible, ethical and appropriate use of computers and information. Young ladies and parents must sign the Internet and Technology Resources Use Agreement in September in order to use these resources. They are to retain their copy of this policy for reference. Violation of any of its terms will result in disciplinary action, including the loss of access to the school's technology offerings and legal action when applicable. Both young ladies and parents/guardians must sign and return to the school's Executive Administrative Assistant, the **Benedictine Academy's Acceptable Technology Use Agreement** form before the young ladies will be permitted access to computer use.

The Internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff, and our young ladies on the Internet. *No person is permitted to use images of the school, school staff, or other young ladies in any form on the Internet or in any electronic communication without specific written permission from the Administration and, in case of young lady information, the parent/guardian's permission.* The posting of such information on any website, bulletin board, social media or chat room, email, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or young ladies that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the Administration of the school and/or other authorities.

## **DRESS CODE**

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### **UNIFORMS**

The young lady is expected to dress neatly and professionally and to present a healthy, pleasant appearance by proper grooming. Young ladies must be in full uniform at all times during the school day and when they leave the campus in the afternoon, unless otherwise and specifically excused.

*All uniforms must be purchased through Co-Ed Uniform Company. The uniform can be purchased online (there is a link on the BA website), through the catalog, or by going directly to their Elmwood Park location.*

Young ladies who do not comply with dress code regulations will be given a warning for the first offense. If a second offense occurs, appropriate disciplinary action will be taken.

Young ladies are not permitted to attend school without the proper uniform

### **SCHOOL UNIFORM**

- Short sleeve polo shirt
- Long sleeve polo shirt
- Pleated plaid woven skirt OR Navy chino pants from Co-Ed Uniform Company (*skirts should be of appropriate length, no shorter than two inches above the knee*)
- V-neck drifter sweater or vest
- Button-front drifter cardigan sweater
- Navy blue knee-socks or tights
- All **black** shoes- only - No accent colors.
- **Seniors may wear the Senior Sweater**



- **Coats, jackets, scarves and sweatshirts are not to be worn at all with the uniform**

### **PHYSICAL EDUCATION UNIFORM**

- Short sleeve basic Benedictine t-shirt
- Hooded pullover Benedictine sweatshirt t-shirt
- Mesh Benedictine athletic shorts
- Benedictine uniform sweatpants

*Hair should be neatly groomed and styled appropriately. No scarves, hats, wide headbands, bandannas, or large combs may be worn. Headbands, if worn, should be a maximum of 1” wide, and must be navy or green.*

### **JEWELRY CODE**

Benedictine Young ladies are expected to adhere to the following regulations regarding jewelry:

- No excessively large hoop earrings are permitted
- Necklaces should be kept under clothing and not visible, including crosses and pendants
- No chokers, spiked or dog collar type jewelry are allowed
- No body piercings or tattoos are permitted.

*Refusal to adhere to the jewelry code will result in the revocation of privileges for the entire class.*

Jewelry must be removed for all sports and Physical Education activities. Each young lady is responsible for the care of her jewelry and her personal belongings. The school is not responsible for these items.

During after-school athletic activities, more casual approved attire may be worn, young ladies must dress appropriately. Please see regulations for dress down days below.

### **DRESS UP/DRESS DOWN DAYS & FIELD TRIP ATTIRE**

For school days when uniforms are not required, young ladies must dress appropriately. Appropriate dress is determined as the following:

- *no shorts/capris*
- *no tank tops, no spaghetti straps, no belly shirts*
- *no ripped or torn jeans*
- *no leggings*
- *you many not wear any low cut shirts where back or bosom is exposed.*
- *backless shoes are not to be worn (if worn a strap across the back must be worn)*

On field trips the above guidelines apply.

On certain days, young ladies will be permitted to wear jeans. Young ladies are expected to be neat, and clean. Midriffs may not be worn. Appropriate dress will be determined by the administration. If a young lady is not dressed appropriately, the young lady will be sent home, or parents/guardian must bring the young lady's uniform to school. **No scarves, hats, wide headbands, bandannas, or large combs may be worn. Headbands if worn should be a maximum of 1" wide**

A young lady may Dress Up on her birthday. Young ladies must abide by Dress Up code guidelines on a Birthday Dress-Up Day. A Birthday Pass must be obtained and signed by the front office on the day of the young lady's Birthday. If a young lady wishes to bring a birthday cake during the lunch period, the young lady must first consult with administration.

## **EXTRACURRICULAR ACTIVITIES**

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### **ATTENDANCE & EXTRACURRICULAR ACTIVITIES**

Young ladies who are absent from school ***may not participate*** in any school sponsored activity that day without Administrative permission.

### **ATHLETICS**

#### **ACADEMIC REQUIREMENTS**

All young ladies participating on a Benedictine Academy Athletic Teas must follow the directives of the Benedictine Academy Handbook regarding behavior.

***Athletes must have the proper Physical on file in the Nurse's office, maintain a 75 average or above in all subjects, and demonstrate proper behavior in school and during games.***

#### **ATHLETIC OFFERINGS**

Benedictine Academy generally fields both a Junior Varsity and Varsity team for each of the following athletic activities.

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Volleyball	Basketball	Softball
Cross Country	Indoor Track & Field	Lacrosse
Soccer	Cheerleading	Outdoor Track & Field

*Young ladies interested in athletic activities not offered may petition administration to consider their request.*

### **BENEDICTINE LEADERSHIP TEAM (BLTs)**

New to Benedictine Academy is the Benedictine Leadership Team (BLTs). The group was formed in the Summer of 2016, with the mission, to inspire and encourage their Benedictine sisters to change the world and themselves through leadership and service. These titles have a great deal of responsibility. BLT members will be placed with the great task of leading not only their class, but the entire school. The Benedictine Leadership Team (BLT) works to lead every young woman with dignity and pride, while successfully honoring the Benedictine values. The purpose of the BLTs is to work towards the betterment of the school:

- To improve the school environment
- To improve our student life
- To get students involved in activities
- To serve others
- To do community service
- To build our students leadership skills

Membership in the Benedictine Academy Leadership Team is a privilege. Applications must be submitted to the moderators. The moderators will then select a faculty council who will meet and review each applicant's application, academic record, leadership to the school, and how well the applicant represents our Benedictine values. The selection will then be announced to the entire student body.

### **NATIONAL HONOR SOCIETY (NHS)**

#### **MEMBERSHIP**

Membership in the Benedictine Academy Chapter of the National Honor Society is a privilege. Junior and senior young ladies who carry a cumulative GPA of above 3.5 are encouraged to complete a NHS Application for submission to the Faculty Council.

The council of five faculty members, appointed and facilitated by the NHS Moderator and, will select those eligible for membership based upon excellence in the areas of scholarship (a cumulative grade point average of 3.5 or higher, beginning freshman year), leadership, service, and character. In addition to the following requirements, a personal interview of the candidates may be required by the Faculty Council. Faculty-wide input may also be sought through a confidential evaluation of all the candidates if this is deemed useful.

To be eligible for membership, candidates must be in attendance at Benedictine Academy for the equivalent of one semester. The Faculty Council, may, after consultation with a transfer young lady's former school, opt to waive this restriction.

NHS members shall determine one or more service initiatives for the year. All members shall regularly participate in these projects.

Young ladies who are inducted must maintain their qualifications so as to be eligible to receive the blue NHS stole for the Baccalaureate Mass and Graduation.

### **DISMISSAL FROM NATIONAL HONOR SOCIETY**

Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. A young lady must also remain in good academic standing and have no major behavioral infractions. A young lady who is dismissed or who resigns is never again eligible for membership in NHS.

### **CLUBS AND ACTIVITIES**

The activities program is designed to make available as many different types of clubs and activities as possible to meet the interests of the young lady body.

### **SUPERVISION OF ACTIVITIES**

The School's responsibility for supervision of students begins at 8:00 a.m. and ends at dismissal. Students involved in special events are to be with their activity moderator and should leave the building promptly when the activity ends. Students may not be in any classroom before and/or after school unless there is adult supervision. The school building opens at 7:00 a.m., but formal supervision of students does not begin until the bell at 8:00 a.m. Supervision ends at dismissal.

Students must report to the Homework Center where they must remain until they leave the building no later than 4:45 p.m. On faculty meeting days, students must leave school by 12:45 p.m.

### **REQUESTS FOR NEW CLUB OR ACTIVITY**

A new club or activity may be created upon young lady request and with the approval of a moderator by the administration.

To submit a request for a new club or activity, young ladies must:

- Find a faculty member who is willing to moderate or supervise
- Submit a written request to the Administration and school administration explaining the club's purpose and containing the names and signatures of the young ladies that will be members.

- Meet with the Administration and present their proposal and answer any questions that administration may have.

## **PUBLICATIONS**

A Yearbook is published under the direction of a moderator and by the staff of the Yearbook class. All Yearbook content must first be approved by the administration for publication. All young ladies are charged a fee for this publication. It is to be noted that if deadlines scheduled by the Yearbook Company are not met by the young ladies, delivery of the school's yearbook will be distributed after graduation. Every young lady receives a Yearbook.

## **TUITION AND FEES**

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### **TUITION PAYMENT SCHEDULE**

Tuition must be paid according to the payment agreement plan completed by the parent during registration. A (re) registration fee is required by May 1<sup>st</sup>, unless other arrangements have been made with the Business Director, in order to reserve a spot for the next academic year. A Tuition Agreement Statement is required to be signed by each parent/guardian every academic year. **Starting in July tuition payments are due on the 1<sup>st</sup> of each month.**

### **LATE FEES AND PENALTIES**

- All accounts with an overdue balance will be charged \$25.00 per month
- There is a \$50.00 fee charged for a check returned by your bank
- Three months tuition due by September 1st
- **Any payments made after May 1 of a school year must be made by certified check, cash or money order. Personal checks will not be accepted at this time.**
- Tuition must be paid up to date before young ladies will be allowed to participate in any school activity (ie: sports), attend any activity (ie: prom), take mid-term or final examinations, or participate in graduation.
- All tuition and fees must be paid up to date prior to quarterly exams are administered

**All tuition payments must be made to:**

Benedictine Academy  
Business Department  
840 North Broad Street  
Elizabeth, New Jersey 07208

*All questions regarding payments should be addressed to the Business Department at 908-352-0670 ext. 103.*

## **TUITION ASSISTANCE**

The purpose of the Benedictine Academy Need-Based Financial Aid Program is to provide financial assistance to the parents/guardians whose daughters would not have the opportunity to benefit from an education at Benedictine Academy without such help.

No young lady, no matter what the circumstances, is granted aid equal to the total amount of tuition. It is our opinion that every family must share the financial cost of providing an education. All funds for the program come from external sources including foundations, corporations and individuals. The Office of Development projects the availability of funds in conjunction with the committee chairs of the Finance and Planning Committees of the Board of Trustees.

## **APPLYING FOR TUITION ASSISTANCE**

Funds for the financial aid program come from external sources. Need-based applicants are required to cooperate with the financial aid officer in completing necessary applications to prospective funding sources. All financial aid forms and materials received by Benedictine Academy will be kept entirely confidential.

Applicants are required to submit an application to SSS each year they are applying for aid. SSS refers to School and Student Service for Financial Aid. This is an organization that measures the ability of parent/guardian to contribute towards a student's education. SSS follows a standard set of procedures. **The SSS form must be post marked and mailed directly to SSS no later than April 1<sup>st</sup> of each school year.** Applications for SSS are available from the Benedictine Academy Business Office. Applicants must submit to the Business Office, a copy of their 1040 federal income tax return and W-2 forms for the previous tax year. Funds for the financial aid program come from external sources. Need-based applicants are required to cooperate with the financial aid officer in completing necessary applications to prospective funding sources. All financial aid forms and materials received by Benedictine Academy will be kept entirely confidential.