



SAINT BASIL ACADEMY

**BUILDING THE MINDS
OF LEADERS**

THROUGH SERVICE AND COMPASSION

STUDENT | PARENT HANDBOOK
2019 | 2020

STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

WHO WE ARE

MISSION STATEMENT	1
PHILOSOPHY	1
BELIEF STATEMENTS	2
LOGO	3
SCHOOL SEAL	3
SCHOOL SONG	3
MASCOT	3
SCHOOL COLORS	3
ADMISSIONS POLICY	3

GENERAL INFORMATION

ASSEMBLIES	4
AUTOMOBILES	4
BOOKS (STATE PROVIDED)	4
CAFETERIA	5
CALCULATOR	5
CELL PHONES	5
CHANGE OF ADDRESS	5
CLASSROOMS	5
CRISIS MANAGEMENT/EMERGENCY PLANS	6
DANCE POLICY	6
DISTRIBUTION OF MATERIALS	6
DRESS CODE	6
DRESS DOWN DAYS	7
EMERGENCY NOTIFICATION AND INCLEMENT WEATHER	7
FINANCES – TUITION AND FINANCIAL AID	7
FUNDRAISING	8
GRADUATION AND RING DAY	8
GUARDIANSHIP POLICY	8
HALL PASSES	8
TEACHING/CLASSROOM TIME	9
LOCKERS	9
LOST AND FOUND	9
OFF CAMPUS TRIPS	9
PRAYERS/ANNOUNCEMENTS	9
SCHOOL STORE	9
SIGNATURES	10
SPORTS ROOM	10
TARDINESS	10
TRANSCRIPTS	10
TRANSPORTATION	11
UNIFORMS	11

VIOLENCE	12
VISITORS	12
YEARBOOK	12

ACADEMIC INFORMATION

ACADEMIC STANDING	12
CURRICULUM	13
ASSESSMENTS	13
EXAMINATIONS	13
SENIOR EXEMPTION POLICY	13
VALEDICTORIAN/SALUTATORIAN	14
ADVANCED PLACEMENT POLICY	14
GRADING SYSTEM	14
QUARTERLY REPORTS	14
PRINCIPAL'S LIST	16
GRADING	16
TESTING	17
HOMEWORK	17
POSTING ASSIGNMENTS	17
HOMEWORK WEIGHTING	18
ACCOUNTABILITY	18
PARENT-TEACHER CONFERENCES	18
STUDY HABITS AND SKILLS	18
ABSENCE AND ACADEMIC STANDING	19
ATTENDANCE/ABSENCES	19
EXCUSED AND UNEXCUSED ABSENCES	20
MEDICAL ABSENCE	20
LONG-TERM ABSENCE	21
MEDICAL EMERGENCIES AT SCHOOL	22
NON-EMERGENCY EARLY DISMISSAL	22
MISSED CLASSWORK	22
SUMMER SCHOOL	23
EVENTS/SCHOOL ORGANIZATIONS/CLUBS	23
HEALTH SERVICES	23
RELIGIOUS ACTIVITIES	24
LEARNING COMMONS (LIBRARY)	24

CODE OF CONDUCT

HONOR CODE	24
HONOR PLEDGE FOR STUDENTS	25
HONOR PLEDGE FOR TEACHERS	25
HONOR PLEDGE FOR PARENTS/GUARDIANS	25
RESPONSIBILITIES OF ADMINISTRATION	26
RESPONSIBILITIES OF FACULTY AND STAFF	26
RESPONSIBILITIES OF PARENTS/GUARDIANS	26
RESPONSIBILITIES OF STUDENTS	26

CHEATING	27
PLAGIARISM	27
PERSONAL DISHONESTY	27
CONSEQUENCES OF VIOLATIONS	28
DEMERITS	28
DETENTION	28
SUSPENSION	29
EXPULSION	30

COUNSELING SERVICES DEPARTMENT

GENERAL INFORMATION	30
COUNSELING	31
ACADEMIC SUPPORT	32
SELF-HARM PROTOCOL	32
THREATS AND VIOLENCE	33

APPENDIX

GUARDIAN APPROVAL POLICY	35
ANTI-BULLYING AND HARASSMENT POLICY	36
ANTI-HAZING POLICY	39
SOCIAL MEDIA POLICY	40
REFUND POLICY	42
TUITION IN ARREARS POLICY	43
TECHNOLOGY POLICY	44
HOMEWORK POLICY	46
SCHEDULES	48



Student/Parent Handbook

2019-2020

MISSION STATEMENT

Saint Basil Academy is a college preparatory school for young women. Established by the Sisters of the Order of Saint Basil the Great and rooted in the Ukrainian Byzantine tradition of the Catholic Church, the Academy is dedicated to creating an environment nourished by the values promulgated by the Gospel of Jesus Christ. The Academy's core mission is to enable young women to develop to the fullest of their Christian potential. With this in mind, we strive to educate the whole person through a process that integrates faith with excellence in education, thus promoting an appreciation of the inherent beauty of creation while encouraging our students to espouse a commitment to improving their world.

PHILOSOPHY

Saint Basil Academy provides a unique learning environment where traditional values are affirmed and upheld while new and challenging experiences and opportunities are evaluated and explored.

Nurtured by the spiritual and cultural richness of its Ukrainian Catholic heritage and directed by the Sisters of Saint Basil the Great, the Academy provides a diversified curriculum that respects individual needs. Our dedicated faculty help students develop solid Christian values and a strong sense of community pride that will prepare them to assume leadership roles in today's ever-changing world. Saint Basil Academy empowers its students to make successful choices in their lives and inspires them to leave things better than they found them.

Our role as Christian educators is not unilateral; it is a team endeavor that we share with parents, who are their daughters' primary educators; with the communities in which our students live; with the alumnae of Saint Basil Academy; and with the Church.

BELIEF STATEMENTS

We, the Saint Basil Academy community, commit ourselves to the education and development of the whole person emotionally, intellectually, physically, spiritually, and socially.

- We believe in providing an atmosphere that promotes and sustains spiritual growth rich in the Gospel values of Jesus Christ.
- We believe in fostering an appreciation for the richness and diversity of the Catholic Church through liturgical celebration and through studies of the Byzantine Catholic Church.
- We believe in encouraging an appreciation of our Ukrainian heritage while fostering acceptance and understanding of human and ethnic diversity.
- We believe in challenging students to create and adhere to personal moral values, based on Christian teaching, which deepen an understanding of Christ and enable their call to faith in Him.
- We believe in a well-rounded curriculum, which utilizes modern technology that will help students to meet the challenges of today's world by providing a solid educational foundation and promoting self-confidence.
- We believe in encouraging students to develop an aesthetic appreciation for the arts, music, and nature, thus enabling them to developing their innate and God-given talents.
- We believe in charging students with the responsibilities of protecting and caring for the environment.
- We believe in providing students with opportunities to develop critical thinking skills and intellectual independence.
- We believe in providing students with a diverse foundation of experiences that will help them make successful choices as they pursue higher education and embark on their life careers.
- We believe in the importance of providing opportunities for students to give back to their communities through service.
- We believe in the importance of creating a warm, family-like community that embraces students, faculty, administration, staff, parents, and alumnae.
- We believe in encouraging respect and appreciation of individual differences among students, whether this applies to their academic abilities or their cultural, ethnic, or religious backgrounds.
- We believe in developing leadership potential and in energizing school spirit through curricular and co-curricular activities and also believe this a mission best accomplished with the mutual support of the administration, faculty, staff, students, parents, and alumnae.
- We believe in creating an awareness of appropriate forms of recreation for the development of mind, body, and spirit.

SCHOOL LOGO:

SCHOOL MOTTO: View All in the Light of Eternity

SAINT BASIL ACADEMY SEAL

The traditional logo of SBA displays a flaming pillar. The pillar of fire symbolizes that Saint Basil was a pillar of the Church of God and that his heart was inflamed with an intense love for God.

SCHOOL SONG

With grateful hearts we sing today
of our school we love so dear!
For many joyous thoughts and days we spent together here. Like an army undivided,
true and loyal let us be. Remembering ever the white and gold of Saint Basil
Academy.

SCHOOL MASCOT: The Panther

SCHOOL COLORS: White and Gold

ACCREDITATION: Saint Basil Academy is accredited by the Middle States Education Association. Current accreditation is valid through May 2022.

ADMISSIONS POLICY

Saint Basil Academy admits students of all races, religions, colors, (nationalities and ethnic) origins. Each incoming student is accorded access to all the rights and privileges, programs, and activities available to every student at the Academy. SBA does not discriminate on the basis of race, religion, color, or (national and ethnic) origin in the administration of its educational policies, scholarship program, athletic, or other school-administered programs.

To be accepted at Saint Basil Academy, a prospective student must meet the entrance requirements established by the Admissions Committee. The Admissions Committee selects students for the incoming freshman class (or transfer students) after evaluating a mandatory entrance examination and prior school grades.

Scholarships are available. Transfer students must meet with the Principal prior to acceptance.

GENERAL INFORMATION

ASSEMBLIES

Assemblies are a regularly scheduled part of the educational curriculum. Students are to sit in designated areas by class. During assemblies, proper decorum is to be exhibited by all attendees. Failure to report to an assembly in a timely fashion will be considered unexcused or cutting class. Books and book bags are to be kept in the classroom. If an assembly runs overtime, students should collect their books and proceed directly to the next period class.

AUTOMOBILES

Parents who permit their daughters to drive to school must complete the Driving and Parking Permission Form obtained from and returned to the main office. A parking permit will be issued to eligible students. Students are not permitted to go to their cars during school hours. Driving on school property is a privilege, not a right. In order to receive and maintain the privilege the following is required:

- Students must submit a driving permission form.
- Permission to leave campus during school hours (which includes the lunch hour) must be obtained from the main office, and must include parental permission.
- Students who drive must be covered by liability and property damage insurance.
- All student drivers must register their names, the names of their passengers and license plate number with the main office.
- Permission to return to a car must be granted by an Administrator.
- A speed limit of 10 mph in the school parking lot will be strictly enforced.
- No student is permitted to park in the faculty parking area and must park in the area designated for students. Students who park in the faculty section will receive a detention. Repeated infractions will result in the withdrawal of driving privileges.
- Students are not permitted to sit in cars at any time during the school day.

BOOKS – State Provided

Under Acts 195 and 90, the Commonwealth of Pennsylvania allows the Academy to supply certain books to students on a yearly basis. Students are responsible for the care of their textbooks and will be required to make restitution in case of loss or damage. Students who deface government books must pay for them. All book fees are to be paid before the school year begins in September.

CAFETERIA

The cafeteria serves a complete lunch for students each day and provides healthy and nutritious meals. Students may also bring a lunch from home. Courtesy requires that the cafeteria be kept clean and orderly. To limit distractions to the learning process, no food or drinks may be brought into any other part of the school building.

CALCULATOR

The school calculator is Texas Instruments TI 83 or TI 84; students must purchase their own calculators.

CELL PHONES

Cell phones must be silenced and put away at the first bell in the morning until dismissal time at the end of the school day. Students may check or use their cell phones **ONLY** during the lunch period while in the cafeteria or AP Room. No harassment or threatening of persons via the cell phone or any other device is permitted. If a student is found to be using her phone during the day, faculty, staff, and administration will confiscate her cell phone.

An immediate detention will be issued for having/using the cell phone during the school day outside of the lunch period in the designated spaces.

- **1st Violation:** Detention(s) will be issued. Student will pick up cell phone and detention slip in the Principal's Office at dismissal.
- **2nd and Subsequent Violations:** Detention(s) will be issued. Student will relinquish the cell phone each morning to the Principal and will retrieve it at dismissal.

Parental cooperation is essential, and the Academy appreciates your support.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Parents or guardians should report any change of address, email address, or telephone number to the main office and provide the updated information.

CLASSROOMS

Students should not loiter in the halls, restrooms, or stairwells between classes. Each student is to be properly prepared for each class with books, supplies, and assignments. No student may leave the classroom without the permission of the

teacher and must return promptly to class. If a classroom is unsupervised after the bell rings, a student should inform the main office of a teacher's absence.

CRISIS MANAGEMENT AND EMERGENCY PLANS

SBA has an extensive crisis management plan in effect. Fire drills, shelter in place, lockdowns, and evacuation drills are required by law and are an important safety precaution. Each year students receive instructions regarding procedures to follow in the event of an emergency. Everyone is to move quickly and in silence when these drills occur. The plans and drill schedules are kept on file and are overseen by the Health, Safety, and Security Committee at SBA.

COMMUNICATION BETWEEN STUDENTS AND SBA EMPLOYEES

All communications between students and faculty or staff should be originated and tracked on an SBA email account only. Employees are prohibited from text messaging, *friending* messaging, or responding to students for any reason.

If a student receives any communication, written or verbal, from an SBA employee, that she considers questionable or inappropriate, the Principal should be notified immediately. If an employee receives any communication, written or verbal, from a student that they consider questionable or inappropriate, the situation will be brought to the attention of the Principal immediately.

If students need to communicate with teachers through email, the email needs to be sent and received at a reasonable time. Students should not expect a response from a teacher for an email that was sent late at night before a test or before an assignment is due.

DANCE POLICY

Policies defining appropriate behavior before, during, and after dances are distributed to students prior to each school-sponsored dance. Saint Basil Academy does not sanction off-campus activities following school dances. Post-dance trips or dances held at other venues not expressly authorized by the administration may not originate from the SBA campus.

DISTRIBUTION OF MATERIALS

The sale of non-SBA related items on the school campus is prohibited. Administration must pre-approve the distribution of all flyers. The school's family directory may not be used for the sale of non-SBA items or to promote any non-SBA activities or functions.

DRESS CODE AND APPEARANCE

Overseeing and guiding student appearance is primarily the duty of parents and students themselves. However, the school recommends that the following regulations be kept in mind:

- Hair should be neatly groomed and no extreme hair colors are permitted.
- Only moderate, natural appearing make-up is permitted while in uniform.
- Uniforms should be clean, pressed, and in good condition.
- School shoes should be clean and polished, free from writing or drawing, and worn appropriately at all times.
- Simple jewelry is permissible while in uniform.
- Body piercing and visible tattoos are not permitted while in uniform or at school-sponsored functions.
- White T-shirts only can be worn under school shirts.
- Skirts may be worn no higher than two-three inches above the knee.
- Only low-cut white socks may be worn under knee socks or tights.

DRESS DOWN DAYS

These occur periodically during the school year and are subject to the following conditions and restrictions:

- Comfortable but proper clothing is required
- No pajamas or flannel pants
- No revealing or inappropriate tops, shorts, short skirts, or strapless shirts
- No pants with rips or tears
- Any requirements determined by the dress down day sponsors must be followed.

EMERGENCY NOTIFICATION and INCLEMENT WEATHER

SBA families will be contacted through the UConnect Notification Service regarding school cancellations related to inclement weather, emergency situations, and delayed school opening. Radio announcements use our school code, which is Montgomery County #369.

FINANCES – Tuition and Financial Aid

Saint Basil Academy is a private, independent school. As such, it relies on the payment of tuition in a consistent and timely manner to provide smooth operation of the school. Please see the Arrears Tuition Policy and the Refund Policy in the Appendix for details.

If financial obligations to the Academy have not been met, SBA has the right to deny student attendance at school and participation on field trips and for travel. Rosters and the ability to try out for sports teams will also be impacted.

UPDATE POLICY

Current financial aid information and applications can be found on the school website.

FUNDRAISING

SBA, like all independent schools, must seek financial support beyond tuition in the form of an annual fund and capital gifts. The annual fund has long been a tradition at SBA, as is our annual auction. There are several smaller fundraisers that also occur annually. Each year unrestricted, tax-deductible contributions from parents, alumnae, former parents and grandparents, friends, corporations, and foundations are solicited. In addition, contributions are sought for specific needs such as construction projects, innovative curricula, financial aid, and professional development for faculty, staff, and administration.

All fundraising requests, including those from Development, Parents Club, athletics, and student clubs/organizations must be approved by the administration. Fundraising request forms must be completed in a timely manner and submitted for pre-approval. Fundraising is limited based on the calendar and other events.

GRADUATION AND RING DAY

The school hosts annual graduation ceremonies, and juniors celebrate Ring Day as a special event. Graduation requirements are outlined in the Program of Studies available on the school's website. The Baccalaureate Ceremony, which takes place in late May, is a few days before the Commencement ceremonies, students must fulfill all requirements of the Academy: academic, attendance, financial, disciplinary, and service. Parents and special friends are issued invitations (provided to each senior) and a reception for all follows the formal celebration. Students are strongly encouraged to purchase their class rings through the school rather than from outside vendors or businesses.

GUARDIANSHIP POLICY

Saint Basil Academy requires each student enrolled in the school to live with a parent or a parent-designated guardian who fulfills all responsibilities to the student and the school in a timely and effective manner. For specific information about guardian selection, approval, and responsibilities, see Appendix I at the end of this handbook.

HALL PASSES

Any student permitted to leave class must have a handwritten hall pass. The pass must include the student's name, destination, time left and signature of teacher. Upon return to class teachers will check for the time returned and signature of

person at destination. Students will not be permitted into any classroom or the office without a hall pass.

Hall passes will be kept to a minimum, especially passes to the bathroom and locker. Students have ample time between classes and lunch to take care of these issues.

TEACHING/CLASSROOM TIME

Teachers are expected to utilize every class period to the fullest extent possible for instructional purposes. No teacher may dismiss his/her class before the regular time or change the regularly established hours of the day or meeting location for the class except with the knowledge and approval of the principal. Teachers are expected to instruct for the full time during every instructional period. Homework is to be done at home, not in class.

Students SHOULD NOT be lined up at classroom doors in anticipation for the bell to ring at the end of class, especially before lunch periods. Teaching and learning should occur from bell to bell, each and every day.

LOCKERS

Lockers are provided for the convenience of students and particularly for safeguarding of their possessions and should therefore remain locked at all times. Personal belongings will be secure only if locker combinations are not shared with other students. Lockers are school property and are therefore subject to inspection by school administration at any time. Schoolbags also may be checked by the administration at any time. Students are not permitted to go to their lockers during class time. No writing is permitted on lockers at any time.

LOST AND FOUND

The school's Lost and Found Department is located in the assistant principal's office and in the Sports Room. At the end of each semester, unclaimed articles are donated to charitable organizations. SBA is not responsible for lost or stolen items.

OFF-CAMPUS TRIPS

Off-campus trips are privileges accorded to students, and participation can be denied to any student who does not meet academic or behavior requirements, or has outstanding financial responsibilities. Students who want to participate in any given trip or excursion must present a release form signed by parents/guardians.

PRAYERS/ANNOUNCEMENTS

Prayer is an integral part of the mission of Saint Basil Academy. As a result, the school day always begins with prayer during the morning announcements. Teachers should begin each class with an appropriate prayer. Students may take turns leading prayer each day, or teachers may select books with prayers.

Announcements will be done with morning prayer during the first 5 minutes of Period 1 and again at the beginning of the last period of the day. There will be NO announcements made throughout the day unless an emergency, deemed so by the principal, occurs.

SCHOOL STORE

The school store sells school supplies and SBA items. It is open three days each week.

SIGNATURES

All SBA documents must be signed by a parent or designated guardian, including for students who are 18 years old or older.

SPORTS ROOM

The Sports Room will be locked after 8:30 a.m. and opened at 2:15 p.m. or as needed for early dismissal for athletics. The athletic director and director of facilities supervise this area.

TARDINESS

If a student is late for school during 1st period/block, she is to report to the main office/lobby area and receive a late admission pass. Along with the pass, the student will receive 1 demerit for the lateness. (Four unexcused instances of lateness will equal one absence.) Four demerits equal one detention. Five detentions equal a suspension.

EXCESSIVE TARDINESS AND PARTICIPATION IN SBA ACTIVITIES

Students must be present in school for at least half the day to be able to participate in any events, including athletic practices or games, and after-school/evening activities. Exceptions can be made to this policy only if there are extenuating circumstances and if deemed appropriate by the Principal.

Any student with excessive lateness may not participate in any SBA activities until deemed so by the Principal. Written notice will be sent to both parents and to the student if there is excessive lateness. Excessive lateness will be addressed as needed and a student will be required to make up the missed time.

TRANSCRIPTS

Transcripts will be issued as long as there are no outstanding debts and students have satisfactorily completed their course work. The Counseling Department completes senior transcripts and requires requests for transcripts in writing two weeks before transcripts are due so that they may be sent out in a timely manner to

the requesting institution. All current students who are requesting transcripts must do so electronically through the Naviance Family Connection. Fees for transcript requests are included in the student's tuition. Fees cover the submission of eight transcripts per senior student. Each additional transcript request above the allotted eight will be subject to a fee of \$5 (per transcript). Student and alumnae transcripts are processed in the Office of Counseling. Alumnae may complete the Alumnae Transcript Request Form directly from the SBA website and pay by check or credit card.

TRANSPORTATION

Signs direct the flow of traffic in the school's parking lot. Parking spaces are available for employees, students, and visitors. Busing is provided by individual school districts, and Septa busing is also available. Students are expected to be respectful to drivers and to fellow passengers and are also expected to adhere to the directives of the bus driver and the sponsoring school district. Students whose behavior is deemed inappropriate and/or dangerous may lose their bus privileges. Appropriate disciplinary action will be taken. Due to insurance regulations, students are permitted to ride only on buses provided by their own school districts and are prohibited from riding buses belonging to other school districts. Septa transpasses are only available to Philadelphia residents. Please contact the main office if you require further information about transportation.

UNIFORMS

Students are to be properly attired and look neat in the school uniform at all times. Students who come to school with some part of their uniform missing or are otherwise inappropriately dressed are to report to the main office lobby area DURING 1st period/block to receive a pass and 1 demerit. There will be periodic uniform inspections. Gym attire is confined to the gym. SBA sportswear, sweatshirts, and sweatpants are not part of the fall/winter or spring uniforms.

The fall/winter uniform includes:

- Gray/navy plaid skirt
- Uniform gray pants
- Navy blue blazer with logo and/or navy
- Blue sweater with logo OR ¼ zip with logo
- White tennis shirt with logo
- Full-leg navy tights or knee socks and saddle shoes
- Low-cut/no-show socks may be worn under the navy tights
- A white SBA shirt or white turtleneck/mock neck shirt must be worn under the senior fleece

The spring uniform includes:

- Light blue pin-striped skirt
- Uniform gray pants

- Blue sweater with logo OR $\frac{1}{4}$ zip with logo
- White tennis shirt with logo
- Full-leg white tights, white knee socks, or athletic socks with NO logo and saddle shoes
- Low-cut/no-show white socks may be worn under the white tights

VIOLENCE

Saint Basil Academy will not tolerate threats of violence either verbally or in writing. All threats of violence are to be reported immediately to the administration. Students who threaten violence are subject to expulsion and possible arrest. Adults who threaten violence will immediately be reported to the principal and local authorities called.

VISITORS

Because we are committed to the safety and well being of our students and faculty, no one is permitted to visit classrooms or walk through the school at any time without first reporting to the main office. Visitors are to park in the front of school and will be buzzed in. Each visitor must sign in at the main office and will be issued a visitor's pass, which is to be worn and visible throughout the visit. Permission to visit a classroom, attend a class, or call a teacher or student out of class without prior approval is NOT allowed. No visitor may enter from the back parking lot.

YEARBOOK

Students raise funds and create the SBA yearbook. Students may purchase the yearbook if desired. Yearbooks are distributed to students who have purchased them at the end of the school year.

ACADEMIC INFORMATION

ACADEMIC STANDING AND PARTICIPATION IN EXTRACURRICULAR EVENTS

Any student who participates in extracurricular activities or clubs, including the musical and Student Council, and who is failing or close to failing a course (grade of F) will, at the direction of the Principal, be removed from the activity for a designated period of time until progress has been made in the course. The student may not attend practices, meetings, or events until the grade in the course has been raised.

In addition to any PIAA requirements, any student-athlete who is failing a course (grade of F) will, at the direction of the Principal, the Athletic Director, and coach, be removed from sporting events and practices for a designated period of time until progress has been made in the course. The student-athlete may not attend practices, games or meets until the grade in the course has been raised.

A weekly list of ineligible students (due to grades of F) will be given to the Athletic

Director and Musical Director on Friday. Students on the list are ineligible to participate from Monday through Friday of the following week until the grade has been raised to a passing grade. Ineligibility lasts for the entire week unless otherwise deemed by the Principal.

CURRICULUM

The core curriculum at SBA consists of religious studies, English, mathematics, world/classic languages, science, social studies, and physical education. In addition, students are required to take classes in fine arts and health. All students graduate with four years of English (composition and literature) and religious studies, with electives in the arts, mathematics, world/classical languages, sciences, and social studies. Beginning with the Class of 2020, all students will graduate with four years of English (composition and literature), math, science, social studies and religious studies and three years of a world/classical language. Advanced Placement (AP) courses are offered in English literature, English language and composition, calculus (AB), Spanish language and culture, physics, U.S. history, U.S. government and politics, world history and biology.

Christian service is required at each grade level and is mandatory for graduation. Report cards or transcripts will not be issued until the service requirement is fulfilled. Please refer to the Religious Studies section of the *Program of Studies* as well as the Service Requirement information on the school's website at www.stbasilacademy.org.

The minimum required number of credits for graduation is 26, a total exceeding the state requirement of 21. With the approval of the Principal, juniors (second semester) and seniors who have attained a 3.5 academic average may take courses at Manor College (at reduced tuition) or at other area colleges. The Counseling Office manages relevant applications.

ASSESSMENTS

The teachers and the Counseling Services Department periodically evaluate students. Standardized testing by the Counseling Services Department includes PSAT for 9th, 10th, and 11th grades and the pre-ACT for 10th grade; SAT and ACT testing information is offered through this department for students who register off-site for the SAT and ACT.

Students are expected to maintain a minimal 2.0 average. Students who do not achieve a 2.0 average in any given quarter will meet with a counselor from the Counseling Services Department and the assistant principal to create an academic plan of action, which includes mandatory tutoring sessions and a suspension of the right to participate in sports, drama, or extracurricular activities for the quarter.

EXAMINATIONS

All students must be present for scheduled midterm and final exams. Parents should NOT schedule vacations or college visitations during exam weeks. Because the school cannot reschedule midterm and final exams for student and parent convenience, only in exceptional situations will exams be rescheduled. See the school calendar on the SBA website for dates.

Senior Exemption Policy

To qualify for examination exemption, seniors must attain an A- for each quarter, including the fourth quarter (at a specific date set during the fourth quarter by the principal).

Valedictorian and Salutatorian

Nominees for valedictorian and salutatorian are based on the highest GPAs in the senior class. Either one of these honors is bestowed upon a student who has attended SBA for all four high school years.

Advanced Placement (AP) Exam Policy

Any student enrolled in an AP course must take the AP Exam and pay exam fees of \$94 per exam by October 4, 2019. A student may also be required to complete a final assessment, as determined by course instructor.

GRADING SYSTEM

Report cards are issued quarterly and are available online. Please consult the school calendar for dates when Parent Teacher Conferences are scheduled and note the relevant policy included in the Handbook. Any class failed for the year must be made up in summer school.

A grade is a professional decision made by the class teacher, not merely the arithmetic mean of marks given for scheduled formal tests. Grades reflect a variety of assessments, which include but are not limited to class participation, work completion, homework quality, quizzes, tests, and exams. Each grade reflects all facets of the learning process and becomes a positive force in student motivation. Grades are determined by continuous individualized evaluation, based on objective and measurable criteria. Student grades are updated weekly online. Each student's quarter, semester, and end of year report cards are posted online. Teachers also post real-time grades online throughout each quarter. Students and parents are expected to keep track of these real-time grades throughout the quarter and to reach out to teachers with any questions or concerns.

Quarterly Reports

Parents and students may access students' quarterly reports online. If you require help with this process, please contact the Technology Office at 215-885-3771, extension 21.

Grades appear in letter form as follows:

A Student has mastered course requirements at a superior level by having:

- acquired a thorough knowledge of the course content
- an excellent grasp of the principles, relationships, and theoretical problems involved
- worked with diligence and initiative, both in course assignments and in independent or individual study, and by having participated freely and intelligently in large and small group activities)
- made an intelligent selection and use of the various tools of learning
- developed a superior facility for expressing of what she has learned in a given course, organization of materials and reading comprehension

A- Student has demonstrated mastery of material nearly at an A level

B+ Student has demonstrated a definite improvement over a B average

B Student has demonstrated a more than satisfactory mastery of course requirements by having

- acquired a thorough knowledge of at least part of the course content
- an above-average understanding of the principles, relationships, and theoretical problems involved
- worked with diligence and with at least occasional initiative both in assigned work and in independent or individual study, participating regularly and well in large and small group activities
- used time profitably and become familiar with the various tools of learning
- developed some facility of expression within the course and developed the ability to comprehend and organize the subject matter to the extent that she can also apply and explain it properly

B- Student has demonstrated mastery of material nearly at a B level

C+ Student has demonstrated a definite improvement over a C average

C Student has demonstrated a satisfactory mastery of the course requirements by having

- acquired a knowledge of the essential parts of the course content
- acquired sufficient understanding of the principles, relationships, and theoretical problems involved to discuss them acceptably
- fulfilled all course assignments and has routinely and satisfactorily participated in planned activities, including the use of the various tools of learning
- been able to express herself within the course and with assistance, to apply and relate knowledge acquired to an acceptable degree

- C-** Student has demonstrated mastery of material nearly at a C level
- D+** Student has demonstrated definite improvement from a D average
- D** Student has met only the minimum requirements of the course by having:
- only partial understanding of the principles, relationships, and theoretical problems that are part of the course content and has difficulty, even with assistance, discussing them acceptably
 - acquired only a minimum knowledge of the essential parts of the course content
 - been somewhat negligent in fulfilling planned assignments and reluctant to participate in small group activities, demonstrating a limited growth in the ability to use the educational tools required
- F** Student has failed to meet the minimum requirements of the course by having:
- failed to acquire the minimum essentials of course content, by showing a lack of understanding of its principles, relationships, and theoretical problems, and by demonstrating negligible growth
 - been negligent or careless in fulfilling planned assignments and in participating in large and small group activities or having been unable to meet minimum acceptable standards in so doing
- I** Student's work is incomplete. An incomplete grade must be satisfactorily completed within two weeks after the close of the marking period. Failure to complete the required work will automatically result in the "I" being changed to an "F."

Lack of attendance in a particular course will affect the grade for that course. A grade cannot be based entirely on the successful completion of a single activity (e.g., a term paper or one cumulative test). The continuous progress of a student from the beginning of the course must be considered as the basis for a grade. Ability and application are two key factors considered in determining a student's level of achievement.

PRINCIPAL'S LIST

After each marking period, students who earn a 3.8 grade point average or higher achieve High Honors. Students who earn a 3.5 to 3.79 grade point average achieve Honors. Both classifications merit recognition and students earning High Honors or Honors are acknowledged by having their names appear on the Principal's List.

GRADING

Teachers are expected to update all online grades on the 15th and 30th of each month. Grades should include a variety of both formative and summative assessments. There should be an appropriate number of assessments per quarter

that allow for an authentic measure of a student's learning. Homework needs to be clearly defined in the syllabus as graded for accuracy and/or completion.

TESTING

Testing should allow a student to show what she has learned. The following are suggestions for test formats:

- Use familiar procedures in testing.
- Advise student as to exactly what material is to be tested and what general format will be used.
- Give clear directions and a model question whenever possible.
- Give a sufficient number of questions to properly evaluate the skills taught.
- Give a sufficient number of tests so as to allow for student improvement.
- All tests should be corrected and returned to students PROMPTLY.
- Essay tests should be corrected in such a manner that the student has some indication as to why this is the grade: missing points, grammar mistakes, spelling mistakes, questions not addressed, etc.

Students are not to have more than 3 tests/quizzes in one day. Teachers are to sign their tests up on the online testing calendar.

The following are general rules that should be in place when students are taking a test:

- Desks should be cleared except for allowed material.
- Cell phones and all devices should be collected and placed in the front of the room.
- Students should not talk while tests are out.
- Students should keep their eyes on their own paper.
- Students should keep their answers covered.

Students should be made aware of these rules and the consequence for breaking them. If a student is found breaking the "rules of the test" it will be assumed that they are attempting to cheat and will receive a 0 on their test.

HOMEWORK

Homework is an essential part of learning. Homework serves the education process as:

- A link between past and future learning
- A reinforcement of learning
- An opportunity to test concepts learned for understanding and develop further questions

- A springboard for discussion and understanding.

Students are expected to turn in assignments when due. Please refer to the school homework policy in the appendix.

Posting Assignments

Students at Saint Basil Academy are required to complete homework and come to school prepared with questions for clarification and having completed the reading and foundational work necessary to participate fully in classroom discussions.

When planning properly, homework is assigned by the teacher and uploaded to Edmodo before students leave at the end of the school day so that students know the materials needed to bring home. Assignments will clearly reflect the nature of the task, the requirements for completion and the date the assignment is due. Students are responsible to check Edmodo daily (within reasonable hours) to assure they understand assignments and due dates.

Homework Weighting

Recognizing that homework is only one part of formative learning, homework will not account for more than 20% of the student's final grade.

Accountability

- Homework must be turned in on the day and period it is due.
- If homework is turned in after the period it is due but on the same day due a 10% loss will be reflected in the homework grade
- If homework is turned in 1-3 calendar days after due the homework grade the teacher will decide the percentage of loss per day to a maximum of 25%
- No homework will be accepted more than 3 calendar days late. The student will receive a zero for the assignment.
- If the homework assignment is something that is essential for participation in the class on the day due (e.g. reading assignment) a zero will immediately be assessed for that day's homework.
- In the event of an absence on the day an assignment is due, the assignment is to be turned in to the teacher the following day to receive full credit.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences offer parents and teachers an opportunity to discuss a student's progress, express concerns, and share ideas on how to better serve the needs of each student. Conferences are scheduled online; scheduling options become available after report cards are issued. Conferences are scheduled before Thanksgiving break, with ten minutes allocated per teacher.

STUDY HABITS AND SKILLS

Homework is a part of scholastic life at the Academy. Courses are designed with this principle in mind, and students are assigned a significant amount of homework each night in each major subject. Each student is expected to devote approximately two hours per day to homework and study. Students should be aware that some long-term assignments will require planning and time management. Because of the extra study time required for Advanced Placement (AP) courses, we recommended that students elect a maximum of three AP courses during a single year.

ABSENCE AND ACADEMIC STANDING

A student may be denied credit in a year-long course if she accumulates more than 20 recorded absences in that course. In a semester-length major course, or in a minor course that meets fewer than 5 class periods a week, a student may be denied credit if she accumulates more than 12 recorded absences in that course. In such cases, and at the discretion of the principal, the student will receive either a failing grade or a withdrawal from the course. A student who arrives more than 15 minutes late for a class period will not receive credit for that class period. Absence from a double-block class will count as two absences in that course.

The administration has the right to withdraw a student from the Academy if the student has extensive/extended absences. The Academy is responsible to make reasonable accommodations for extended absences due to medical reasons, but if the absences interfere with a student's ability to attend school on a daily basis, a determination may be made for alternate educational options.

ATTENDANCE/ABSENCES

SBA requires all students to attend school regularly, in accordance with the laws of the Commonwealth of Pennsylvania. Attendance is taken during the first period each day. Regular, consistent attendance in classes is essential to academic success and is a requirement for all students. We ask that parents recognize that taking a student out of school for a prolonged period may adversely affect the student's academic performance. Please refer to the "excused" and "unexcused" policy guidelines below for additional information regarding attendance requirements at SBA.

The Academy is a traditional school environment that necessitates students attending school every day. If attendance at school becomes an issue for students, the administration may suggest alternate educational options for the student.

EXCESSIVE ABSENCES AND PARTICIPATION IN SBA ACTIVITIES

Students must be present in school for at least half the day to be able to participate in any events, including athletic practices or games, and after-school/evening activities. Exceptions can be made to this policy only if there are extenuating circumstances and if deemed appropriate by the Principal.

Any student with excessive absences may not participate in any SBA activities until deemed so by the Principal. Written notice will be sent to both parents

and to the student if there is excessive absence. Excessive absence will be addressed as needed and a student will be required to make up the missed time.

Parents (or guardians) are required to call the main office (215-885-3771) BEFORE 8:00 a.m. each day their daughter(s) will be absent from school. In the event that a student will be absent for 3 or more consecutive days for non-medical reasons, parents are requested to submit a written notification and/or explanation to the main office one week prior to the absence. Vacations resulting in missed school days are strongly discouraged and are considered unexcused absences. (See additional information below.)

EXCUSED and UNEXCUSED ABSENCES

Only absences from class which are due to a school responsibility or an approved school program (e.g., field trips, community service projects, athletic events, psychological- educational evaluations, attendance at in-school conferences, or meetings with college representatives) will be considered excused absences. All other absences, whether for medical or personal reasons, will be counted toward the maximum allowable total. The principal, under extenuating circumstances, may grant individual waivers to the maximum- absence policy.

The funeral of a member of a student's immediate family (father, mother, brother, sister, grandparent) is considered an excused absence. Second semester juniors are permitted 1 day (excused absence) for college visits with proper documentation from the college and should complete the College Visitation Form found in the Counseling Office prior to the date of the visit. Seniors are permitted 2 days (excused absence) for college visits with proper documentation from the college and completion of the College Visitation Form.

MEDICAL ABSENCE

A doctor's note is required if a student is absent for a medical appointment. The main office will issue an admittance slip to students returning to school. No student will be permitted to enter class without the admittance slip. When a student returns from a medically related absence lasting three days or more, she must bring a doctor's note to the main office and report to the school nurse. A note from the doctor is required for admission when returning to school from surgery, fractured bones, concussions, and other injuries.

Special personalized arrangements will be made for chronically ill students who are frequently absent. Students who are chronically absent or are home under a doctor's care may not participate in any school-related activities without the express permission of the principal or assistant principal and must present a written release from the treating physician before partaking in these activities. If a student is absent for an extended period (5 days or more), parents must call the Counseling Department. Students and parents must also review the homework assignments listed on the school's website and/or contact the Counseling

Department for relevant information and instructions. Students contacted by teachers via email are expected to respond, acknowledging the receipt of such emails. Students returning to school after a lengthy absence must report to the counseling services office and the school nurse before going to homeroom.

The administration has the right to withdraw a student from the Academy if the student has extensive/extended absences. The Academy is responsible to make reasonable accommodations for extended absences due to medical reasons, but if the absences interfere with a student's ability to attend school on a daily basis, a determination may be made for alternate educational options.

LONG-TERM ABSENCE POLICY

If a long-term absence from school becomes necessary (determined by a medical/mental health professional OR by SBA administration), the following procedures will occur:

Any student receiving academic accommodations due to long-term absence is NOT eligible to participate in athletics, activities or extracurricular events until we receive clearances and deem her eligible at her return to school.

- Medical documentation is mandatory stating, in detail, the reason for the absence, the projected length of time of the absence, and any specific directives for the school.
- Should time need to be extended, medical documentation will be needed.
- SBA reserves the right to interpret and make academic accommodations based on the student's health and the school's ability to accommodate those needs. SBA may recommend alternate academic options if it is unable to meet student needs.
- Student absence may effect matriculation status and/or graduation.
- Any academic support required beyond the school year will be at the family's expense.
- SBA's Academic Support Coordinator and Principal will notify teachers of the student absence and will devise an academic plan for completion of course work.
- Missing student assignments/grades will be marked as an "M" (missing) until work is completed and handed in.
- Quarter/semester grades may be recorded as an "F" due to the missing assignments. These grades will be adjusted once all work is completed.
- SBA Academic Support Coordinator will coordinate with any outside tutor or academic support person who is working with the student.
- When the student is ready to return after the absence, SBA will require updated release and clearance from medical situation BEFORE she is able to return to school.
- The Academic Support Coordinator will schedule a mandatory meeting of all parties to discuss support and procedures for transitioning back to the school environment.

- If a student is unable to progress back into daily attendance at school, the administration may withdraw a student from the Academy if the student has extensive/extended absences. The Academy is responsible to make reasonable accommodations for extended absences due to medical reasons, but if the absences interfere with a student's ability to attend school on a daily basis, a determination may be made for alternate educational options.

MEDICAL EMERGENCIES AT SCHOOL

In the event that a student becomes ill while in school, she will be sent to the nurse's office. If the nurse is not available, the student is to report directly to the main office. If the student must be sent home, her parents/guardians will be contacted and asked to pick up the student. A parent or guardian must meet the student at the main office and sign the Early Dismissal Form. If the student has driven to school, she must have parental permission to drive home before leaving school. If a student becomes seriously ill, the school will contact an ambulance, will notify parents, and the student will be transported to the nearest hospital.

Students should contact a parent because of illness at the Nurse's Office. We ask full cooperation with parents in that they do not come to SBA to pick up their daughters if they have not been notified by the Nurse or the Main Office staff.

NON-EMERGENCY EARLY DISMISSAL

Early dismissal is strongly discouraged. For this reason, we recommend that doctors' appointments not be scheduled during school hours. Students who arrive after 9 a.m. or leave school before 2 p.m. for medical and all other reasons will be marked absent from school for half a day. If an early dismissal is absolutely necessary, a note and phone call from the parent/guardian must be received in the main office on the day before the student is to be dismissed early. The parent/guardian must meet the student at the main office and sign the Early Dismissal Form.

Students who drive and need to leave school early must have written permission from a parent/guardian and must sign the Early Dismissal Form in the main office before leaving school property.

Students with an excused absence are permitted to engage in school-related extracurricular activities. Students who have an unexcused absence for all or any part of the school day because of illness are not permitted to participate in school-related extracurricular activities, including games, practices and concerts.

MISSED CLASSWORK

Any student who misses school for any reason is expected to know that it is her responsibility to make up all work missed. Students who participate in sports and other activities and miss class must make up all of their work and maintain a minimum 2.0 average. If a student is absent on the day of a major test, it is her responsibility to see her teacher the day she returns to school to schedule a make-up test. The student must complete the work within one week of her return (sooner if possible if the absence occurs before the end of a quarter).

Students who demonstrate a pattern of missing specific tests/assignments on specific testing days or due dates will be required to appear at a scheduled conference with the teacher, parents, and dean of students. Seniors who choose to participate in "senior cut day" will receive an F for any work that is missed on that day. Juniors and seniors who are absent from school on the school day following the prom will receive an F for any work missed on that day.

Any student who is absent from school for 20 days or more, who does not have proper medical documentation, or who is failing her courses, may be required to attend summer school, provide evidence of private tutoring, repeat the year, or transfer to another school.

SUMMER SCHOOL

Any senior who receives a final grade of F in any subject area will not receive her diploma and does not participate in any graduation exercise until after she attends summer school and receives a passing grade in the subject. Freshmen, sophomores, and juniors who receive a final grade of F in any course must attend summer school. The summer school grade (passing grade) will automatically change the failure to a passing grade of D and will be recorded on the student's permanent record.

EVENTS, SCHOOL ORGANIZATIONS, AND CLUBS

SBA encourages all students to participate in the school's organizations and clubs as these are designed to motivate students to become active community citizens. Clubs meet before school or after school. Fundraising by clubs is limited, and all planned fundraisings activities must be pre-approved by the principal.

The activities coordinator directs scheduling of activities with the approval of the principal for all calendar events. The school calendar is available on the school's website. Moderators are expected to check with the activities coordinator to ensure that a planned activity is properly scheduled.

Students are not permitted to participate in after-school activities unless a moderator or coach is present. All students who choose to hold a leadership position in a club or organization must attend a yearly leadership conference/workshop that may be required by that organization. A student may hold no more than one major office without the consent of the activities coordinator and the club moderator. A member of student council may not hold another leadership position without the consent of the student council moderator. No

student may hold more than two major offices. **Any student with disciplinary issues may be removed from leadership office.**

HEALTH SERVICES

The school nurse at Saint Basil Academy is available to see students every day from 8:30 a.m. to 3:30 p.m. SBA's health policies are developed in accordance with school laws and regulations from the Pennsylvania Department of Health. The Commonwealth of Pennsylvania requires certain physical examinations for all students, and forms and information pertaining to these will be provided by the Academy. The school nurse should be notified of any special health problems that affect a student's social, academic, or physical activities in school. If a student requires medication in school, parents or guardians must complete and submit a consent form along with a physician's note approving the medication. The medication is to be kept in the nurse's office in the original container labeled with the student's name and correct dosage. If a student becomes ill during the school day, she must report to the nurse's office. The nurse will determine what course of action should be taken. If the nurse deems that the student should be at home rather than at school, parents or guardians will be advised. Parental permission is required to send a student home in her own car. If a student does not drive or if the nurse believes a student is not well enough to drive herself safely, parents will be requested to pick their daughter up from school.

RELIGIOUS ACTIVITIES

To encourage students to explore areas of Catholic tradition, rooted in understanding and appreciation of the Judeo- Christian heritage, SBA's Religious Education Program provides for an annual senior, junior, sophomore, and freshmen retreat. Yearly retreats are mandatory for all students. Byzantine Catholic divine liturgies, reconciliation, prayer services, and lectures are celebrated throughout the year. All students are required to participate in the faith life of the school

LEARNING COMMONS (Library)

The learning commons area is located on the third floor and opens at 7:45 a.m. Monday through Friday. The center's catalogue and research databases are available on the school's website (www.stbasilacademy.org) under Campus Life, Library Media Services.

CODE OF CONDUCT

At SBA, we endeavor to build community spirit through friendliness, love, warmth, and concern, and especially through our awareness of one another's presence. To sustain this mission of community building, SBA has designed a Code of Conduct that serves as a template of the rights and responsibilities of its students. These rights and responsibilities have been established to protect the individual student and to enable and support maximum cooperation among students, faculty, and administration.

It is important for students to understand that the Code of Conduct has practical as well as ethical implications. Colleges and universities routinely inquire about students' disciplinary record and suspensions. Either of these could dramatically affect potential college admission, and the Code provides specific guidelines that are designed to help all SBA students make good choices on a variety of issues.

The registration of a student at SBA is deemed an agreement of compliance—on the part of the student and her parent(s) or guardian(s)—of compliance with all guidelines of the Academy. Faculty members and school administrators understand that students may occasionally disagree with the value of specific guidelines in this code. Questioning such things is part of growing up. It is not, however, acceptable for any student to refuse to adhere to any of the regulations included in this document. Conduct and behavior that ignore or contravene the Saint Basil Academy's Code of Conduct may be grounds for disciplinary action, including (in egregious cases) suspension or expulsion.

SAINT BASIL ACADEMY HONOR CODE

The Honor Pledge for Students

As a student of Saint Basil Academy, I accept that the Christian values, which the administration, faculty, staff and our parents endeavor to instill in us, are moral values, which will serve as a basis for living our whole lives.

Therefore, I promise I will live as a person of honor and integrity, and make every effort to be academically honest. I agree that cheating in any form is wrong. I will never lie, cheat, or steal in any situation. Guided by my teachers, I will adhere to all rules set forth for assignments, projects, homework, tests, and quizzes. I agree, when a teacher requests it, to write a personal pledge stating I have not received or given illicit aid on an exam, test, quiz, project, or assignment.

I agree, as a result of my honesty, that all forms of assessment of my work will stand as a true test of earned recognition and grades.

I further promise to strive to have the integrity to recognize what is academically right and the courage to resist doing what is wrong, no matter what other students are doing.

The Honor Pledge for Teachers

As a teacher at Saint Basil Academy, I accept responsibility for making clear to students the guidelines and expectations for every form of assessment. I will teach my students how to cite a source for my class. I will put my expectations for the class in writing. I will stress the importance of honor and honesty in my class. I will review the Honor Code periodically with my students.

Should a student be found in violation of the Honor Code in any way, I will fulfill my obligation to SBA and its students by reporting the incident to the Assistant Principal/Dean of Students.

The Honor Pledge for Parents (or Guardians)

As a parent/guardian of a student at Saint Basil Academy, I promise to support all aspects of the SBA Honor Code. I will encourage my daughter(s) to strive for honesty and integrity in academic and social situations within and beyond the SBA community.

Responsibilities of the Administration

- To adhere to and enforce all the policies set forth in the SBA Honor Code.
- To distribute copies of the SBA Honor Code to the entire school community and to post copies of the same throughout the school and on the SBA website.
- To ensure, through explanation and example, that the entire SBA school community understands the meaning and significance of the SBA Honor Code and to reinforce the message at assemblies held throughout the school year.
- To require students, faculty members, and parents to sign the SBA Honor Code.
- To require the student body to repeat the Honor Code Pledge aloud, to review the reasons for its existence, and to emphasize at the beginning of each school year their obligations to honor the tenets of the Code. To ensure that a quarterly review of the SBA Honor Code is conducted with and by the SBA faculty and staff.

Responsibilities of Faculty and Staff

- To adhere to and enforce all the policies set forth in the SBA Honor Code.
- To sign the Honor Pledge for Teachers.
- To abide by the school policy on test administration as defined in the Faculty Handbook.
- To personally and carefully monitor students who are taking tests and quizzes, whether this be in our own classes or in those of other teachers.
- To explain clearly and very specifically the requirements for any form of assessment.
- To guarantee the validity of all tests by creating several test forms for our respective subjects and by varying these from year to year.
- To review the SBA Honor Code quarterly with all students.
- To ensure that the SBA Honor Code is posted and visible in all learning areas.
- To keep the SBA Honor Code fresh, current, and meaningful on a daily basis by having students write and sign an honor pledge on all work.
- To protect the confidentiality of the students committing, by design or through ignorance or carelessness, infractions against the SBA Honor Code.
- To delay review of any test until ALL students have taken the test.

Responsibilities of Parents/Guardians

- To adhere to and enforce all the policies set forth in the SBA Honor Code.
- To sign the Honor Pledge for Parents/Guardians.
- To support penalties resulting from violations of the SBA Honor Code.

Responsibilities of the Students

- To adhere to and enforce all the policies set forth in the SBA Honor Code.
- To sign the Honor Pledge for Students.
- To understand the value of honesty and integrity in every task, every assignment, every test, and in all other deeds or work.
- To avoid giving or receiving answers on any type of assessment or on any other type of work from current or previous years.
- To comprehend teacher expectations for all assignments and to ask for clarification of expectations if necessary.
- To understand that having access to any electronic device during an assessment will be considered cheating.

Violations of the Saint Basil Academy Honor Code

Infractions regarding cheating, plagiarism and personal dishonesty include, but are not limited to, the following:

Cheating

- Cheating includes selling/sharing/copying/purchasing/profitting from any and/or all forms of assignments and/or assessments whether they are current or former assignments and/or assessments. This includes (but is not limited to) homework, summer assignments, quizzes, tests, etc.
- Turning in a project completed by someone else during the current or previous years.
- Using notes of any kind during a test or quiz, unless the teacher has authorized an “open-book” test.
- Use of any online aids or tools when completing any type of assessment/assignment, unless specifically authorized by the teacher.
- Use of any electronic communication device when completing an in-class assessment.
- Giving and receiving answers from a test from the current or previous years.
- Enabling another student to cheat in any way.

Plagiarism

- Downloading information and papers from the Internet or any other source and using it as one’s own (refer to the SBA Technology Agreement) work.
- Failure to cite a source.
Using another student’s work as one’s own work.
Paraphrasing another’s work without giving credit to the source.

Personal Dishonesty

- Lying
- Forging signatures
- Stealing
- Destroying the property of the school or of another student, including electronic files.

Consequences of Violating the Saint Basil Academy Honor Code

The administration reserves the right to deal with each infraction/violation on an individual basis.

Faculty/staff member will report ALL incidents of academic and personal dishonesty to the assistant principal/dean of students. An Academic Incident Report MUST be completed and submitted to the assistant principal/dean of students for any and all academic and personal dishonesty violations.

If a student is discovered to be cheating on any type of assignment and/or assessment, the teacher involved may adjust that student's grade according to the severity of the violation. In extreme cases, the grade may be lowered to an F.

After any reported violation, the assistant principal/dean of students reserves the right to arrange a meeting of interested parties, including herself, the teacher involved, the student, and the student's parent(s) or guardian(s).

Depending on the severity and/or frequency of the violation, the consequences may lead to suspension and/or expulsion.

DEMERITS, DETENTION, SUSPENSION, and EXPULSION

Every society needs rules, regulations, and means of enforcing these to protect the rights of all individuals. As a community that adheres to this principle, Saint Basil Academy will use demerits, detention, suspension, and expulsion to carry out its responsibility to each student. In doing so, Saint Basil Academy reserves the right to administer the appropriate corrective measures, such as demerits, detentions, suspensions, and expulsions, when necessary.

The administration, with faculty input, reserves the right to dismiss any student for reasons of poor scholarship, disruptive or destructive behavior, or strong adverse influence upon others. Please refer to the Honor Code, Anti-Bullying/Harassment Policy, Anti-Hazing Policy, Social Media Policy, and Technology Resource Agreement Policy for additional information.

Inappropriate conduct in or out of school, at school-related or non-school related events, in or out of uniform, and on social media can result in the loss of privilege to attend school functions/activities (including graduation), suspension, or expulsion. The administration will determine the appropriate consequence depending on the extent and circumstances of the violation.

Demerit: A mark on a student's record for a fault or misconduct, whether by omission or commission. One Demerit will be issued for the following violations (the list is not necessarily limited to the following examples):

- Dress code and appearance violations
- Chewing gum
- Bringing food or drink outside the cafeteria without permission – does NOT include water bottles
- Failure to clean cafeteria tables
- Tardiness, whether for school or class
- Failure to present a note or necessary medical documentation upon return to school following an absence
- Talking during fire drills and lockdowns

Note: Each time a student acquires **4 demerits**; she will serve a **1-hour detention**.

Detention: Consequence requiring a student to stay in an assigned area for a specific length of time after school hours. Detention sessions are scheduled on several Wednesdays (3-4 PM) and on Thursdays during lunches throughout the school year. Serving detention takes precedence over all extra-curricular activities, including work responsibilities. Detentions are recorded on student report cards.

1-hour detentions will be issued for the following (and similar) infractions:

- Cutting classes, studies, or school assemblies
- Leaving the school building without permission
- Using abusive or obscene language
- Showing disrespect for or disobedience toward a faculty or staff member
- Disruptive or inappropriate behavior in school at any time or at a school-related activity, including school assemblies
- Destruction of property (this may, depending on the severity of the violation, also result in a suspension)
- Misuse of technology, including accessing inappropriate sites on the Internet
- Use of cell phones during school hours

Suspension (in-school or out-of-school suspensions): A temporary ban prohibiting a student from either attending school for a specific period of time or from attending classes for the day and completing academic work in the principal's office. Students can be suspended for the following (and similar) violations/infractions or situations:

- Five detentions

- Leaving school grounds without permission during the school day
- Skipping classes on senior cut day
- Cheating, personal dishonesty, or stealing of physical OR intellectual property (refer to the *Honor Code* and *Technology Resource Agreement*)
- Selling or buying of coursework, including summer assignments and research papers
- Plagiarism and/or copyright infringement of print or electronic media (refer to the *Honor Code* and *Technology Resource Agreement*)
- Violations of the *Anti-Bullying/Harassment Policy* and *Anti-Hazing Policy* (see Appendix II at the end of the Handbook)
- Physical fighting or threatening behavior inside or outside of school
- Inappropriate communication on social media
- Possession of cigarettes, juuls, smoking, or vaping in school or in uniform outside of school
- Notification from police or from another school that an SBA student has used alcohol or drugs (in certain cases, the student risks expulsion). A drug or alcohol counselor may refer the student for an SOS (Supporting Our Students) assessment by a committee consisting of the guidance counselors, intermediate unit counselors, and related staff. The assessment may be a condition for the student's return to school.

Note: In each instance of suspension, the parent must meet with the principal before the student is readmitted to the Academy. Suspended students may receive a grade of F on any work, assignment, quiz, or test scheduled for the day(s) of the suspension. Suspensions are recorded on the student's report card.

Expulsion: A ban permanently prohibiting a student from returning to school. Students can be expelled from the Academy for the following (and similar) reasons:

- Selling or buying of coursework, including summer assignments and research papers
- Use, possession, sale, or distribution of drugs while in uniform or at a school-related event on or off campus
- Physical and/or verbal violence toward another student or employee
- Notification from police or another school that an SBA student has used, possessed, or sold drugs
- Possession, drinking of alcoholic beverages, or intoxication while in school uniform or at a school-related event on or off campus
- Notification from police or another school that an SBA student has used, possessed, sold, or provided alcohol to others
- Stealing, plagiarism, and cheating (refer to the *Honor Code* and *Technology Resource Agreement*)
- Violations of the *Anti-Bullying/Harassment Policy* and *Anti-Hazing Policy* (See Appendix II)
- Inappropriate communication on social media
- Making terrorist threats of any kind

- Making threats, either written or verbally, toward the school, other students, faculty, staff, or administration

The principal, or another designated person, will notify parents when a problem warranting expulsion occurs, and interviews will be arranged as expeditiously as possible. Deliberate and extended consultation will take place while potential permanent expulsion is pending, but students are required to remain at home until a decision is reached.

Administrative Prerogative: The administration reserves the right to expel any student at the Academy that they deem a detriment to the smooth function of the school or disruptive to the school climate. The administration also reserves the right to refer a suspended student for training or counseling as part of the suspension and before being considered for reinstating.

COUNSELING SERVICES DEPARTMENT

GENERAL

The purpose of the Counseling Services Department is to support all students in their respective, individual growth and development. To accomplish this mission, the Counseling Services Department endeavors to help students understand, recognize, and accept their abilities. This self-information is then realistically related to students' interests, needs, and goals. The department also strives to help students increase their knowledge of educational and career opportunities and requirements and helps them cope with problems and concerns common to young people today.

To facilitate these overarching goals, the Counseling Services Department compiles and reviews information that enables department staff to understand each student on a multidimensional level. The Counseling Services Department collects and disseminates information needed by students for post-high school planning; holds individual and group counseling sessions; leads group guidance classroom activities and workshops during lunch periods; and sponsors college, career, and financial aid activities.

To ensure the success of these programs, the Counseling Services Department relies on the support, understanding, and participation of parents and guardians. All students' records and files, which are housed in the Counseling Services Department and the main office, are subject to state and federal guidelines and are therefore subject to strictly enforced rules of confidentiality.

Student academic records kept in the main office are available for student as well as parental inspection upon request, but the request must be submitted in writing and presented 24 hours in advance of a scheduled inspection. Transcripts for students who are currently seniors are released from the Counseling Office only after written permission has been received AND all financial obligations have been met. (See Transcript information on page 16 in this handbook.)

Teachers and/or parents may request (verbally or in writing) referrals for services from the Counseling Service Department. Students may make self-referrals, either by signing an appointment sheet or by verbally requesting an appointment.

The Counseling Services Department coordinates the SOS (Supporting Our Students) Program that is designed to identify alcohol, drug, mental health, or other issues that pose a barrier to a student's academic and personal success. Parents, teachers, administrators, and students may refer students to the SOS team for assessment and possible referral to pertinent services outside of school.

COUNSELING

The Counseling Services Department is headed by a director who is responsible for providing counseling to all students at all grade levels (9 through 12) who have academic, vocational, and/or personal concerns. The Director of Counseling focuses on advising students on the college admissions process and makes recommendations for the design and content of a personalized curriculum that will support college acceptances.

Naviance Family Connection is available to all students through a secure log-in and password-protected portal.

ACADEMIC SUPPORT

The Academic Support Coordinator within the Counseling Services Department acts as a liaison between student and learning support personnel, including math and reading support personnel from the Montgomery County Intermediate Unit (MCIU). The coordinator also supports and coordinates counseling and psycho-educational testing services, and offers tutoring to any student in need.

*Students whose parents/guardians have signed MCIU tutoring agreements **MUST** attend their scheduled sessions.

SELF-HARM PROTOCOL

The Academy takes very seriously all threats or expressions of self-inflicted harm. Committed to maintaining a safe community for all its members, Saint Basil Academy offers a range of student support services, including services pertaining to potential cases of self-harm.

The counseling staff, principal, and assistant principal are available to talk with students on an individual basis. Other employees are instructed not to attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and or family relationships; these employees are advised to refer the concern(s) and/or the student(s) to the Counseling Department immediately.

If a member of the school community learns of a student's expression or intent to inflict harm on herself, he or she must immediately relay such information to the Counseling Department, who will address the problem immediately and confidentially. The parents, principal, or assistant principal will be notified, and the student in question shall remain in the company of school personnel until a parent or guardian arrives and assumes custody of her.

Parents/Guardians will be advised to seek the counsel of a licensed practicing psychiatrist or psychologist before the student is permitted to return to school. Following this professional consultation, the Academy requires direct communication between the psychiatrist or psychologist and the school counselors. Following this conversation, **the Academy requires written documentation from the psychiatrist or psychologist indicating that the student is not at risk of harming herself. When these conditions have been met to the satisfaction of the Academy, the student may return to school, and the school nurse will be notified of the student's return.**

On the day the student returns to school, she and a parent or legal guardian will meet with a counselor and/or administrator at 7:45 a.m. During this appointment, necessary academic, emotional, and or medical support can immediately be determined and scheduled. All services are coordinated through the Counseling Services Department. If the student is on medication, a counselor will refer her and her parent(s) to the nurse. The student will be expected to meet with a counselor at lunch or another designated period each day for the first week of her return; additional meetings may occur, as the counselor deems necessary. These meetings will enable a counselor to advocate for the student with her teachers as needed.

Consent for continued contact with the student's outpatient therapist will be requested upon the student's return to school so that an informed and effective in-school support plan can be designed and implemented. Any student, who is willing to discuss her diagnosis in an open forum sponsored by SBA, must obtain a medical release form and written parental consent.

THREATS AND VIOLENCE

SBA seeks to maintain a safe community for all its members and to prevent violence in the workplace. Fighting, the use of violence, or threats of violence, the possession of weapons or threats of using them—whether communicated through speech, writing, electronic means, or physical action—are unacceptable in our school community, anywhere on school grounds, or at any school-sponsored event.

Assessment of the degree to which such actions or threatening behavior warrants disciplinary action is up to the discretion of the school administration and will be made with the interest of the greater good of the community in mind. Additionally, the school administration, within the context of specific incident, will determine the definition of a weapon.

Employees and students are expected to refrain from fighting, "horseplay," or other conduct that may endanger others. No firearms, weapons, or other dangerous or hazardous devices or substances are permitted on the premises of the School without proper authorization. Conduct that threatens, intimidates or coerces any student, employee, parent, or a member of the public at any time (including off-duty periods) will not be tolerated. This prohibition includes all acts of harassment and this includes any conduct that physically or verbally targets an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats or actual violence, both direct and indirect, should be reported as soon as possible to the principal. This includes threats by employees, as well as threats by parents, students, vendors, solicitors, or other members of the public. Such reports should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the main office. Do not place yourself in peril. Contact the main office immediately.

Academy administrators will promptly and thoroughly investigate all reports of threats of (or actual) violence and reports of suspicious individuals or activities. To the extent it is legally and practically possible, every effort will be made to protect the identity of the individual making such a report.

Any hostile actions or threats involving students may result in the suspension or expulsion of the student(s) involved. The student and her parent(s) or guardian(s) may appeal all decisions involving suspension, and/or expulsion to the principal. The Academy encourages students to bring their disputes or differences to the attention of the school counselor before matters escalate. We are committed to promote and support the peaceful resolution of student disputes and will not discipline students for voicing concerns.

The Academy reserves the right to require assurance from a licensed, practicing psychiatrist or psychologist that any student who has been suspended for engaging in hostile or otherwise unacceptable behavior is not at risk of harming herself or another person. The school nurse will be notified of the student's return. Upon returning to school, the student and a parent or guardian will meet with a counselor and/or administrator to ensure that necessary academic, emotional, and/or medical support can be provided. All support services are coordinated through the Counseling Services Department. If the returning student is on medication, a counselor will refer the student and her parent(s)/guardian(s) to the school nurse. The student will be expected to meet with a counselor during a designated time each day for the first week of her return; additional meetings may be scheduled if deemed necessary. This routine interaction will enable the counselor to advocate for the student with her teachers as needed. In addition, the Academy will request consent to contact the student's outpatient therapist to ensure that an effective in-school support plan can be implemented.

The principal or designated person reserves the right to modify and make exceptions to the Student/Parent Handbook at any time during the school year.

Appendix Documents

- I. Guardian Approval Policy**
- II. Anti-Bullying/Harassment Policy and Anti-Hazing Policy**
- III. Social Media Policy**
- IV. Refund Policy**
- V. Tuition in Arrears Policy**
- VI. Technology Policy**
- VII. Homework Policy**

APPENDIX I

GUARDIAN APPROVAL POLICY

The guidelines below also apply to students whose parents are deceased or unable to serve their daughter(s) in a traditional parental role for medical, legal, or any other reason.

1. The student's family shall select a guardian who lives in, and is somewhat knowledgeable about, the Philadelphia area.
2. The family submits a written "guardianship" document to the school. This document includes the proposed guardian's name, home and work addresses, home phone and cell numbers, and the name of an additional contact person if the guardian is not available.
3. The guardian should be fluent in English or have access to an interpreter who is available to attend student conferences.
4. The guardian (and an interpreter if necessary) will meet with a representative of Saint Basil Academy as described below.

GUARDIAN RESPONSIBILITIES

1. The guardian attends to the daily needs of a student, which includes, but is not limited to, the following:
 - a) Maintains a healthful and safe living environment;
 - b) Provides meals on a regular basis;
 - c) Provides home medical care in the event of illness;

d) Assists the student (and other family members, if applicable) to find a local medical practitioner;

e) Assists the student to seek professional medical care and treatment in cases of emergency.

2. The guardian maintains close contact with the school throughout the year and is expected to engage in matters of academic support and supervision. The guardian meets with a representative of the school at least twice a year, with the first meeting occurring prior to the start of the school year. The guardian contacts the school when a student will be late or absent.

3. In the event of a status change, the family informs a representative of the school two weeks prior to the change. Status changes include but are not limited to the following: address change, phone change, student vacation plans, and guardian changes.

4. In the event that the guardian ceases to perform his or her responsibilities, the student's family must contact a school representative immediately and present a new guardian for approval.

5. A student may be placed on probation, suspended, or expelled at the school's discretion if the family or guardian does not fulfill the Academy's guardian policy.

APPENDIX II

Anti-Bullying and Harassment Policy

Saint Basil Academy students, faculty, and staff are expected to behave in a manner in keeping with the mission and philosophy of Saint Basil the Great, with proper regard and respect for the welfare of self, others, and community property. Adherence to this philosophy means that any acts of aggression, harassment, intimidation, bullying, or cyber bullying are prohibited. Implicitly included in this list are any intentional electronic, written, verbal, or physical act or series of acts that are directed at another student or students or at faculty/staff members, and which are severe, persistent, or pervasive to the extent that they substantially interfere with a student's education, create a threatening environment, or substantially disrupt the orderly operation of the school.

It is SBA policy to maintain an educational environment in which bullying and cyber bullying in any form are unacceptable. Any bullying or harassing behaviors, whether they take place on or off school property, at any school- sponsored function, or in any school vehicle, will result in consequences. Moreover, no active/passive support of bullying or harassing behaviors will be tolerated and will also result in consequences. *(Adapted from the 2008 Pennsylvania "Article XIII-A Safe School" amendment.)*

Reporting Procedures

It is the responsibility of any person who witnesses an act of bullying to attempt to stop it. Students who believe they are being bullied are asked to report all incidents of bullying to a teacher, guidance counselor, or principal. All employees (faculty/staff) are required to report in writing any allegations of bullying. Specific guidelines are presented below. Failure to report such incidents will result in consequences. Confidentiality of all parties shall be maintained. All parties involved will be treated with dignity and due process.

1. Principal, assistant principal, counselor, or teacher receives the name of a student who is reported to be bullying or harassing another student.
2. Principal, vice principal, counselor, and teacher conduct individual interviews with the complainant, the accused, and others with knowledge related to the incident. They may evaluate any other information and materials relevant to the incident or the investigation.
3. Statements from accuser/witnesses will be taken, both orally and in writing (with signatures), describing the nature of the bullying and its causes.
4. The school administration will follow up by notifying the parents/guardians of the alleged offender and a meeting with the victim's parents/guardians will take place.
5. If necessary, a plan for removing one or more students involved in the incident, when the presence of said student(s) interferes with the investigation or puts one or more students at risk, will be devised and implemented.
6. Law enforcement will be notified immediately if there are terroristic threats or acts involving weapons.
7. In accordance with guidelines dictated by the Code of Conduct and Student Handbook, disciplinary sanctions will be imposed.
8. Education on bullying will be provided to teachers, staff, parents, guardians, and students.

Actions for Protection of Victim

1. Behavioral strategies to defend/overcome fear
2. Designated procedures to follow and places for victim to go when fearful
3. Reasonable modifications to schedule/roster
4. Reasonable modifications in student route around school, hallways, cafeteria
5. Reasonable modifications in traveling to and from school (bus)
6. Use of monitors in hallways, cafeteria, and classrooms
7. Full involvement of faculty/staff in intervention
8. Parent conferences
9. Peer support groups Assisting peers in understanding/accepting differences
10. Notifying police if deemed necessary

Consequences for Bullies

Consequences and appropriate actions may be unique to an individual incident and may vary in method and severity, depending on the specific behavior. In general, the consequences for a student who commits any acts of harassment or bullying may include:

- VIII. Referral to disciplinarian and/or counselor
- IX. Documented warning, parent/guardian notification, and mandatory meeting
- X. Loss of privileges, including any involvement in school sporting teams or events or participation in any extracurricular activities
- XI. Behavioral interventions by school disciplinarian and counselor
- XII. Transfer to different classrooms to separate bully from victim
- XIII. Probation
- XIV. No communication with victim
- XV. Surveillance by monitors in hallways, cafeteria, and classrooms
- XVI. Full involvement of faculty/staff in intervention
- XVII. Suspension
- XVIII. Expulsion and transfer to another school
- XIX. Notification of appropriate authorities if necessary

Bullying/Harassment by Faculty or Staff

SBA will not tolerate any faculty or staff who engages in bullying behaviors directed at students OR at fellow employees. The appropriate intervention for faculty/staff found to have committed an act of bullying will be instituted in accordance with school policies and procedures. Complaints will be investigated promptly, and corrective action will be taken if complaints are warranted or concerns are viable. Confidentiality of all parties shall be maintained. All parties will be treated with dignity and due process.

Faculty/staff who feel that they are being bullied or harassed in the school setting should take action to resolve the situation in adult, professional ways.

In cases of employee–employee bullying, the involved parties should:

1. Confer with one another.
2. Bring matters to the attention of immediate supervisors.
3. Utilize conflict resolution skills.
4. If resolution is not achieved, administration will become involved.

In the case of employee bullying of a student:

1. The employee will be referred to an administrator.
2. A warning may be given to the employee and will be duly documented.
3. The student victim will be transferred out of the class/activity where she is in contact with the employee.

Safe2Say Program

The Safe2Say program is state mandated by Act 44 of 2018 and requires all K-12 schools, school districts, charter schools, private schools, cyber charter schools, private schools, nonpublic schools, intermediate units, and area vocational-technical schools operating in Pennsylvania to participate. This statewide reporting system was created to help stop school shootings, suicides, and gun threats; to help reduce bullying and cyberbullying; and to help intervene with violence and victimization. The S2SS campaign, along with local law enforcement and mental health professionals, is designed to teach students, teachers, and administrators how to recognize warning signs of individuals who may be a threat to themselves or others, and then report that to a trusted adult OR use the anonymous reporting system.

As part of the system, all emergency tips from a tipster are received and triaged by the Crisis Center at the Office of the Attorney General (OAG). Once information has been gathered by the Crisis Center, it is then sent electronically to the School Emergency Team and, as needed, local police to review and act upon. The S2SS program is being provided through Sandy Hook Promise (SHP), a nationwide non-profit organization, formed shortly after the 2012 mass school shooting in Sandy Hook, Connecticut.

Anti-Hazing Policy

Hazing involving students, student groups or any individuals at Saint Basil Academy, is strictly prohibited. The State of Pennsylvania (Act 175) defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

All students, faculty, and staff are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Responsibility will apply equally to situations in which one or more members knew or should have known of the activity, did not report the activity to the Principal, and failed to make every reasonable attempt to prevent or stop it. Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the Principal.

If the hazing has occurred in connection with a school club, organization or sport, then the incident shall also be reported to the person or coach responsible for the club, organization or sport.

The SBA administration shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the school organization of which they were a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. In the case of SBA organizations or sports' teams, penalties may include withdrawal of permission for the club, organization, or team to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of SBA. Imposition of discipline by SBA does not preclude any criminal penalty which may be imposed for violation of criminal laws and SBA will fully cooperate, and share information, with law enforcement as part of any investigation.

Appendix III

Social Media Policy

Saint Basil Academy recognizes the importance of social media tools when used as a curriculum resource in fostering education, and as part of a communication network in advancing the school. Students, faculty, and staff are expected to maintain the professionalism that is consistent with the mission and philosophy of Saint Basil Academy when interacting with one another through social media. Students, faculty, and staff may be held liable for inappropriate online communication, with the right of the school to impose disciplinary action for the behavior. All social media created/used by SBA students must be approved by the principal. No student or team can create its own social media using the SBA name without prior approval.

Social Media postings on Saint Basil Academy sites

Students may be subject to suspension or dismissal, as outlined in SBA Student Code of Conduct, if they:

- Post comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable.
- Post material that promotes or advertises a commercial product or solicits business, membership, financial or other support in any business, group or organization except those which are officially sponsored by SBA, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the SBA-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person's name.

Social Media postings outside of school

Students may be subject to consequences outlined in SBA Student Code of Conduct if they:

- Post material on any website that SBA administration deems threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Open accounts in the name of anyone associated with Saint Basil Academy other than oneself.
- Post phone numbers, email addresses, or other confidential information of students, faculty, or any other person other than one's self. If students choose to post their personal contact information for any reason, they must be aware that the information will be available to the public and is subject to misuse.
- Post material that infringes on the rights of SBA or any individual or entity, including privacy, intellectual property or publication rights.
- To protect the privacy of students and faculty, students may not, under any circumstances, post photos of or create digital video recordings of SBA community members either on campus or at off-campus SBA events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about SBA community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

SBA reserves the right to do any or all of the following:

- Mandate removal of any material related to SBA that is deemed inappropriate, whether on SBA or on outside sites
- Ban future posts on SBA sites from people who repeatedly violate the above policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate the above policy.
- User agrees to indemnify and hold harmless Saint Basil Academy, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, cost or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on SBA-sponsored sites.

Additional points of note

- Students may not use Saint Basil Academy logos or other branding without the express permission of the administration, and only for school-related material.
- Personal webpages or social media sites may not connect to Saint Basil

Academy sites.

- Students must communicate with faculty and staff only through their Saint Basil Academy-related accounts.
- Students who violate any of the policies, in addition to being mandated to remove the offensive material, may be subject to detention, suspension, or expulsion, depending on the severity of the offense. In severe and/or repeated cases, legal action is also possible.

APPENDIX IV

REFUND POLICY

In fidelity to the need to be fiscally responsible, Saint Basil Academy will enforce the following refund policy for students who choose to transfer, are dismissed for disciplinary reasons, or choose to leave the Academy for any reason after registering for the school year.

- Registration/Re-registration fees are non-refundable.
- If a student decides not to attend SBA after having paid tuition but before the opening of school in the fall the student will forfeit tuition for 1 month based on full tuition with no consideration given for scholarships and/or financial aid awarded.
- If a student leaves SBA for any reason, including dismissal for disciplinary reasons, within 1 month of the start date of the semester the student will forfeit the equivalent of 2 months of full tuition and all fees with no consideration given for scholarships and/or financial aid awarded.
- If a student leaves SBA for any reason, including dismissal for disciplinary reasons, after 1 month of the start date of the fall semester the student will forfeit the equivalent of 1 semester of full tuition and all fees with no consideration given for scholarships and/or financial aid awarded.
- In the event that a student withdraws, or is dismissed for disciplinary reasons, at any time during the second semester the student will forfeit the entire years tuition and all fees. The student will be responsible to make complete payment of all tuition and fees required for the school year.

Students dismissed or choosing to withdraw and/or transfer must meet all financial responsibilities to Saint Basil Academy before transcripts or school records will be forwarded to any other school or institution.

APPENDIX V

TUITION IN ARREARS POLICY

Tuition is the primary source of income for Saint Basil Academy and as such is essential for the smooth running of the school. It is essential that tuition payments are made in a timely manner. In the event that tuition payments are delinquent the following penalties will occur:

- Tuition in arrears 30 days will receive a reminder call to the parent from the Finance Office.
- Tuition in arrears more than 60 days will result in a warning letter from the school notifying the parent that failure to bring the account up to date within 2 weeks or a mutually acceptable payment plan being developed may result in the student being asked to remain home from school until a suitable arrangement is made.
- Tuition more than 90 days in arrears may result in the student being dismissed from school.

Arrears Tuition and School Records

No school records will be forwarded to any school, training program, employer, or any other requester until all financial obligations are completed to Saint Basil Academy.

Arrears Tuition and Rosters

Students who have tuition in arrears will not receive their roster until financial obligations have been met.

Arrears Tuition and Athletics

Students who have tuition in arrears may try out for a sports team and if she makes the team, will be ineligible to practice or play until all financial obligations have been met.

Arrears Tuition and Graduation

Only students who are paid up to date will be allowed to participate in graduation. Graduating seniors who hold any outstanding financial obligation to Saint Basil Academy will not be allowed to participate in or attend the graduation ceremony. Having a repayment plan **will not** be sufficient for the student to participate in graduation.

Arrears Tuition and Special Events and Activities

Students who have tuition that is in arrears 60 days or more will not be allowed to sign up for or attend special activities. Special activities include travel trips, school trips, dances, the prom, and grade specific activities.

APPENDIX VI

TECHNOLOGY POLICY

TECHNOLOGY RESOURCE CENTER AND USE POLICIES

The MAC Lab is located on the third floor and is accessible to students and faculty from 8:00 a.m. to 3:30 p.m. every day. The lab offers applications, Internet, and email access, as well as network file storage. Our ***Technology Resource Agreement*** (see Appendix) permits a student to use a computer whenever one is available, but students are not permitted to access social media sites in school. Misuse of technology and/or disruptive student behavior in the computer labs will result in disciplinary measures.

Students and parents sign and agree to honor the Technology/Internet Resources Agreement at the beginning of each school year. Students may not be in the MAC room unsupervised.

Saint Basil Academy Technology Resource Agreement (Acceptable Use Policy)

Saint Basil Academy offers access to a variety of technological resources, including but not limited to, computer networks, email and Internet access. Our goal is to offer opportunities for SBA students to develop technological proficiency for the 21st century. Saint Basil Academy encourages every student to use our technology facilities. Use of any component of the systems is considered a privilege, not a right. With this privilege comes the student's personal responsibility to utilize these resources wisely. The school reserves the right to monitor all user accounts and network traffic to ensure the appropriate use of school resources and the safety of the student body.

Any inappropriate use of technology will constitute a breach in the Student Honor Code pledge. Please find specific violations in the sections below. Because of the dynamic nature of the Internet, these policies may change during the school year. In the event of a change to this policy, students and parents will be notified in a timely fashion.

A. Access and Restrictions

The Internet at SBA is for educational purposes only. (Students are not permitted to access the Internet through personal devices.) Users are not allowed to offer, provide, or purchase products or services through SBA's Internet connection.

Each student has a password protected email account. Students are not allowed to set up or access their personal email accounts or use any form of instant messaging from the school network. Students are expected to use appropriate language in all public/private messages and material posted online. Students may not knowingly access email that is profane, pornographic, advocates illegal acts, violence, or discrimination.

Saint Basil Academy blocks unacceptable sites on the Internet. Students may not access inappropriate areas of the Internet through other proxy sites. Students may not access any "social networking" site, such as Facebook or Twitter from school.

Students have access to their own password protected file space on the fileserver. The space on the fileserver is for academic work only. Each student is responsible for all materials stored in her account. Only the individual to whom an account was issued may use that account. Under no circumstances may passwords be shared. Students are responsible for learning and using the proper network procedures and must abide by teachers' requests relating to class folders.

Activities that harm, destroy, or disrupt the integrity of the network, equipment, or computer settings are prohibited, including but not limited to, renaming, moving, or trashing programs or files.

B. Personal Safety

Students must never reveal or post personal data about themselves or others online. Students are forbidden to agree to meet with someone they have met online without their parents' knowledge and approval.

C. Respect for Privacy and Monitoring

Students must not transmit unauthorized information of any type. Students are not allowed to download to any online public site or to send electronic pictures, videos, or voice recordings of a Saint Basil Academy faculty or staff member, fellow students, events sponsored by SBA, or locations in the school. This rule pertains to computer use at school or outside of school.

Students must not read/listen to another user's electronic messages or in any way tamper with them; they may not open, alter or print another user's stored file without authorization.

Saint Basil Academy staff responsible for maintaining the systems shall respect the privacy of user accounts whenever possible. However, SBA reserves the right to review user accounts stored on a network when necessary to monitor files server space and to determine whether or not specific uses of the network are inappropriate.

D. Plagiarism and Copyright Infringement

Saint Basil Academy abides by all rules and regulations concerning the use of copyrighted and patented materials. Students will abide by the same laws for data researched through electronic resources as those for printed materials.

Any student found guilty of plagiarism or copyright infringement will have broken the SBA Honor Code pledge and will be subject to appropriate consequences.

E. Illegal Activities and School Code

Students may not gain unauthorized access to any computer system through our network or go beyond their authorized access. Students may not engage in the violation of federal, state, or local statutes or regulations regarding computers, electronic communications, interstate commerce, and/or security regulations. Students may not engage in personal attacks, defamation, or harassment of another person, and this provision includes the use of prejudicial or discriminatory remarks in any electronic communication.

F. The school has a Social Media Policy.

All students, faculty, staff and administration must follow the standards set in the Social Media Policy. Please review the policy in Appendix.

HOMEWORK POLICY

Homework Policies

Homework is an essential part of learning. Homework serves the education process as:

- A link between past and future learning
- A reinforcement of learning
- An opportunity to test concepts learned for understanding and develop further questions
- A springboard for discussion and understanding.

That being said, if assignments are turned in late they very quickly lose their educational value and must be completed when due to be effective.

Posting Assignments

Students at Saint Basil Academy are required to complete homework and come to school prepared with questions for clarification and having completed the reading and foundational work necessary to participate fully in classroom discussions.

When planning properly, homework is assigned by the teacher and uploaded to Edmodo before the end of each class period. Students need to know about daily homework so as to bring home appropriate materials at the end of the school day. Assignments will clearly reflect the nature of the task, the requirements for completion and the date the assignment is due. Students are responsible to check Edmodo daily (within reasonable hours) to assure they understand assignments and due dates.

Homework Weighting

Recognizing that homework is only one part of formative learning, homework will not account for more than 20% of the student's final grade.

Accountability

- Homework must be turned in on the day and period it is due.
- If homework is turned in after the period it is due but on the same day due a 10% loss will be reflected in the homework grade
- If homework is turned in 1-3 calendar days after due the homework grade the teacher will decide the percentage of loss per day to a maximum of 25%
- No homework will be accepted more than 3 calendar days late. The student will receive a zero for the assignment.
- If the homework assignment is something that is essential for participation in the class on the day due (e.g. reading assignment) a zero will immediately be assessed for that days homework.
- In the event of an absence on the day an assignment is due. The assignment is to be turned in to the teacher before the following day to receive full credit.

Exceptions

Teachers may allow exceptions to the policy. Only an administrator or guidance counselor can establish a schedule for make-up work if the student is out for an extended absence.

Schedules**Schedule Rotation**

Monday-A	Tuesday -A	Wednesday -B1	Thursday – B2	Friday – A
Homeroom/ Period 1	Homeroom/ Period 1	Homeroom/ Period 1	Homeroom/ Period 5	Homeroom/ Period 1
Period 2	Period 2			Period 2
Period 3	Period 3	Period 2	FLEX	Period 3
Period 4A – 4B/ Lunch	Period 4A – 4B/ Lunch			Period 4A – 4B/ Lunch
Period 4B – 4C/ Lunch	Period 4B – 4C/ Lunch	Lunch	Lunch	Period 4B – 4C/ Lunch
Break	Break	Period 3	Period 6	Break
Period 5	Period 5			Period 5
Period 6	Period 6	Period 4	Period 7	Period 6
Period 7	Period 7			Period 7

Daily Time Schedule for Regular Days

A Days			B-1/B-2 Days	
7:55	Warning Bell		7:55	Warning Bell
8:00-8:53	Homeroom/ Period 1		8:00-9:30	HR/Period 1 or 5
8:56-9:44	Period 2			
9:47-10:35	Period 3		9:35-11:00	Period 2 or FLEX
10:38 - 11:26	Period 4A-4B		11:02-11:57	Lunch
11:17-12:05	Period 4B-4C			
10:38-11:14 and 11:29-12:05	Lunch A and Lunch C		12:02-1:27	Period 3 or 6
12:08-12:23	Break			
12:26-1:14	Period 5			
1:17-2:05	Period 6		1:32-2:57	Period 4 or 7
2:08-2:56	Period 7			
Follow the schedule above for the daily period rotation				

Morning Assembly A Day	
8:00-9:05	HR/Assembly
9:07-9:47	Period 1
9:50-10:30	Period 2
10:33-11:13	Period 3
11:16-11:56	Period 4A-4B
11:16-11:50	Lunch A
11:53-12:33	Period 4B-4C
11:59-12:33	Lunch C
12:36-12:48	Break
12:54-1:34	Period 5
1:37-2:17	Period 6
2:20-3:00	Period 7
The rotation will follow the scheduled day	

Afternoon Assembly A Day	
8:00-8:45	HR/Period 1
8:48-9:28	Period 2
9:31-10:11	Period 3
10:14-10:54	Period 4A-4B
10:14-10:48	Lunch A
10:51-11:31	Period 4B-4C
10:57-11:31	Lunch C
11:34-11:46	Break
11:49-12:29	Period 5
12:32-1:12	Period 6
1:15-1:55	Period 7
1:55-2:55	Assembly
The rotation will follow the scheduled day	

Weather Delay A Day	
10:00-10:39	HR/Period 1
10:42-11:16	Period 2
11:19-11:53	Period 3
11:56-12:30	Period 4A-4B
11:56-12:30	Lunch A
12:33-1:07	Period 4B-4C
12:33-1:07	Lunch C
1:10-1:44	Period 5
1:47-2:21	Period 6
2:24-2:58	Period 7
The rotation will follow the scheduled day	
Weather Delay B Day	
10:00-11:00	HR/Period 1 or 5
11:05- 12:00	Period 2 or FLEX
12:00-12:55	Lunch
1:00-1:55	Period 3 or 6
2:00-2:55	Period 4 or 7
The rotation will follow the scheduled day	



**Saint Basil Academy
Office of Admissions**

711 Fox Chase Road
Jenkintown, Pennsylvania
19046

215.649.9083

www.stbasilacademy.org

