



Building Faith, Character, and Excellence

**STUDENT-PARENT HANDBOOK
2018-2019**

453 North Notre Dame Avenue
South Bend, Indiana 46617

Phone: 574-233-6137
Fax: 574-472-1245

www.saintjoehigh.com

TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION	5
Mission Statement	5
Vision Statement	5
Core Values and Root Beliefs	5
Accreditation	5
School Closings	5
School Fight Song	5
School Mascot	5
School Logo	6
Handbook Amendments	6
Safe Environment	6
Hours of Operation	6
Where To Go for Assistance	6
SECTION 2: SPIRITUAL LIFE	7
Pastoral Ministry	7
Christian Service Requirement	7
God's Gift of Human Sexuality	8
SECTION 3: ADMISSIONS	8
Enrollment Priority	8
Transfer Students	8
International Students	9 □
Title IX	10
Student Enrollment	10
SECTION 4: FINANCES AND TUITION	12
Tuition/Fee Payment Policy	11
Delinquent Accounts	12
Tuition Refund Policy	12
TUITION Assistance	12
SECTION 5: ATTENDANCE	13
Parent/Legal Guardian Responsibility	13
Period Attendance	13
Reporting an Absence	13
Missed Work Make-Up Policy	13
Absences	14
Truancy	14
Habitual Truancy Reported to BMV	15
Drivers License Law	15
Frequent or Prolonged Illness	15
Excessive Absences	15
Tardiness	15
Participation in Athletics and Co-Curricular Activities	16
Planned/Pre-Arranged Absences	16
Requesting an Early Dismissal	16
Specific Absences	16
Temporary Guardianship	17
SECTION 6: ACADEMICS	17
Grading Scale	17
Honor Roll	17

Graduation Ceremony Participation	18
Final Exam Requirements for Graduation	18
Graduation Rank And Honors Designation	18
Homework Policy	18
Missed Work Make-Up Policy	19
Study Table	19
Case Conferences	19
Academic Honor Code	19
Cheating and Plagiarism	20
National Honor Society	20
Book Rental Procedure and Expectations	20
SECTION 7: COUNSELING AND COLLEGE ADVISING	21
Mission Statement	21
Counseling Services	21
Confidentiality	22
Access to Official Student Records	22
FERPA	22
Grade Classification	22
Failing Grades	22
Academic Probation	22
Transcripts of Credits	23
Schedule Changes	23
Incomplete Grades	23
Cumulative Average (GPA)	23
College Entrance Testing	23
Parent Information Meetings	23
SECTION 8: STUDENT HEALTH	24
Health Records and Immunizations	24
Illness at School	24
Administration of Medication	24
Injuries, Medical Conditions, and Accommodations	25
Student Insurance	25
SECTION 9: DISCIPLINE	25
Behavior Expectations	25
School Zone	25
Disciplinary Process	25
Minor Offenses	26
Detentions	26
Exclusionary Probation	26
Suspension	27
Expulsion	27
Grounds for Suspension/Expulsion	27
Student Accused of a Non-School-Related Criminal Act	28
Other Actions	28
Disciplinary Review for Students	28
The Discipline Board	29
Discipline Hearings	29
Failure or Refusal of Parent to Participate in a Discipline Hearing	29
Gun-Free School	29
Harassment (Bullying/Threats/Hazing)	30
Drug and Alcohol Policy	32
Specific Examples of Other Unacceptable Behaviors	34
Tobacco/Smoking/Use of E-Cigarettes	35

Vandalism	35
Other Disciplinary Procedures	35
Police Dog Searches	35
Breath-Test Instruments	35
Drug Testing	36
SECTION 10: DRESS CODE	36
SECTION 11: GENERAL POLICIES AND PROCEDURES	38
Visitors	38
Parental Involvement	38
Communication with Parents	39
PowerSchool/Parent Contact Information	39
Grievance Procedure	39
Email Communication	39
Seclusion and Restraint	39
General School Facilities	40
Leep Family Dining Hall (Cafeteria)	40
Closed Lunches	40
Kelly Family Student Commons	40
Study Hall	40
Flex Period/J Block	41
Student Office Aides	41
Media Center/Library	41
Group Study Rooms	41
Persons and Personal Belongings	41
Locks and Lockers	41
Book Bags and Backpacks	42
Valuables	42
ID Cards	42
School Day/Off-Limit Areas	42
Parking Permits	42
Safety Drills	43
Video Surveillance and Electronic Monitoring	43
Assemblies	43
Dances	43
Dancing Expectations	43
Prom/Midwinter	43
Peer Mentoring Program	43
SECTION 12: LAPTOP PROGRAM	44
Goals of the Laptop Program	44
Components of the Laptop Program	44
Insurance	45
Proper Care of Laptop	45
Appropriate Use of the Laptop	46
Laptop Disciplinary Policy (Electronic Device Discipline Policy)	47
Electronic Violation Consequences	48
Acceptable Use Policy (Internet)	48
SECTION 13: CO-CURRICULAR ACTIVITIES	49
SECTION 14: STUDENT-ATHLETE HANDBOOK	50
HANDBOOK RECEIPT ACKNOWLEDGMENT	56

SECTION 1: GENERAL INFORMATION

Mission Statement

Saint Joseph High School is a Catholic secondary school dedicated to transforming students in heart and mind, preparing them to serve God, the Church, and the world.¹

Vision Statement

Saint Joseph High School will be a diverse Catholic community engaged in the process of preparing our students to live exemplary lives, committed to sharing wisdom, showing courage, and supporting justice in the world.

We believe that every member of the Saint Joseph High School community will:

- Practice faith in God
- Commit to excellence
- Seek knowledge
- Live ethically
- Promote justice
- Act with a global awareness

Animating Principle

God calls; we answer

Core Values

Reach higher
Discover our gifts
Build family
Serve with joy

Accreditation

Saint Joseph High School (SJHS) is accredited by the State of Indiana and North Central Association (AdvanceEd).

Teachings and Traditions of the Catholic Church (Diocesan Policy 4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

****School Closings**

Parents/Guardians are strongly encouraged to register for the SJHS event and emergency alert system. Registered participants will receive notifications regarding school closures and other emergencies. Registered participants will be able to subscribe to various school, athletic, and co-curricular calendars, with the option to receive event alerts. Complete details, including registration information, are available via the SJHS website and *Soundings*.

School Fight Song

Saint Joseph High School here's to you! Here's to your colors, white and blue. We'll cheer you onward, everyone, whether the battle is lost or won. So, here's to your Saint Joe fighting team. Let your banners stream! And we will proudly raise them to the sky as we cheer for Saint Joseph High!

School Mascot

The SJHS mascot is an Indian. Any use of the mascot must avoid demeaning characteristics such as caricatures, representation of Native Americans as violent or uncivilized, etc.

¹ Written by SJHS Faculty, Staff, Administration, Students, Parents, and School Board (1992). Revised (1996, 2001, 2006)

School Logo

Students are not permitted to use the school logo without the expressed written permission of the school administration.

- **School Colors:** Columbia Blue and White
- **Nickname:** Indians

Handbook Amendments (Diocesan Policy P4510)

The Student-Parent Handbook and other Diocesan school policies are subject to review and interpretation by school administrators and/or the Diocese and are subject to change or revision at the discretion of the school administration and/or the Diocese. The school community will be notified of any changes via *Soundings* and/or the school website. The Student-Parent Handbook will be reviewed and revised, as necessary, annually.

Safe Environment (Diocesan Policy P4510)

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons, and other personnel, lay and religious, paid and volunteer, must adhere to the Diocesan various policies, procedures, and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons, and other personnel, employee or volunteer, are subject to and obligated by this policy.

Hours of Operation

- School Building: 7:00 a.m. – 4:30 p.m.
- Main Office: 7:30 a.m. – 4:00 p.m. (3:30 p.m. on Fridays)
- Office of Student Affairs: 7:30 a.m. – 4:00 p.m. (3:30 p.m. on Fridays)
- Class hours: 8:15 a.m. – 3:15 p.m. (Exceptions will be noted on the master calendar.)
- Counseling Office: 7:30 a.m. – 4:00 p.m. (3:30 p.m. on Fridays)
- iHelp Desk: 7:30 a.m. – 4:00 p.m. (3:30 p.m. on Fridays)
- Athletic Department: 7:30 a.m. – 3:30 p.m.
- Office of Mission Advancement & Business Office: 7:30 a.m. – 4:00 p.m. (3:30 p.m. on Fridays)

Where To Go for Assistance

Accidents	<i>Nearest School Office</i>
Admissions	<i>Admissions Office</i>
Attendance Information	<i>Student Affairs Office</i>
Career Information	<i>Counseling Office</i>
Change of Address	<i>Counseling Office</i>
College Financial Aid	<i>Counseling Office</i>
College Scholarships	<i>Counseling Office</i>
Counseling (academic)	<i>Counseling Office</i>
Counseling (personal)	<i>Counseling Office or Pastoral Ministry</i>
Discipline	<i>Student Affairs Office</i>
Finances	<i>Business Office</i>
Financial Aid	<i>Business Office</i>
Illness at school	<i>Nurse's Office</i>
Laptop/MacBook Air	<i>iHelp Desk</i>
Locate a Student	<i>Student Affairs Office</i>
Locate a Teacher	<i>Main Office</i>
Lockers (academic)	<i>Student Affairs Office</i>
Lockers (athletic)	<i>Athletic Department</i>
Lockers (PE)	<i>PE Teacher</i>
Lost & Found	<i>Student Affairs Office</i>
Medication	<i>Nurse's Office</i>
Parking Permits	<i>Student Affairs Office</i>
Permission to Leave School	<i>Student Affairs Office</i>

Registration	<i>Counseling Office</i>
Report Cards	<i>Counseling Office</i>
Spiritual Assistance	<i>Pastoral Ministry</i>
Standardized Test Information	<i>Counseling Office</i>
Student IDs	<i>Student Affairs Office</i>
Student Schedules	<i>Counseling Office</i>
Summer PE	<i>Main Office</i>
Summer Study Skills	<i>Counseling Office</i>
Tardy to School	<i>Student Affairs Office</i>
Theft or Vandalism	<i>Student Affairs Office</i>
Transcripts	<i>Counseling Office</i>
Uniform Information	<i>Student Affairs Office</i>
Visitors	<i>Main Office</i>
Withdrawal from School	<i>Counseling Office</i>

SECTION 2: SPIRITUAL LIFE

Pastoral Ministry

Under the Director of Pastoral Ministry, appointed by the Bishop of the Diocese of Fort Wayne-South Bend, the Office of Pastoral Ministry directs and coordinates the liturgical and prayer life of the high school community.

Priest-Chaplains, volunteers appointed by the Bishop, attend to the Sacramental life of the school through the celebration of the Eucharist and the Sacrament of Reconciliation. Mass is offered regularly in the school chapel. In addition, the Sacrament of Reconciliation is available during regularly scheduled times or upon request with a priest. Student involvement in liturgical planning, preparation, and celebration are crucial parts of Pastoral Ministry. Students serve as lectors, servers, Extraordinary ministers of Holy Communion, and music ministers at our all-school liturgies.

The program of student retreats is also a key function of the Office of Pastoral Ministry. Along with the training and supervision of student retreat leaders, the Pastoral Ministry team directs and coordinates all retreats. Freshmen, Sophomores, Juniors and Seniors will attend a day-long retreat with members of their class each year they are in attendance at Saint Joseph High School. The Freshmen and Sophomore class retreats are led by upperclassmen; these retreats take place over two days, with half of the class attending the first day and the other half on the second. The Junior and Senior classes will each be divided into three groups and attend one of three day-long retreats per grade level.

The high school experience is one full of joys and sorrows. When a teen is having a difficult time spiritually, with friends, school, or at home, they often need a kind ear to listen. Pastoral Ministers and Chaplains are available for pastoral counseling to help these teens manage their experiences. This may be done through one conversation or several sessions.

Christian Service Requirement

In order to more fully integrate our core value of *We Serve with Joy* into our students' lives, Christian Service now appears as a recurring semester requirement in our 8-semester curriculum. Each semester every student will automatically be enrolled in Christian Service. A total of at least five (5) Christian service hours will be due and graded quarterly. The grade, which will carry the weight of one-half credit per semester, will be reflected in the student's overall G.P.A. All service hour sheets must be completed correctly in black or blue ink with the signature of an authorized service supervisor. The original service sheets will be submitted to each student's Theology teacher. Each student is expected to make a copy of the service sheet prior to submission and keep it in his/her own records. Due dates will be posted on the "Joy of Christian Service" site in Canvas, as well as announced throughout the school year. Students are encouraged to submit their service hours well in advance of the service due dates. Due dates will be strictly followed. No service hours submitted after school office hours on the day they are due will be accepted. Fraudulent service sheets will be referred to our Director of Student Affairs.

A complete Christian Service Program will be available on our website under "Faith and Service." All families of Saint Joseph High School are expected to read and understand the program thoroughly. Our Christian Service Coordinator

will facilitate the students in accomplishing their service requirement according to the formally prescribed requirements of the program. Contact information is posted on the Service website as well as on Canvas. Questions, comments, and feedback concerning the Christian Service requirement should be directed to the office listed.

God's Gift of Human Sexuality

The Catholic school upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a pastoral minister, chaplain, teacher, counselor, or some other trustworthy person. The Diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

SECTION 3: ADMISSIONS

The admissions process of SJHS is guided by the school's mission statement: *"Saint Joseph High School is a Catholic secondary school dedicated to transforming students in heart and mind, preparing them to serve God, the Church and the world."*

SJHS, a four-year, college prep school, is open to all qualified high school students, regardless of sex, race, religion, creed, color, or national origin.

Prospective ninth grade students must complete all admissions steps (found on the SJHS website under the admissions link) and requirements for eighth grade before being admitted to SJHS. Prospective ninth graders who register before the completion of their eighth grade will be admitted conditionally, pending receipt of the final transcript. No registration can be considered complete until confirmation is received from the Catholic elementary school that financial obligations are current. (Diocesan Policy #5240)

Admissions determination will commence by the end of January during the current academic year. Inquiries received after this date will be accepted provided that open spaces in the class remain. Completed submission of application requirements is no guarantee for admission into SJHS. Please review the priority enrollment considerations carefully.

Enrollment Priority

The Admission Committee gives consideration to applications from students meeting the school's academic, attendance, and disciplinary standards. Active registered parishioners from Catholic feeder schools will be given priority consideration throughout the admission process. Final admission determinations are vested in the judgment of the Admission Committee.

Presuming academic requirements for admission have been met, enrollment priority will be given to siblings of current students and alumni, children of employees of the Diocese of Fort Wayne-South Bend, students of SJHS feeder schools, students of active supporters of SJHS, and other students who demonstrate the potential to succeed in the academic and religious program offered at SJHS.

Transfer Students

Saint Joseph High School considers accepting transfer students from other high schools. Students transferring to

SJHS must meet the same graduation requirements as any other student.

1. Students wishing to transfer to SJHS from other high schools will be considered based on their transcripts, the space available in the needed classes for the student, the disciplinary and attendance record of the student at the other school, and the reason(s) for transfer.
2. Students wishing to transfer to SJHS will take a placement exam. (All prospective students are required to complete a battery of academic assessment tests prior to admission to any Diocesan school. Diocesan Policy 4010)
3. Students moving into the area are generally considered for all grade levels based on the above criteria.
4. Students enrolled in local schools are generally not considered for transfer during their senior year. They rarely can meet SJHS graduation requirements in one year.
5. Students transferring from non-Christian schools will have the theology requirement waived for the years of attendance at another school; however, the requirement of 48 credits is not changed.
6. Students transferring from non-Catholic schools will begin their theology requirements with Theology 3 and Theology 4.
7. Credits for home study are not generally accepted at SJHS unless approved in advance.
8. Students interested in interscholastic athletics must adhere to all IHSAA eligibility rules and regulations.
9. Students wishing to transfer to SJHS are considered at the beginning of the semester and generally not during the semester.
10. When necessary, the same criteria listed for accepting new students will apply to the acceptance of transfer students.
11. The Director of Counseling will make a final decision relative to credits acceptable for transfer.

International Students

SJHS welcomes students from other countries for study at our school depending on space availability. In general, the following requirements apply:

1. Students must be part of a formal exchange program recognized by the National Association of Secondary School Principals (NASSP) and the State of Indiana or be living with a relative.
2. Guardianship form must be completed through the office of the Director of Admissions.
3. Students must connect with host families prior to the first day of school.
4. Students of the opposite sex may NOT live with that same host family.
5. Students must have a command of English if they wish to receive credit.
6. All potential international students must complete an appropriate standardized test such as TOEFL, CLEP, SSAT, ACT, or SAT which is also used to help determine if they are accepted to SJHS.
7. Students will be given a placement test in English and Mathematics to facilitate class placement.
8. Students who choose to come for credit must pay full tuition and fees. They will receive normal grade reports, transcripts, etc. If eligibility requirements are met, they may participate in IHSAA athletics. They may receive a diploma if appropriate previous credits are accepted.
9. International students will begin their theology requirements with Theology 3.
10. If needed, students must secure I-20 forms from the Director of Admissions several months in advance of possible acceptance.
11. In order to consider any international student for an I-20 approval status, the following items must be received by the Director of Admissions:

- A. Bank statement of family, showing sufficient funds for covering all expenses at our school
 - B. Letter from host family that shows they are accepting responsibility for the student
 - C. Student's complete foreign address, including parent demographic information.
 - D. Host family demographic information, including email address and phone number
 - E. Copy of birth certificate, translated into English
12. Students must meet the same immunization requirements as any other student before they can be admitted.
 13. Students must meet the same school attendance and disciplinary requirements as any other student.
 14. Saint Joseph High School does not make housing arrangements for international students. However, the Director of Admissions must approve all living arrangements prior to the student coming to the United States (students of the opposite sex may NOT live with the same host family).
 15. SJHS considers international students who would qualify for grades 10, 11 or 12 only. Also, accepted students must be age appropriate for our school.

Title IX

SJHS adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Student Enrollment (Diocesan Policy 4010)

- I. **School Admission Policy**
Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.
- II. **Nondiscrimination Policy**
Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.
- III. **Prospective Students**
All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Office of Catholic Education. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the school's ability to meet the needs of the student tested.

- IV. **School Entrance Requirements**
Only a person having the legal custody of the child can enroll a child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearinghouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen

(14) days.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required.

V. Kindergarten Age Requirement – N/A

VI. First Grade Entrance Requirements – N/A

VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that, in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily, when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school or pose a threat of harm to the student, other students, or school personnel.

VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted
- B. the duration of the risk – how long the carrier is infectious
- C. the severity of the risk – the potential harm to third parties
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm
- E. whether a reasonable accommodation exists and/or is required

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the

Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

Health Records and Immunizations

See SECTION 8: STUDENT HEALTH

SECTION 4: FINANCES AND TUITION

Tuition is set annually through the Diocesan Business Office with the approval of the Bishop. The Diocese subsidizes a portion of the cost of education through grants to the high schools based on the number of pupils enrolled from the parishes and at a floor established to provide stability in this subsidy. The full tuition is billed to all those who are not members of Diocesan parishes. In addition, the Diocese provides funding which subsidizes the overall financial aid program of the school.

The non-refundable registration fee must be paid at the time of registration. A graduation fee is assessed to seniors to cover, in part, the costs associated with graduation. Specific fee information is available through the Business Office and is published in *Soundings* and on the SJHS website. The Financial Commitment form must be submitted at the time of registration; it is expected that the process elected will be adhered to throughout the school year.

Tuition/Fee Payment Policy

Because we recognize that financial difficulties occur, we will work with families who have such problems; however, it is also necessary, for the financial stability of the school, to ensure that obligations are met in a timely manner. Tuition must be paid promptly in accordance with the method selected on the Financial Commitment form. It is the policy of the school to take all reasonable steps to collect outstanding receivables.

Delinquent Accounts

Schedules, transcripts, report cards, diplomas, and access to PowerSchool will be withheld if tuition and fees have not been paid or if they are in arrears. Registration for the coming year will not be processed if payments are in arrears; this includes payments in arrears at Catholic grade schools. Delinquent accounts will be turned over to a collection agency and after 90 days will be reported to the Credit Bureau. The student will be dismissed from school. **ALL TUITION must be kept current in order for the student to be eligible to participate in co-curricular and athletic activities.** A fee will be assessed for the handling of non-sufficient funds checks. If prompt reimbursement is not made, these records will be reported to the credit bureau. The registration process for entering ninth grade students is not complete until financial clearance is received from the Catholic feeder school.

Tuition Refund Policy

Should a student withdraw from school prior to the first day of class, no fees apart from the non-refundable registration fee will be assessed. For students who withdraw after the first day of class, tuition and fees will be prorated on a per diem basis. Refunds will be mailed if applicable.

Tuition Assistance

Application for tuition assistance must be made each year. Parents seeking tuition assistance must go online and submit their financial information through *FACTS Grant and Aid* [one per FAMILY]. This is not the same as the college Financial Aid Form, although it is similar. This must be filed no later than the indicated deadline each year, typically February 28 (see *Soundings*). The school also requests a copy of the most recent tax forms (1040, W-2, and all schedules and supporting papers filed with the tax return) be submitted with the financial assistance application.

Student Insurance

See SECTION 8: STUDENT HEALTH

SECTION 5: ATTENDANCE

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

Students and parents should regularly monitor attendance on PowerSchool and quarterly report cards. Students and parents need to be aware that absences on block days mean that a student will miss 3 or 4 classes but those classes are of longer length and therefore more school work will be missed per class.

Parent/Legal Guardian Responsibility (Diocesan Policy 4040)

Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 1. the student and the student's parent or guardian and the principal agree to the withdrawal;
 2. at the exit interview, the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school; and
 3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student; or
- C. Reaches the age of eighteen (18) years, whichever occurs first.

Period Attendance

Please note if a student is absent eight (8) excused or unexcused absences in any class, he/she may receive a failing grade (F) for that class in a given semester. If a student is absent more than 20 minutes of a class, he/she will be considered absent from that class. Absences in block scheduling increase the amount of time missed in classes due to the length of each class. An effective attendance record requires the cooperation of parents, students, and faculty.

Students and parents are responsible for monitoring attendance on PowerSchool.

Reporting an Absence – contact: attendance@saintjoehigh.com or (574) 239-7665

In order for an absence to be considered an excused absence, the following is required:

1. **A phone call/email from a parent/guardian** to the school Student Affairs Office no later than 9:00 a.m. the day of the absence
2. **A note from a parent/guardian stating the date(s)** of the absence(s) and the specific reason for the absence in the following situations:
 - If a student is absent for five consecutive days due to illness or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.
 - If a student is absent due to a college visit, the student is required to submit a letter or another form of verification from the college visited to the Student Affairs Office.

Failure to meet the above requirements may result in the absence being considered an unexcused absence.

A student must attend one-half day of school (two full class periods on a Blue/White Day and four class periods on an Indian Day) in order to participate in any athletic or co-curricular activity that day. If a student is ill and leaves school, he/she may not return that day to participate in any athletic or co-curricular activities.

Missed Work Make-Up Policy

Upon returning to school, it is the responsibility of the student to contact the teacher for directives in making up work that was missed. Regardless of the reason for absence, it is expected that all work will be made up. *See SECTION 6: ACADEMICS for the complete Missed Work Make-Up Policy.* Teachers will give the student a set time limit. If the assignment(s) is not completed on time, limited or no credit can be given. (Diocesan Policy 4040)

Absences

Please note: If a student is absent eight (8) excused or unexcused absences in any class, he/she may receive a failing grade (F) for that class in a given semester.

Absences from school fall into one of the three following categories:

1. Absent Excused
 - Illness of the student, including missing a class period while in the Nurse's Office
 - Funerals
 - for death in the immediate family
 - for persons outside the immediate family with parental permission
 - Out-of-school suspension
 - Medical or legal appointments – Such appointments should be scheduled outside class hours when possible.
 - Approved college visit days
 - If a student is absent five or more consecutive days due to illness or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.
2. Absent Unexcused
 - See Truancy below
 - No parent/guardian contact with the school giving an explanation for the absence on the day of the absence. The explanation must meet a reason listed above in Section 1 – Absent Excused. Failure to meet requirements for reporting an absence may be deemed a truancy/unexcused absence.
 - Family vacations are unexcused as per Diocesan policy 4040.
 - Evidence that the reason given for a student's absence is untrue (may result in a detention or deemed a truancy).
 - Absences other than those defined as Absent Excused or Absent Present
 - No physician's note to excuse absences of five or more consecutive days
3. Absent Present
 - School-related absences (determined by the Director of Student Affairs)
 - Serving as a page for or honoree of the Indiana General Assembly
 - Serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the Principal
 - Court appearances pursuant to a subpoena
 - Active duty with the Indiana National Guard for not more than ten (10) days in a school year
 - Placement in a short term inpatient treatment program which provides an instructional program
 - Religious observances
 - Students serving on the State Standards Task Force. The student must provide a written verification from the chairman of the task force indicating the date and times the student was to be in attendance at the meeting and verifying the student's attendance.
 - Homebound instruction

Note: All family vacations are unexcused. See family vacation request procedures located in this section for the process to get class work accepted. **This must be done in writing at least one week prior to the first day of the absence.**

Truancy

A student is truant when she/he is absent from school or class without the permission of his/her parent or guardian and the school. Students who are habitually truant may be reported to the juvenile authorities in accordance with applicable state law and following Diocesan procedures and may be removed from SJHS. **Penalties for truancy will result in a three-hour detention. All make-up work is to be completed. Students who attempt to be truant (forging a note, friend calls in for an early dismissal, etc.) will receive a three-hour detention.**

Habitual Truancy may be evidenced by the following:

- Refusal to attend school in defiance of parental authority
- Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- Three (3) or more judicial findings of truancy

Habitual Truancy Reported to BMV

If the student is truant more than 10 times (5 per semester) in one school year, the student shall be designated as a habitual truant and may be reported to the bureau of motor vehicles as provided by state law.

Drivers License Law IC 9-24-2

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- a. **Indiana Code 9-24-2-1** Truants, suspended and expelled students, and dropouts
- b. Sec. 1. (a) The bureau shall suspend the driving privileges or invalidate the learner's permit of an individual less than eighteen (18) years of age who meets any of the following conditions:
 - (1) Is a **habitual truant** under IC 20-33-2-11.
 - (2) Is under at **least a second suspension** from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
 - (3) Is under an **expulsion from school** under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
 - (4) Is **considered a dropout** under IC 20-33-2-28.5.

Frequent or Prolonged Illness

If a student is absent five or more consecutive days due to illness or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school. Parents should also contact the student's school counselor regarding prolonged absences.

Excessive Absences

If a student is absent from school an excessive amount, whether excused or unexcused, the following procedure will be followed:

1. Students and parents should regularly monitor attendance on PowerSchool and quarterly report cards.
2. If a student is absent in a class 8 times in a semester, the student may not receive credit for that class.
3. Appeal: Parents may appeal the loss of credit by submitting medical documentation to the Director of Student Affairs, identifying why a student has been absent an excessive amount. Days will only be compressed if a doctor has indicated that the student has missed four consecutive days or more for the same medical reason (surgery, mono, etc.). Two medical notes for a student who missed three days for one illness and two days for a separate illness will not be compressed. Certain ailments may not result in compression. The Director of Student Affairs will make the final decision regarding compression of excessive absences.
4. Students absent from class 20 consecutive times or more in a semester due to prolonged medical reasons may be required to go on "Homebound Instruction" through their local school district.

Tardiness

Tardy students cause disruption in the classroom and impede the learning process. Students are responsible for planning well in advance to avoid being late to school. Developing promptness is a lifelong lesson that will serve our students well. ***Students and parents are responsible for monitoring attendance on PowerSchool.***

A student is tardy when he/she is not present at the start of any class period (see Bell Schedules for exact times for each class period). Students who miss twenty (20) minutes or more of class will be marked absent, either excused or unexcused.

Students tardy to the first period of the day should report directly to the Student Affairs Office for a tardy slip. No student will be admitted to class without a tardy slip or an official hall pass. Tardies to the first period of the day will only be excused if the student presents a note from a medical or dental office for a morning appointment or at the discretion of the Director of Student Affairs. All other tardies will be unexcused, even if the student has a call or note from his/her parent. Situations including but not limited to needing extra rest, a late event the previous night, weather, power outage, parent's fault, etc., will result in an unexcused tardy.

Progression of consequences for unexcused tardies to first period of the day per semester:

- 4th Unexcused Tardy = 1 hour detention, 1 discipline point
- 5th Unexcused Tardy = 1 hour detention, 1 discipline point
- 6th Unexcused Tardy = 1 hour detention, 1 discipline point

- 7th Unexcused Tardy = Meeting with parents, student, and Counselor to discuss the situation. Detention(s) and discipline points to be determined by the Director of Student Affairs.
- 8th Unexcused Tardy = May be asked to withdraw from the class with a failing grade (F) or no credit. (Tardies and absences reset at the beginning of the new semester.)

If a student is tardy to periods 3-7 or Flex Period, the classroom teacher will assign appropriate consequences according to individual classroom management plans.

Participation in Athletics and Co-Curricular Activities

A student must attend one-half day of school (two class periods on a Blue/White Day, four class periods on an Indian Day) in order to participate in any athletic or co-curricular activity that day. If a student is ill and leaves school, he/she may not return that day to participate in any athletic or co-curricular activities. Special circumstances (funeral, doctor appointment, etc.) will be handled at the discretion of the Director of Student Affairs.

Planned/Pre-Arranged Absences

Parents are responsible for notifying the Student Affairs Office and students are responsible for alerting teachers of planned/pre-arranged absences. The teacher may request that all work be made up prior to the absence. At the teacher's discretion, on the day of return, students will hand in all previously assigned work due during their absence.

Requesting an Early Dismissal (to be completed before school whenever possible)

Medical, dental, or other appointments should be made outside of the school day whenever possible. If it becomes necessary to miss school for an appointment, the following is required:

1. The student must submit a signed note from a parent/guardian to the Office of Student Affairs no later than 8:10 a.m. requesting an early dismissal in order to receive an Early Dismissal Pass.
2. If the student is leaving in the middle of a class period, the student must inform the teacher at the beginning of that period. The teacher may request to see the Early Dismissal Pass.
3. The student must check out at the Office of Student Affairs and return the Early Dismissal Pass before leaving school.
4. Upon return to school, either the same day or the following school day, the student must submit a note from a medical or dental office in order for any absences to be considered absent excused.

Early dismissal requests received after the school day begins (whether via a note, phone call, or email) may result in a delay of the requested dismissal.

Specific Absences

1. **Inclement Weather/School Closings**
 - It is always the parents' decision to keep a student home in the event of dangerous road conditions locally, even if school is not closed. Please follow the required procedure for reporting an absence by calling the Office of Student Affairs no later than 9:00 a.m. on the day of the absence.
 - The decision to close school or delay the start of school will be made by the Principal, in consultation with the SJHS Assistant Principals.
 - *Also see "School Closings" in SECTION 1: GENERAL INFORMATION.*
2. **Family Vacations** - (Unexcused absences as per Diocesan policy 4040. Students may make up work) SJHS discourages family vacations outside the designated days off from school. Absences due to a family vacation must be pre-approved by the Director of Student Affairs. If a student is going to miss two or more days of school, parents must make a request in writing **at least one week prior** to the first day of absence. Parents must notify the Student Affairs Office no later than the Friday prior to the week of the break if a student is going to extend Thanksgiving or Spring Break. ***If the one-week advance notice is not provided, make-up work may not be graded.*** Should the request be granted, the student is expected to be up-to-date in all classes upon his/her return, including all homework. Tests, quizzes, and other missed work are due at the discretion of the teacher.
3. **Skip Day**

The school does not approve or designate any day for seniors or any other group of students not to attend school. If Administration feels such a situation is occurring, they reserve the right to require any group of

students to submit a note from their doctor in order to be excused for the day. Parent phone calls and notes will not result in the absence being excused. Skipping school will be considered a truancy.

4. **Final Exams**

Students must be present for both first- and second-semester final exams. Absences for family vacations will not be excused. Only second-semester seniors who earned a B+ average in the third and fourth quarters are exempt from final exams.

5. **Field Trips**

Field trips offer a variety of educational experiences that supplement the classroom curriculum.

- Each student involved in a field trip should produce something (paper, project, worksheet, drawing, etc.) by which learning can be evaluated. Students who cannot attend the field trip for particular reasons should still be expected to produce an equally challenging assignment for the class.
- Field trips for clubs should be limited to the weekends unless permission is granted from the Administration.
- Administration may deny students participation on a field trip for a variety of reasons including poor attendance, discipline problems, etc.
- Each student is expected to obey all directives from all chaperones; including faculty, staff, and parents.

6. **College Visits**

Students may take college visit days, which will be counted as “Absent Excused” when they follow the procedures below:

- In order for the absence to be counted as “Absent Excused,” the student is required to submit a letter or another form of verification from the college that was visited.
- Students may take two (2) college visits per year.

7. **World of Work**

Juniors and seniors may spend one day a year to participate in this program. This day gives the students the opportunity to explore a career with a community professional in an area in which they may be interested. All such requests are handled in the Counseling Office.

Temporary Guardianship

If parents or guardians are to be out of town and the student is in the care of a responsible adult or is responsible for him or herself, we ask that the parents notify the Office of Student Affairs in writing of such an arrangement.

Parents are urged to fill out a medical treatment permission form, available from local hospitals, for all children under the age of 18, should the child require medical attention during the parent’s absence.

SECTION 6: ACADEMICS

Grading Scale

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Honor Roll

1. Only courses that receive letter grades (A, B, C, D, and F) are considered in computing Honor Roll.
2. Honor Roll computation is based on a student’s grades for each individual quarter.
3. SJHS has various levels of curricula (see the Program of Study Book for further explanation); therefore, the school uses a weighted system of grades. Courses are designated as AP, Honors, College Prep B, or College Prep A. The scale below is used to determine the value of honor points for each letter grade for each level of a course.

Letter Grade Point Equivalency

(Used to compute Honor Roll status and class rank)

Grade	AP	Honors	College Prep B/A
A	5.00	4.50	4.00
A-	4.67	4.17	3.67
B+	4.33	3.83	3.33
B	4.00	3.50	3.00
B-	3.67	3.17	2.67
C+	3.33	2.83	2.33
C	3.00	2.50	2.00
C-	2.67	2.17	1.67
D+	2.33	1.83	1.33
D	2.00	1.50	1.00
D-	1.57	1.17	0.67
F	0.00	0.00	0.00

4. A grade of D or F in any solid course will automatically eliminate a student from the Honor Roll for that quarter.
5. A student with an incomplete grade in any solid may not be included on the Honor Roll. If, after making up the incomplete grade within the required maximum of five (5) school days after the end of the quarter the student qualifies for the Honor Roll, the student will be added to the Honor Roll.
6. To achieve HIGH HONORS, a student must have a quarter GPA of 3.75 regardless of the number of solids.
7. To achieve HONORS, the student must have a quarter GPA of 3.50 regardless of the number of solids.
8. To achieve HONORABLE MENTION, a student must have a GPA of 3.25 regardless of the number of solids.
9. To achieve a SCHOLASTIC HONOR CERTIFICATE at the end of the year, a student must be on the Honor Roll each of the first three quarters and have a maximum of one honorable mention.

Graduation Ceremony Participation

In order to participate in the SJHS Graduation Ceremony, a student must complete all requirements for his or her diploma by the date of the ceremony. If a student does not fulfill all graduation requirements by the date of the Graduation Ceremony, the student will not be permitted to participate in the ceremony.

Caps and gowns will not be distributed until all payments to the school, including tuition, are paid in full. Seniors are not permitted to participate with their class in Baccalaureate and Graduation without a school issued cap and gown.

Final Exam Requirements for Graduation

All students must take final exams at the end of both semesters in order to be eligible for graduation. Seniors who have a B+ average or better for the third and fourth quarters in a given class are exempt from taking the second semester final exam in that class. These exams are cumulative for each class and should be taken seriously by all students. Semester grades are determined by combining the two quarter percentage grades (40% each quarter) and the semester final exam percentage grade (20%).

Graduation Rank And Honors Designation

1. A student's graduation rank is based on the seventh semester's cumulative grade point average.
2. Seniors who achieve the following cumulative GPA's at the end of seven semesters will receive the following honors:

SAINT JOSEPH SCHOLAR	4.00
HIGHEST HONORS	3.75
HONORS	3.50
HONORABLE MENTION	3.25

Homework Policy

SJHS believes that homework is an out-of-school assignment that contributes to the educational process of the students. All homework assignments shall be viewed as an extension of class work and related to the objectives of the course curriculum. (511 IAC 6.1-5-9)

Missed Work Make-Up Policy (Diocesan Policy 4040)

Upon returning to school, it is the responsibility of the student to contact the teacher for directives in making up work that was missed. Regardless of the reason for absence, it is expected that all work will be made up using the following guidelines:

1. Students who are absent on the day a test is given and yet were present for the review or the day before the test will be responsible for taking previously announced tests and quizzes upon their return to school.
2. Students absent for one day should make up assignments, quizzes, and tests by the next day in which that class meets. (Example: Monday/Blue day absence requires the student to turn in or make up work by Wednesday assuming that is the next Blue day. Tuesday/White day absence requires the student to turn in or make up work by Thursday, assuming that is the next White day.)
3. Students absent for multiple days are given one day of makeup for each day missed. The student is responsible for contacting the teacher. The teacher will give directives for making up missed work.
4. Students are responsible for alerting teachers of pre-arranged absences. The teacher may request that all work be made up prior to the absence. At the teacher's discretion on the day of return, students will hand in all previously assigned work due during their absence.
5. Students who are excused tardy or leave early are requested to hand in assigned work/projects on that day. Examples of this situation include field trips, medical appointments, and excused tardies.
6. Students who are scheduled to make up a test who miss their pre-arranged time will receive a 20% reduction in the test grade the first time the appointment is not kept, 50% reduction the 2nd time. Students missing three (3) appointments for makeup tests will receive a zero (0). Please note: the same test may or may not be given for make-up.
7. Make-up work for an excused absence will be given full credit if turned in on time based on the number of days absent.
8. Make-up work for a suspension is due the day the student returns from the suspension period.

Study Table

SJHS is committed to the academic success of our students. We have instituted Study Table to assist all of our students. ***The program is held Monday – Thursday (7:00 a.m. – 8:00 a.m.), and (3:30 p.m. – 4:30 p.m.)***. Study Table is designed to provide a structured study environment with academic support. Students are required to sign in and out each time they attend. Mandatory attendance at Study Table is determined by academic performance. Reviews are held at the end of each quarter and at IPR time.

Mandatory Attendance – Study Table takes precedence over athletics and all other co-curriculars.

1. Students with any grades below a D- at the time of grade review are required to attend **3** days a week.
2. Second absence: a meeting **may be** held with school administration, school counselor, parent/guardian, and the student
3. Poor attendance at Study Table accompanied by poor academic standing may adversely affect the student's admittance to Saint Joseph High School for the upcoming school year.

Strongly Recommended Attendance

Students with multiple D's are strongly urged to attend at least two sessions each week.

All students are welcome to take advantage of this opportunity.

Case Conferences

All Case Conferences scheduled for students with special needs require and benefit from parental presence and participation.

Academic Honor Code

As members of SJHS, we the students seek an environment in which our student body can learn in ways that protect both personal freedom and ethical standards consistent with Roman Catholic tradition. If a Christian community is to prosper, its members must be held accountable for the words and actions of its members. Our Honor Code stands as an educational tool instructing students to engage in conduct respectful of one another by promoting academic integrity at all levels, resulting in an accurate reflection of student ability.

Students should be confident in their abilities and the work they produce. They should never jeopardize their integrity in an attempt to receive a better grade by cheating. Students are encouraged to turn themselves in if guilty of cheating. Also, students are encouraged to inform faculty and staff of situations of cheating while free of pressure to share specific names.

Faculty and staff will be proactive in promoting academic integrity. They will also be vigilant of students when completing and submitting work, as well as appropriately reactive when witnessing or becoming aware that cheating is taking place.

Cheating/Plagiarism

Cheating or plagiarism can occur on any work submitted for credit that is someone else's work but submitted as if it were one's own work. Examples of work include, but are not limited to: homework, quizzes, tests, papers, projects, labs, etc. Forms of cheating include, but are not limited to: copying/submitting another student's work, allowing another student to copy your work, plagiarism, using a "cheat sheet," sharing test questions and/or answers with another student, etc. Any cheating/forgery related to the Christian Service requirement is subject to the policy in this section. Cheating or plagiarism will be looked at as a major disciplinary action if either occurs on any assessment/test or significant project/assignment.

The below progressive disciplinary plan is a guideline; levels can be by-passed based on the severity of cheating or plagiarism as determined by a teacher and/or Administration. **Cheating violations will be cumulative** for a student's high school years.

Minor offenses (sharing/copying homework assignments) will be handled by the teacher following these consequences:

- 1st offense: Loss of assignment credit, discussion with student, one-hour detention, 1 discipline point
- 2nd offense: Loss of assignment credit, one-hour detention, 1 discipline point
- 3rd offense: Loss of assignment credit, three-hour detention, removal from NHS, 3 discipline points
- 4th offense: Loss of assignment credit, conference with parents and Director of Student Affairs,
Student will skip to 2nd Major offense for cheating (see below), 3 discipline points

Major Offenses (see details above)

- 1st offense: Loss of assignment credit, three-hour detention, 3 discipline points
- 2nd offense: Loss of assignment credit, three-hour detention, written paper on Integrity/Morality, Parent-Counselor-Administrator meeting, removal from NHS, 3 discipline points
- 3rd offense: Loss of assignment credit, two-day suspension, 10 hours of community service,
Parent-Counselor-Administrator meeting, Exclusionary Probation
- 4th offense: Fail Class, Recommend Removal from SJHS

National Honor Society

The Josephite Chapter of the National Honor Society recognizes students for academic achievement, character, leadership, and service. Students at the appropriate time of junior or senior year who have a 3.6 grade point average are invited to submit reports on their involvement in school and community activities, including leadership positions. For further information regarding membership and obligations, please refer to the chapter bylaws. (Bylaws are on the website: About Us - Clubs and Activities.)

Book Rental Procedures and Expectations:

Receiving Textbooks:

A unique barcode number is listed on the inside front cover of each book. This barcode is used to assign books to a particular student ID number. That student is responsible for the book for the duration of the semester/year. Students are to PRINT their names on the inside front cover of each book assigned to them. Students should also write each barcode number of their textbooks for future reference.

Many textbooks are also available online. Teachers will explain access to these resources. Students may opt not to receive hardcover books when books are available online. For some classes, books are only available online. If there

is trouble accessing online materials, please go to the iHelp desk for assistance.

Returning Textbooks:

If a student drops a class, he or she must return the book either to his or her teacher or to the Counseling Office. Students are to return each textbook immediately after taking a final for that class. A late penalty of \$5.00 per book will apply to books returned after the last day of finals.

Caring for Textbooks:

All textbooks should be covered. Students should be careful when putting books into and taking them out of lockers and book bags to avoid excessive wear and damage. We recommend that students do not lend their books to other students or store them in classrooms. Students may write in workbooks and other consumables like Bibles and Catechisms, which do not have to be returned.

Book Fines:

As book costs have continued to increase, Saint Joseph High School is working hard to keep the rental fee low. The key to keeping cost low is to get full use out of each book for the duration of the six-year adoption cycle. Rather than increasing everyone’s fees to help replace books that do not last the full six years, Saint Joseph has implemented a fine system. The fine system is based on comparing the issue condition of the book with the return condition. Here are some explanations of the possible conditions of books:

Condition	Description
NEW	Brand New. Never been touched by student hands.
GOOD	Slight abrasions on the corners of the cover. No writing in or on it. Maybe some highlight marks. No page tears. Pages may have been folded; may have some dirt marks or stains. No water damage.
FAIR	Worn. Cover has heavy abrasions or tears in it but is intact, OR some writing in it or on the outside, OR some pages are torn but no pages or pieces of pages are missing, OR slight water damage, OR heavily stained.
POOR	Cover is torn off or taped but cover is turned in with the book, OR much graffiti on the outside or excessive writing or graffiti on the inside.
DESTROYED	Graffiti is obscene, OR pages are missing, OR Cover is missing. Heavy water damage.

Books may go down one condition level from issue to return. If it drops more than one level, a fine equal to 1/6th of the cost of the book will be issued for every additional level the book goes down. The full cost of replacing a destroyed textbook will be charged regardless of the previous condition.

SECTION 7: COUNSELING AND COLLEGE ADVISING

Mission Statement

Guided by morals, values, and religious beliefs, the counselors at SJHS treat all students as individuals and encourage them to assume personal responsibility for their academic goals, maturity, and growth. Meeting the criteria of the Indiana State Counseling guidelines, the Counseling Department provides parents and guardians the resources and tools to help students with academic challenges, peer issues, career exploration, and wellness, both emotional and physical. The counselors continually enhance the learning process and promote academic achievement.

Counseling Services

The School Counseling Department at SJHS are licensed school counselors who hold a Master's Degree in School Counseling. Our Counselors follow the American School Counseling Association (ASCA) guidelines and use data to provide a comprehensive program which includes academic and career counseling, College advising, group

counseling, individual school counseling, and collaboration with outside services. SJHS has a full-time Director of Counseling and a full-time College and Career Counselor.

Confidentiality

In most cases, communication between student and counselor is confidential. However, state law and Diocesan school policies require that when it is the counselor's judgment that the student is in danger or is a danger to him or herself or others, or is involved in physical or sexual abuse situations, the counselor shall make the proper notifications to the principal, the parents, and the appropriate social service agencies. In certain emergency situations, under the Diocesan Crisis Response Plan, it may be necessary to enlist the aid of counselors outside of SJHS. In the event that a student provides information (through class assignments, etc.) to any employee of the school, whether counselor, teacher, or member of the administration, which indicates that the student is in danger or a danger to him/herself or others, that employee is bound to reveal such information to the student's counselor and/or principal for such action as may be necessary. The school may request the student to undergo a psychological evaluation by a professional counselor. Verification of the evaluation is needed before the student returns to school. In the absence of written instruction to the contrary, all school counselors shall work with any student as assigned by the school. According to Diocesan Policy (P4410) if it has been discovered that a student enrolled in a diocesan high school is pregnant or is the putative father of an unborn or already-born child, the counselor will report that information to the principal and parents.

ACCESS TO OFFICIAL STUDENT RECORDS (Diocesan Policy P4170)

Any natural parent, guardian, individual acting as parent in the absence of a parent or guardian of a student of a diocesan school, or a student or former student who has reached eighteen (18) years of age or is attending an institution of post-secondary education has rights related to the student's personal information. The rights are noted in Diocesan Policy P4570, and records can be forwarded upon request to a student that is eighteen (18) years of age or older or the legal guardian. Alumni must go through Parchment.com to request a transcript.

FERPA

The Family Educational Rights and Privacy Act (FERPA) sets out the requirements designed to protect the privacy of students' educational records. According to 34 CFR 99.3, "parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian." In the case of divorce or separation, SJHS must provide access to both natural parents, custodial and noncustodial, unless there is a legally binding document that specifically removes the parent's FERPA rights. In this context, a legally binding document is a court order or other legal paperwork that prohibits access to educational records or removes parent's rights to have knowledge about his or her child's education.

Grade Classification

It is the responsibility of the Director of Counseling and College Advising to determine the grade level classification of students based on the number of credits earned.

Failing Grades

Students who fail two or more courses during any semester will have their status reviewed by the administrative team to determine if they will be allowed to register for the next semester. In such cases, the student's academic, discipline, attendance, and study table attendance records will be reviewed. The student may be dismissed from school, even in the middle of a school year or placed on Academic Probation.

Academic Probation

Students may be placed on Academic Probation if they fail two or more courses during any semester. **Students on Academic Probation will be required to attend Study Table.** The student's counselor will meet with the student and parent(s)/guardian(s) to formulate a plan of action. Students who have two or more failures for two consecutive semesters in any combination of courses will have their cases reviewed by the administrative team to determine if they will be allowed to register for the next semester. This could result in students having to withdraw during the middle of the school year if they fail two courses the second semester of the previous school year and two courses during the first semester of the current school year. Re-enrollment may be considered if students successfully complete approved summer school and/or online courses (see the Counseling Department for approved course options). Students should attempt to make up any failed course(s) by taking it again at SJHS or through an approved

summer school or online course.

Students who are not eligible to earn a SJHS diploma due to multiple failures throughout their time at SJHS must withdraw.

Transcripts

It is school policy that transcripts needed for colleges and scholarships are sent directly from the Counseling Department. **Seventh- and eighth-semester transcripts may be withheld if tuition is not paid up-to-date and access to PowerSchool will be denied.**

Schedule Changes

Classes are scheduled and teachers are assigned on the basis of students' course selections at the time of registration. Meetings with counselors and consultation with parents should ensure that the courses selected are in place for the following academic year. **A class can only be changed if it meets one of the following criteria:**

1. If a course is cancelled for lack of enrollment, a student may select another available course.
2. If a course is over-subscribed, those students dropped from it may select another available course.
3. If a student fails a prerequisite course or if a student is placed in an inappropriate course, the student may select another available course.
4. If a student desires a schedule change after registration but prior to May 1, this may be done if the course is available.
5. Schedule changes are not typical after May 1. However, in such cases, the student must justify the need for the change and have teacher and parent approval. A \$25 fee may be assessed for each approved change. Adding a class is permitted only within the first 5 days of the quarter.

When schedule adjustments are necessary due to a level change, the following must be considered:

1. Level changes recommended by the teacher and agreed upon by the parents may not take place after the eleventh week of a semester.
2. Level changes after the first quarter and through the eleventh week will result in a grade of "W" on the transcript for the changed course. Level changes cannot be made two weeks before the end of the first and third quarter.
3. If a student withdraws from a class after the eleventh week, a "WF" will be recorded on the transcript.
4. Students must have seven classes (or six classes with a study hall) each semester in order to be a student at SJHS and retain athletic eligibility.

Incomplete Grades

Incompletes must normally be cleared five (5) days after the end of the grading period or they will be recorded as failing grades.

Cumulative Average (GPA)

These are computed at the end of each SEMESTER and are recorded both on the report card and the permanent record.

College Entrance Testing (SAT, ACT)

Dates, times, and deadlines for these tests are published regularly in *Soundings* and are posted in the Counseling Office. Students can also refer to each organization's website. The school code is 153265.

Parent Information Meetings

See the school Counseling website for meetings concerning college applications, college representatives, graduation, financial aid for college, and other topics.

SECTION 8: STUDENT HEALTH

Health Records and Immunizations

All students entering SJHS including freshmen, transfers, and International students are required to have a physician physical including completion of:

1. The **Health Questionnaire Form** completed by parent/guardian.
2. The **Physician Certificate of Examination Form** completed by Physician.

These forms must be returned to the Nurse before the first day of school to complete the student registration.

The State of Indiana requires that your child have the following immunizations to attend school. Below are the minimum numbers of required immunizations to attend SJHS:

1. DTaP/DTP/DT/Td 5
2. Polio 4
3. Measles 2
4. Mumps 2
5. Rubella 1
6. Hepatitis A; two doses required for students before entering grade 12;
7. Hepatitis B 3
8. Varicella 2 (Chickenpox) vaccines or written history of the disease. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
9. Tdap 1 (given on or after 10 years of age).
10. Two doses of Meningococcal Conjugate Vaccine (MCV4). The Meningococcal booster dose is not required for students entering grade 12 who received dose #1 on or after their 16th birthday.

The State of Indiana recognizes only two reasons for non-immunization of children. They are medical and religious. Please contact the School Nurse for any questions about immunization objection or to get the appropriate forms.

Forms must be completed and returned before the first day of school to complete the student registration.

Students will be unable to attend classes until all forms are complete and submitted to the School Nurse.

Illness at School

A student who becomes ill during the school day must report to the Nurse's Office. The Nurse will contact the parent/guardian to determine if the student is leaving school due to a medical problem. Students will not be kept in the Nurse's Office any longer than 20 minutes. Students are not allowed to come to the Nurse's Office to catch up on sleep, socialize, or skip class intentionally.

If a student is leaving school, the student will receive a pass from the Nurse and must give this pass to the Office of Student Affairs before leaving school.

1. The student must check out at the Office of Student Affairs with the pass from the Nurse.
2. Upon return to school, a note from a parent/guardian must be submitted to the Office of Student Affairs before the school day begins.

If a student is ill and leaves school he/she may not return that day to participate in any athletic or co-curricular activities.

Administration of Medication

If a student is in need of medication during the school day, he/she must have a signed consent form, along with the student's own bottle of medication. The school will not dispense any medication without a written consent from the parent for over-the-counter medication and from the doctor for prescription medication.

1. Please leave the medication in the original bottle with the prescription label on it. The OTC medicines must also remain in the original bottle with the original label. Medications will not be administered if sent to school in baggies or bottles that are not the original containers.
2. Students may not have any type of medicine, prescription or over-the-counter (OTC) medicine, in their possession at any time while on school premises. All medications must be brought to the Nurse or left in the Office of Student Affairs (in the absence of the Nurse). Failure to adhere to this policy could result in the student being in violation of the school's Drug and Alcohol Policy.
3. If a student is required to use an inhaler to treat his/her condition, consent for "Inhaler Self-Administration" must be on file in the Nurse's Office. Parents/Guardians and the physician must complete this form.

4. Epi-Pens require a completed form. The form “Epi-Pen Consent and Release Form” requires completion by the physician as well as the parents/guardians.

Injuries, Medical Conditions, and Accommodations

A student in need of academic accommodations or restrictions due to an injury or medical condition must provide written documentation from a doctor. **This includes students placed on cognitive rest due to a concussion. For the safety and well being of the student, he/she may not be permitted to participate in nor attend any** co-curricular activities, including athletics until released by a doctor and written documentation of the release is provided to the athletic trainer and the Director of Student Affairs. If a student is unable to fully participate in school academically, the student will not participate in or attend co-curricular activities, including athletics.

Student Insurance

A portion of each student’s course fees is for student/athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day at SJHS or during school-sponsored activities. Eligible covered expenses will be paid, which are in excess of other valid and collectible insurance. Claims should be submitted to the parent’s insurance first.

If an injury occurs, seek medical care through your usual providers. Then contact the Business Manager, who will obtain information required to complete the school’s portion of the claim form. The claim form will be sent to the parents, who must complete their portion. The parents then mail the completed form along with an Explanation of Benefits and corresponding itemized bills to the plan administrator’s address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within ninety (90) days of the date of the injury.

SECTION 9: DISCIPLINE

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school. (Diocesan Policy 4410)

Behavior Expectations

When students choose to attend SJHS, they accept the responsibility of representing SJHS and its mission of fostering Catholic teachings and Christian values to the rest of the student body, their family, and the community at large. This code of conduct shall apply to all students who have registered for classes at SJHS. This code includes practicing our faith and Catholic values, serving as a positive role model and demonstrating leadership, being accountable for one’s actions and accepting responsibility, and treating all with respect.

Our behavior is rooted in our identity as a Catholic high school, with the following expectations:

1. Students respect everyone’s opportunity for a positive learning environment.
2. Students respect the physical, mental, and emotional well-being of themselves and others.
3. Students complete all academic requirements with integrity.
4. Students must accept responsibility for their actions and the consequences that may result.

School Zone

The SJHS “School Zone” is defined as: on SJHS property, at a SJHS sponsored event (home or away), traveling to and from the school, or while on school-sponsored transportation. If a violation of school policy occurs in the school zone, the student may be subject to the disciplinary policies of SJHS. This includes a violation of the State Criminal Code committed away from school and/or outside of a school activity that may affect the school’s reputation or climate.

Disciplinary Process

By enrolling in SJHS, students and parents have contracted to know and follow the policies and procedures that are presented in this handbook. Students must accept responsibility for their actions. SJHS will utilize and teach Catholic values to promote positive actions by students. The policies set forth in this handbook support, not limit, the faculty, staff, and the administration’s authority to act in the best interest of maintaining a safe and productive learning environment.

The Director of Student Affairs is primarily charged with handling referrals from faculty and staff on matters involving serious violations of school rules. Severe disciplinary problems may be referred to the Principal and/or the Discipline Board. The Principal, after appeal, has the ultimate decision in all disciplinary matters.

The administration of SJHS reserves the right to waive/deviate from any and all disciplinary regulations for just cause at their discretion.

Minor Offenses

Individual teachers will address students' academic and behavior concerns by implementing their classroom discipline plans. Possible consequences may include serving A.M.'s/P.M.'s with the teacher. Failure to serve the A.M.'s/P.M.'s within the scheduled time may result in a detention. Parent/student/teacher conferences will be held if a student is repeatedly violating classroom rules. Removal from class for a period of time may also occur. **Parents should always contact the student's classroom teacher first to discuss any disciplinary problems.**

Detentions

Detentions become part of the student's disciplinary records during their years at SJHS. Detentions may be given by any faculty, staff, or administrator due to a student's violation of school policies, including, but not limited to, electronic device policy, dress code, cafeteria rules, cheating, inappropriate behavior, and disrespect/insubordination. Detentions are served on days designated by the Director of Student Affairs. Weekday detentions are usually one hour in length; Saturday detentions are usually three hours in length. Students may be required to complete physical and/or written tasks during detention. Students who fail to serve a detention in the allotted time will earn an additional detention. Missing detention for reasons such as work, athletics, meetings, etc., are not acceptable. Copies of detentions are given to students and parents are notified via mail or email.

Students face being placed on probation when they violate school policies. The following list is a general guideline for points assessed for various violations. The Director of Student Affairs will make the final determination on how many points are assessed for each violation. Points accumulate during each school year. Violations resulting in a suspension will be assessed points by the Director of Student Affairs and/or the Discipline Board.

A general guide of points assessed for common violations resulting in detentions:

VIOLATION	POINTS
Tardies (starting with the 4th)	1
Dress Code	1
Failure to serve AM/PM or detention	1
Cell Phone	1
Profanity/Verbal Aggression	2
Cheating	3
Truancy	3
Laptop policy	3

Students who earn seven points in one school year may be placed on Exclusionary Probation for 9 to 18 weeks. Each point above seven will result in additional time on Exclusionary Probation and/or a hearing with the Discipline Board. Students who earn an excessive amount of detentions during their high school years may be expelled or asked to withdraw from SJHS.

Exclusionary Probation

Students may be placed on Exclusionary Probation for serious offenses or repeated minor offenses. ***Students on Exclusionary Probation are not allowed to participate in or attend any co-curricular activities/events including athletics.*** The Director of Student Affairs, Principal, and/or the Discipline Board may place a student on Exclusionary Probation. The length of probation is generally 9-18 school weeks. Students who are on probation and persist in unacceptable behavior and/or fail to follow the terms of their probation, face possible suspension, extension of probation time, and/or expulsion from SJHS. Terms of participation will be determined by the Director of Student Affairs.

Suspension

In certain cases, it may be necessary to remove the student from the regular school environment for a period of time, usually from one to five days, as determined by the Director of Student Affairs and/or the Discipline Board. Students who are suspended from school are required to make up all missed work. While suspended, students may not attend nor participate in any co-curricular or athletic activities. Should the suspended student violate this provision of the suspension, further disciplinary action will be taken. Parents are responsible for the student during the period of the school suspension. The Administration may hold a conference with the student and the parents prior to readmission. Expulsion, Exclusionary Probation, detention time, and/or a Discipline Board hearing may follow suspension.

Expulsion

The student who does not accept nor conform to the basic philosophy of SJHS forfeits his/her privilege of attending the school. A student may be asked to withdraw from SJHS and return to his/her home school as an alternative to expulsion. A student who is expelled may be removed from the school community for at least one semester up to the entirety of the student's high school years. Students expelled from SJHS are not permitted to attend any SJHS school functions during their high school years unless they are readmitted or if they have been pre-approved by the administration. At the end of the required period of expulsion from the school community, the student's application for readmission to SJHS at the beginning of the next academic semester may be considered. All matters of dismissal are ultimately the decision of the Principal.

Grounds for Suspension or Expulsion of Students (Diocesan Policy 4520)

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church;
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct;
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school;
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person;
 - E. Threatening or intimidating any individual for whatever purpose;
 - F. Violation of the Diocesan Gun-Free School Policy;
 - G. Possessing or bringing into the school zone knives/blades or any device considered by the SJHS administration to be a weapon;

- H. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind; (The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.)
- I. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function;
- J. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision;
- K. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education functions;
- L. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function;
- M. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone, or other mobile message conveyance device in a situation not related to a school purpose or an educational function;
- N. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

Student Accused of a Non-School-Related Criminal Act (Diocesan Policy P4550)

A student accused of a non-school-related criminal act, which does not subject the student to suspension or expulsion pursuant to Diocesan Policy 4520, is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding the removal is the principal's, after consultation with the Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student. See section on Grounds for Suspension or Expulsion of Students (Diocesan Policy 4520).

Other Actions (Diocesan Policy 4550)

If a violation of the State's Criminal Code occurs in the school zone, the Principal may turn the investigation over to the local police authority. If a student is believed to be in possession of a weapon, the police will be notified.

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy. Offenses committed outside the school zone that may affect the school's reputation and/or climate may result in disciplinary action on the part of the school.

Disciplinary Review for Students (Diocesan Policy 4530)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal, his or her designee, or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible for making a final decision on all such matters. The principal's decision shall be final and binding on all parties.

The Discipline Board

The Discipline Board hears cases involving serious disciplinary problems and/or repeated violations of school rules. A student's right to participate in the academic and co-curricular life of the school may be reviewed by the Board. The Board is composed of the Director of Student Affairs and the Assistant Principal of Academics.

Discipline Hearings

1. The Director of Student Affairs notifies the student, parents, counselor, and the Board of the time and place, as well as the reason for the hearing.
2. A student may be removed from class or from school prior to the hearing. In such cases, the Board will determine whether the removal is to be recorded as a suspension.
3. Prior to the hearing, the student may present written accounts of the incident, including those of witnesses, as well as other pertinent information.
4. At the hearing, the Director of Student Affairs may present additional available information to the Board, the student, and the parents. Both the student and the parents will be granted an opportunity to present information or explanations and to ask questions for clarification. Members of the Board may question the student or seek clarification of events.
5. Upon completion of the hearing, Board members will discuss in private the information presented and make their decision concerning action to be taken. The Director of Student Affairs communicates this decision to the parents.
6. The proceedings of all Discipline Board hearings are confidential among the participants and the Principal.

APPEAL: The parents and student may appeal decisions to the Principal who has the final determination on all disciplinary measures.

Failure or Refusal of Parent to Participate in a Discipline Hearing (Diocesan Policy 4420)

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect, and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services.

Gun-Free School (Diocesan Policy 4560)

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The term of expulsion shall be established by the principal after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device to school or a school activity or for possessing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy.

Principals will provide information to the Office of Catholic Education annually concerning the following:

- I. a description of circumstances surrounding any expulsions imposed under the policy;
- II. the number of students expelled from the school under the policy; and
- III. the types of instrument concerned.

- IV. For purposes of this policy, the term “firearm” means:
- A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
 - B. the frame or receiver of any such firearm; or
 - C. any firearm muffler or firearm silencer.
- V. For purposes of this policy, the term “destructive device” means:
- A. an explosive, incendiary, or poison gas;
 - B. bomb;
 - C. grenade;
 - D. rocket having a propellant charge of more than four ounces;
 - E. missile having an explosive or incendiary charge of more than one-quarter ounce;
 - F. mine;
 - G. device similar to any of the devices described in clauses;
 - H. any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one half-inch in diameter; or
 - I. any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.
- VI. For purposes of this policy, the term “deadly weapon” means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

Harassment (Bullying/Threats/Hazing) (In accordance with Diocesan Policy 4580)

Bullying as defined by Indiana State Law: (IC 20-33-8-.2) *means overt, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student, while the targeted student is on the property owned, used, or occupied by the state educational institution, an objectively hostile environment.*

Bullying has three parts: Unwanted aggressive behavior, repeated behavior, and a perceived power imbalance

Types of Bullying: Physical, Social/Relational, Verbal, Electronic/Written, or a combination.

What is Harassment? The act of systematic and/or continued unwanted and annoying actions of one party or a group toward another including threats and demands.

What is the difference between Bullying and Harassment?

Bullying is a school term equivalent to the criminal offenses of harassment, intimidation, assault, and criminal

mischief. Bullying must include unwanted aggressive behavior, repeated behavior, and a perceived power imbalance. Harassment is the systematic and continued unwanted action that may be missing one of the three parts of Bullying.

Types of Bullying/Harassment

Bullying/Harassment of any kind is contrary to the Catholic faith and SJHS's commitment to provide a physically and psychologically safe environment in which to learn and may also be in violation of federal and state laws. Incidents of bullying/harassment should be reported immediately to a principal, counselor, or teacher. This report may be done orally, but a written description of the incident must follow. All reports will be investigated. Anyone found to have violated this bullying/harassment policy would be subject to disciplinary action up to and including suspension or expulsion.

Social Media (Facebook, Twitter, Videotaping, Pictures): Social Media and issues that surround it are becoming more and more of a concern for schools. Any activity that is reported or posted through social media during the school day or outside of normal school hours involving staff or students can be in violation of school policy. By state law (20-33-8), any activity that creates a disruption and affects the purpose of the school may be dealt with using disciplinary action including suspension or expulsion.

Sexting: Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Sexting is prohibited at any time on school property or at school functions. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD. (Wireless Communication Devices) Sexting violations may be reported to the police or the Department of Child Services.

Verbal Sexual Harassment: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the school, visiting speaker, athletic team member, volunteer, parent, etc.

Non-verbal Sexual Harassment: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the school.

Unwanted Physical Contact: Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the school. Threatening or causing unwanted touching, contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the school.

Race/Color/Religion/National Origin/Age/Disability/Harassment:

Verbal: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the school.

Nonverbal : Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school.

SJHS will not tolerate harassment of any type, including but not limited to bullying, threats, hazing, and/or sexual harassment. The administration and staff of SJHS believe that all employees and students are entitled to work and study in school-related environments that are free of harassment. Students who feel they have been subjected to harassment in the school zone should report it to the student's counselor or to any administrator. Harassment that occurs outside of the school zone could result in school consequences if the administration determines there is sufficient proof and it is disruptive to the educational environment.

1. Bullying/Cyberbullying consists of ANY comments or acts which are emotionally, physically, and/or verbally abusive.
2. Hazing is typically an abusive form of initiation into a group. Victims often feel pressured into performing

- humiliating acts in order to be part of a group.
3. Threatening comments may be communicated in a variety of forms including, but not limited to, spoken, written, texted, internet, etc., where intent to harm another physically and/or emotionally is present.
 4. Examples of peer sexual harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse, or demean an individual or group. Sexual harassment is any unwelcome word or action that in any way makes a distinction because of one's sex or implicitly or explicitly invites or suggests sexual activity. The keys to a determination of whether a circumstance constitutes sexual harassment are:
 - a. Is it unwelcome?
 - b. Does the circumstance highlight gender?

Actions and words that may be considered sexual harassment are:

1. jokes which have sexual connotations either explicit or implied;
2. remarks which demean a person based on gender;
3. any touching of the buttocks, genitalia, or female breasts;
4. any other unwanted touching prompted by gender; and
5. any unwelcome verbal contact prompted by gender.

This list is not exhaustive. Incidents of all forms of harassment should be reported to the student's counselor or to any administrator. Students proven to be involved in harassment incidents are subject to appropriate disciplinary action including but not limited to detention, suspension, probation, and/or expulsion. SJHS reserves the right to mandate specific psychological evaluation and/or counseling from outside professionals for students who violate the harassment policy. In order for a student to continue at SHJS, results from such evaluations will be shared with the school counselor and/or administration.

Any student who feels he/she has been a victim of harassment by an adult member of the school community should report this to the Principal, another administrator, or their counselor. Students may also make an anonymous report of harassment through the SJHS Stand Up to Bullying Hotline:

1. Email: standup@saintjoehigh.com
2. Call/Text: 415-WE-STAND (415-937-8263)
3. Fill out an anonymous bullying report

During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the bullying/harassment and the nature of the incident(s). A written summary of each such report is to be prepared promptly. The student should also provide the name of the person(s) whom she/he believes to be witness to the bullying/harassment.

Each report received shall be investigated in a timely and confidential manner.

While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding, until investigation is completed. No one involved is to discuss the subject outside of the investigation. **The purpose of this provision is to** protect the confidentiality of the student who files a complaint; encourage the reporting of any incidents of sexual or other forms of bullying/harassment; and protect the reputation of any party wrongfully charged with bullying/harassment.

Drug and Alcohol Policy (In accordance with Diocesan Policy 4570)

Introduction

As a Roman Catholic secondary school, we view the use of controlled substances as contrary to the teaching of the Roman Catholic Church. While society may vary in its opinion and approach to substance abuse, the teachings of the Church are clear. Acceptance of the abuse of mood altering substances by simply denying the problems of use of illegal drugs by our students will not be tolerated. The school will work to provide education about alcohol and drugs to both our students and parents.

A. Voluntary Admission of a Problem

If a student voluntarily admits a substance abuse problem to their counselor prior to any known violation of

school/diocesan policy, parents will be notified and involved with assessment and treatment. Referral and treatment may be required, with written verification to the school that such a treatment program is being followed. Drug screening may be required at the parent's expense while the student continues at SJHS.

It is incumbent upon the student and their parents to report any violations of the Athletic and Co-Curricular Codes of Conduct to the Athletic Director or club moderator. This may result in consequences outlined in these codes of conduct.

B. Definition: Prohibited Substances

Prohibited substances include alcohol and other mood altering substances or drugs [other than those prescribed by a licensed physician for the specific student and administered on school premises according to school policy regarding prescription drugs to be taken at school] including but not limited to marijuana (including synthetic marijuana), cocaine, and alcoholic beverages, most of which substances may not be purchased legally by persons under the age of 21 and for certain substances may not be purchased, used, or obtained legally at any age. Over-the-counter medicine (OTC) may also be considered a prohibited substance (*see Administration of Medication in SECTION 8: STUDENT HEALTH*). A prohibited substance also includes any substance, which is understood to be, represented to be, or appears to be a prohibited substance. In the event of any uncertainty, the Principal of SJHS will make a final determination of whether a particular item is a Prohibited Substance.

C. Penalty for Distribution, Sale, or Transfer

Any student who sells, distributes, or transfers a prohibited substance within the school zone may be suspended from school for up to five school days (while the incident is investigated) and may be expelled. Law enforcement officials may be asked to intervene if deemed necessary. Once the investigation of the incident is completed, additional measures may be enforced, such as, but not limited to, expulsion for at least one semester up to the entirety of the student's high school years, placing the student on probationary status, and enforcing sanctions such as those outlined in the school's Athletic and Co-Curricular Codes of Conduct, etc.

D. Possession of Prohibited Substances

Students are reminded that they are personally responsible for materials on their person, in their possession, in their lockers, in cars parked in the school lot, or cars parked within the school zone. With this in mind, lockers and cars should be kept locked at all times to avoid unknown materials being placed in the student's possession, even without the student's knowledge or permission.

Any student who possesses a prohibited substance or prescription drug of another student within the school zone may be suspended from school for up to five school days (while the incident is investigated) and may be expelled. Law enforcement officials may be asked to intervene if deemed necessary. Once the investigation of the incident is completed, additional measures may be enforced, such as, but not limited to, expulsion for at least one semester up to the entirety of the student's high school years, placing the student on probationary status, and enforcing sanctions such as those outlined in the school's Athletic and Co-Curricular Codes of Conduct, etc.

E. Penalty for Consumption/Being Under The Influence

Any student who consumes or appears to be under the influence of a prohibited substance within the school zone may be suspended from school for up to five school days (while the incident is investigated) and may be expelled. The school reserves the right to utilize all available means to verify the student's consumption or being under the influence of a prohibited substance, which includes drug and alcohol testing. Law enforcement officials may be asked to intervene if deemed necessary. Once the investigation of the incident is completed, additional measures may be enforced, such as, but not limited to, expulsion for at least one semester up to the entirety of the student's high school years, placing the student on probation, and enforcing sanctions such as those outlined in the school's Athletic and Co-Curricular Codes of Conduct, etc. A student may be required to undergo a professional drug and alcohol assessment, as well as to participate in a drug and alcohol treatment program (with the results reported to the school), etc. Should the student and/or his/her parents refuse such professional screening and/or participation in a drug and alcohol treatment program, the student may be expelled.

F. Readmission to the School Community

A student who is expelled for violation of the Drug and Alcohol Policy may be removed from the school community for at least one semester up to the entirety of the student's high school years. At the end of the required period of expulsion from the school community, the student's application for readmission to SJHS at the beginning of the next academic semester may be considered. Application for readmission must include written documentation from the

provider of the completed drug and alcohol assessment and treatment program (if such assessment and treatment was required by the school). Readmission to the school community will be done on a strict probationary status only and is conditional upon acceptance of random drug and alcohol screenings at the expense of the student's parent(s) and reported to the school as requested by the school during the remaining time that a student is enrolled at SJHS.

Specific Examples of Other Unacceptable Behaviors

Dishonesty and Stealing

Forgery, lying, and stealing are immoral. The minimum consequence is a detention. Serious violations result in major disciplinary actions, which may include suspension, expulsion, or a Discipline Board hearing.

Fighting and Violence

Verbal threats, coercion, and the use of force are unacceptable. Any student involved in a fight, regardless of who started it, will be subject to suspension and/or Discipline Board hearing.

Possession or use of weapons of any kind, or of fireworks or other explosives, may result in immediate suspension or expulsion.

Throwing of items (including snowballs) in or on school grounds is not permitted and will be penalized appropriately.

Gambling

Students are not permitted to gamble on or near school grounds. Cards and/or other devices used for gambling are not to be in evidence during the school day. Consequences for gambling will be determined by the Director of Student Affairs.

Gang Association

Membership or active involvement in a gang or group that is responsible for coercive or violent activity is prohibited. Attire, language, graffiti, "signing," or using any insignia or alphabets associated with a gang is prohibited and may result in expulsion. SJHS will discipline any student who conducts gang-related activities at any time when the student is under the jurisdiction of the school, on any of the school's properties, or at any school-related function or activity (school zone).

Inappropriate Displays of Affection

Excessive or unseemly physical contact between students is not acceptable. The expectation is that a boyfriend and girlfriend follow Catholic teachings and will treat each other with respect and concern for the reputation of the other person. Respect takes the form of never putting each other in a place, position, or activity that is a contradiction of Catholic teachings. Respect is limiting personal touching and affections. At SJHS, we expect that boyfriends and girlfriends limit personal touching to holding hands. Anything beyond holding hands is not allowed at SJHS at any time. Violation of this rule will result in a detention or further disciplinary action.

Cell Phones/Smart Watches/Wireless Communication, Device/Game Devices, etc.

All electronic devices other than the student's Laptop computer should not be used within the building between the hours of 8:15 a.m. to 3:15 p.m. This time is reserved for academic integrity. **ANY USE of an electronic device other than the Laptop Computer for educational purposes must have a signed, written verification by a teacher or administrator for the intended educational use.** SJHS cannot and will not be responsible for security or protection from theft of any other electronic devices that are brought to school. Any electronic device a student brings on school ground, uses, or connects with the school's network becomes part of the "School Zone." Therefore, the item can be searched. This includes personal cell phones. All cell phones, Smart Watches, and any other electronic device (other than the student's laptop) should be turned off and left in lockers or locked cars between the hours of 8:15 a.m. and 3:15 p.m.

SPECIAL NOTE: Please be aware any electronic device connected to the school network where information is sent many times gives school officials complete access to all personal information located on the device. This includes cell phones, smart devices, laptops, etc. This can include THIRD PARTY private information or messages. It is not the intent of the school to see and use personal information, but all should be aware the information is available.

1. Cell phones and/or iphone watches and other electronic communication devices **may not be used within the building between the hours of 8:15 a.m. to 3:15 p.m.** Cell phones should be left in the car or

locker during the school day. If a staff member observes a cell phone, whether it is being used or not, the cell phone will be confiscated and turned over to a school administrator. Consequences for violating the cell phone policy are covered under the Electronic Violation Consequences in Section 12: Laptop Policy. Failure to turn over an electronic device when asked will result in additional consequences and assumed to be insubordination by the student. SJHS is not responsible for any accidental damage of a confiscated cell phone.

2. i-pods, i-phone watches, CD players, ear-buds, head-phones, and other personal electronics or listening devices are **not to be WORN or USED in the building between the hours of 8:15 a.m. to 3:15 p.m.** Teachers may authorize the use of headphones or earbuds in their classroom. The same procedures will be followed as used for cell phones/electronic devices listed above.
3. Students are to have their SJHS laptop computers charged and with them at all times. All laptop computers are to be used for EDUCATIONAL purposes only during academic school hours of 8:15 a.m. to 3:15 p.m. Any use of the laptop other than educational reasons during this time is a school policy violation as listed in Section 12: Laptop Program.

Electronic device violations can meet minor or major disciplinary consequences based on use and may be grounds for suspension or expulsion. Electronic device violations are further described in Section 12: Laptop Program.

Students are NOT permitted to use or check their phones during lunch or passing periods. **A student may ask permission to use a school phone or their cell phone in an emergency situation in the Student Affairs Office.**

Tobacco/Smoking/Vaping Devices/Use of E-Cigarettes (In compliance with Diocesan Policy P5000 Series)

Students should not have tobacco or other smoking materials in any form in their possession, including lighters, matches, and other dangerous materials. Any type of E-cigarettes or any device that represents a cigarette or a forbidden substance is in violation of school policy. This applies to all devices whether the device has nicotine and/or tobacco substance contained in the device or not. Any possession, use, or sale of tobacco on school property in any form is forbidden. **Any item in a student's possession whether in locker, car, purse, or pockets, will be assumed to be in use by the student.** These items will be confiscated and may result in school consequences as determined by the Director of Student Affairs. Penalties accumulate throughout a student's high school years.

Vandalism

Violators and/or parents will pay for repair. Other disciplinary action may be taken.

Other Disciplinary Procedures

SJHS will use specially trained detection dogs, breath-test instruments, and drug testing instruments. The intent of these activities is for the safety, protection, and best interest of all students who attend our school. SJHS wants to support our parents in their quest to raise a law-abiding, drug-free citizen. When a situation arises, SJHS will follow school policy, but support the parents in finding assistance and help for the student.

Police Dog Searches

SJHS will use specially trained dogs to detect drugs, devices such as bombs, or any other types of illegal items on school property. Random police dog searches are scheduled to maintain a safe and drug-free environment. The dogs may be allowed to examine school property such as lockers, students, items in their possession, and automobiles when part of the School Zone. Any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination. If a prohibited substance is found, the responsible student(s) will receive school and possible police consequences.

Breath-Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments, testing strips, or other means for the purpose of determining if a student has consumed an alcoholic beverage or other prohibited substance. It is not necessary for the test to determine blood-alcohol level, since SJHS has established a zero tolerance for alcohol use. Breath-Testing Instruments are also used before all dances and as needed at other events.

Drug Testing

Administration may require drug testing in the event a student appears to be under the influence of an illegal substance.

SECTION 10: DRESS CODE

The student body should, through their dress and appearance, present a sense of unity and community pride. The SJHS uniform is meant to reflect a shared, common mission that supports our spiritual and academic culture. Attire should be neat, clean, modest, and discreet. While in the School Zone, all students must follow dress code expectations of their biological sex. Modesty is an expectation at all times. Modesty includes loose and covering clothing (short and skimpy attire is not acceptable).

Pants

1. Tan khaki dress pants (corduroys acceptable)
2. No cargo, denim, yoga, athletic styles
3. Must be worn at the waist
4. No holes or frays

Shorts and Capris

1. Allowed during August, September, and May
2. Must meet same standards as pants
3. Shorts must extend to at least 3" above the knee

Skorts

1. SJHS khaki uniform skort
2. Females only
3. May not be altered in any way; must extend to at least 3" above the knee
4. Skirts not allowed

Tops

1. SJHS uniform shirts must be worn at all times
2. White, Columbia blue, Black
3. Polo or Oxford
4. Modestly buttoned
5. Undershirts may not extend beyond the sleeve

Outerwear

1. SJHS uniform cardigan and crew black sweater
2. SJHS uniform quarter zip or full zip fleece
3. SJHS uniform quarter zip black pullover
4. SJHS uniform outerwear may not replace the SJHS uniform shirt
5. SJHS uniform shirts must be worn under SJHS uniform outerwear
6. Non-SJHS uniform outerwear may not be worn or carried during the school day (SJHS Spirit-Wear is not considered uniform clothing.)

Footwear

1. Dress and athletic shoes
2. Sandals allowed during August, September, and May (For health and safety reasons, no flip-flops, athletic sliders, or similarly inappropriate sandals will be allowed.)

Hair

1. All students: hair should be neatly groomed. Hair should not be hanging in a student's face
2. Style and length should not be extreme or distracting
3. Natural hair colors
4. Male students are expected to have hair of moderate length and be clean-shaven with sideburns not

extending beyond earlobes. Violators may be asked to shave before returning to class.

Jewelry and Tattoos

1. No male piercings during the school day (including ear, nose, etc.)
2. No visible nose or body-piercings during the school day (female ear-piercings acceptable)
3. Tattoos not to be displayed during the school day

Headphones/Earbuds

1. Headphones may not be worn or used during the school day unless granted permission by a teacher or administrator. Teachers may require listening devices to be used for educational purposes.
2. Headphones may not be worn in the hallways, cafeteria, or the student commons during class time. (Exception during the student's lunchtime.)

Book bags, carrying cases, and non-Saint Joe outerwear should be left in the locker during the school day (8:15 – 3:15).

Dress code violations will result in a detention. ***Students may also be required to change clothes before returning to class***, including wearing clothing issued by school administration.

The Director of Student Affairs must approve any altered dress code requests. The administration of SJHS has the right to modify, suspend, alter, or supersede the dress code policies when it is deemed appropriate.

Students Not Meeting Dress Code

Students that are in violation of SJHS's dress code may be required to wear alternative, appropriate clothing provided by the Student Affairs Office. A student who refuses to use this service will be given a dress code violation.

Alternative Dress Days

The Director of Student Affairs must approve any altered dress code requests. Periodically, administration will allow alternative dress days. This may include special situations where students can dress in non-uniform attire as a fundraising activity for different organizations. The fundraiser dress down days will usually cost a student \$1 (or a specified item) to wear modified clothing. Athletic or co-curricular teams/organizations may request to dress out of uniform on certain days of competition. Each team, club or organization is allowed one regular season game/event to use as the alternate dress day for the program. This must be pre-approved by the Director of Student Affairs.

Dress-Down Day Guidelines

Dress-down days are usually held a couple of times each month. For dress-down day, students are allowed to dress in non-uniform attire that follows the following code:

1. Shoes or approved sandals must be worn at all times. (No flip-flops, athletic sliders, or similar sandals allowed.)
2. Jeans, sweatpants, or another colored dress pant are the only alternative to tan khaki dress pants that can be worn on dress down-days. Jeans or pants with holes in them are allowed if the holes are at or below the knee. The waistband of all pants, shorts, or other clothing should be worn at or above the hip.
3. Tight fitting clothing such as lycra, spandex, leggings, jeggings, and/or other tight-fitting materials may not be worn unless worn with a top that covers the buttocks.
4. All shirts must have a sleeve covering the shoulder; a sleeveless top cannot be worn. Shirts may not be open on the sides.
5. Clothes with obscene markings, stained, dirty, or show a bare midriff or cleavage are not acceptable attire.
6. Clothing with advertisements of alcoholic beverages, drugs, tobacco, drug references, indecency, vulgarity, profanity, cult or gang membership, or any other message that is deemed to be disruptive to the learning environment of the school will not be acceptable. **IF THERE ARE TWO MEANINGS, THE WORST WILL BE RECOGNIZED!**
7. No caps, hats, bandanas, hoods, or durags will be worn unless special days permit them.
8. No chains, including wallet chains that could damage furniture or impose a potential danger to others, will be permitted.
9. Book bags, carrying cases, and outerwear should be left in the locker during the school day just like uniform

dress days from 8:15 a.m. to 3:15 p.m.

10. Skirts, Skorts, or dresses must extend to at least 3 inches above the knees.

A student will be required to change clothes that are unacceptable. In this situation, the student will receive a dress code violation.

Dress Code Violations

Students are given many opportunities to learn and understand the rules and philosophies of SJHS governing dress code through student orientation, Student-Parent Handbook, daily announcements, a teacher's classroom syllabus, and verbal communication with staff/administration. ***Students may also be required to change clothes before returning to class***, including wearing clothing issued by the school administration. Some violations will proceed to 2nd offense - the student will not receive a warning.

- 1st offense: Student warning and possible parent contact by phone or e-mail
- 2nd offense: One-hour detention, contact parent, 1 discipline point
- 3rd offense: One-hour detention, contact parent, 1 discipline point
- 4th offense: Three-hour detention, contact parent, 3 discipline points
- 5th offense: Out-of-school suspension, contact parent (Continued offenses will be considered insubordination)
- 6th offense: Out-of-School Suspension, Parent Meeting, Possible Discipline Board hearing
- 7th offense: Discipline Board hearing for insubordination – possible removal from SJHS

Spirit Weeks

During football and basketball homecoming, students will have alternative dress days for Spirit Week. Students may dress according to the approved theme of the day during these weeks. Dress-down day guidelines still apply.

SECTION 11: GENERAL POLICIES AND PROCEDURES

Visitors

1. Visitors wanting to visit during academic school time should be limited to emergency situations to preserve the school academic integrity.
2. Visitors that are students from other schools cannot visit during the day unless given written permission by an administrator or Director of Admissions (shadowing).
3. All visitors (any person who is not a SJHS student or employee) must enter/exit the school building from N. Notre Dame Avenue and sign-in/out at the Main Office.
4. Visitors, including parents and alumni, may require an escort while in the building.
5. Any visitor who enters the building from St. Louis Blvd. will not be permitted beyond the Student Affairs Office.

Parental Involvement

All SJHS parents are encouraged to take part in some volunteer activity on behalf of the school. Each spring, volunteers are solicited for all areas, from fundraising to chaperoning. In addition, the Parent Group provides a means for networking and mutual support.

The Parent Group works to welcome new parents as their students enter Saint Joseph High School and serves as a communication link among parents. Parents may volunteer to be part of several other groups such as team parents or being elected or appointed to the School Board.

Parents are welcome in the school at any time. We do ask that you make prior arrangements with the teacher if you plan to visit a class or have a conference and that you register at the Main Office on your arrival, located on N. Notre Dame Avenue.

As partners in the educational process at SJHS, we ask parents:

1. To support the religious and educational goals of the school
2. To show interest in the student's total education
3. To set rules, times, and limits so that your student has the opportunity for success

4. To support and cooperate with the discipline policy of the school
5. To treat teachers/administrators with respect and dignity in discussing student problems
6. To read the Student-Parent Handbook and have an understanding of school policies

Communication with Parents

1. *Soundings* is the SJHS communication publication for our parent community. It is delivered via email on the 15th and 30th of each month (except some summer months). It is also available on the SJHS website (www.saintjoehigh.com) under "Parents."
2. Teachers will advise parents of academic or behavioral problems through interim progress reports, emails, or telephone calls. Parent-teacher conferences are normally held at the end of the first quarter, but may be scheduled at a parent's request at any time.
3. *Focus*, a magazine centered on the Saint Joseph High School family, prints twice a year. An annual report is printed once a year and is a compilation of fundraising efforts, financial statistics, and a listing of all the generous donors who give to Saint Joseph High School. These are distributed to members of the Saint Joe family and the local community.
4. To keep up-to-date on events at Saint Joseph High School become a fan or friend of our social media sites:
www.facebook.com/saintjoehigh
 Twitter @SaintJoeHigh
 Instagram @saintjoehigh

PowerSchool/Parental Contact Information

1. Parents are responsible for ensuring that all contact information is current and accurate in PowerSchool. This includes but is not limited to phone numbers, email addresses, mailing address, and emergency contact information.
2. **Parents must contact the Counseling Office to update contact information.**

Grievance Procedure (Diocesan Policy 2310)

According to Diocesan guidelines, a Grievance procedure is in place for parents to follow when they have concerns about their student(s). Please adhere to the following "chain of command":

1. Talk with the student's teacher
2. Talk with the Department Chairperson
3. Talk with the Assistant Principal for Academics or Director of Student Affairs
4. Talk with the Principal

Email Communication

1. Email is used as a tool for communication between teachers and parents and does not replace the necessary communication by phone or in person.
2. Email between teachers and students is allowed in support of educational objectives.
 - o Parents must be copied (cc) on such emails.
 - o The student must use his/her SJHS email account for any school-related emails.
3. Email requests do not replace students' responsibility to know assignments and upcoming due dates.

Seclusion and Restraint

SJHS and the Diocese of Fort Wayne-South Bend believe a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited, non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a student's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect,

noncompliance, insubordination, out of seat) as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the Main Office.

General School Facilities

In order for SJHS to maintain its high-quality facilities, it is imperative that all students, teachers, visitors, and employees of SJHS work to maintain our school and campus. We ask all to take great pride in the building and athletic facilities by supporting school personnel. Please help by doing the following:

1. Pick up trash and place in canisters
2. Food and drink should be consumed in appropriate locations. Food and drink should never be taken into the classroom or out of assigned areas. Water will be the exception to the food and drink policy.
3. Maintain building equipment by using for intended use. Writing on any portable equipment or on fixed equipment is not allowed.
4. Support the Custodians in their effort to maintain the facilities.

Leep Family Dining Hall (Cafeteria)

In order for SJHS to maintain its high-quality food service, the following procedures are in effect:

1. Money can be deposited into a student's account online or during the lunch hours.
2. Lunch accounts must maintain a positive balance throughout the school year. Semester report cards may be withheld for negative balances.
3. Student ID's must be used to go through the lunch lines.
4. Food and drinks, other than water, may not be taken from the designated areas.
5. Students are orderly in the cafeteria lines and follow the directions of the prefects.
6. Stealing food from the cafeteria will result in school consequences.
7. Groups are responsible for keeping their seating area clean and neat.
8. All trash is thrown in the containers.
9. Chairs are kept at the tables and the aisles kept clear.
10. Cafeteria prefects may issue consequences for any inappropriate behavior in the cafeteria.
11. Show courtesy and respect to all cafeteria workers.

Closed Lunches

1. Students are not allowed to leave school during the lunch period, which includes going to their car.
2. Students are allowed to bring their own sack lunch.
3. Food from an outside vender is not allowed to be delivered to Saint Joe High School during lunch hours unless given special written permission from the Director of Student Affairs.
4. Parent lunch activities need to be approved by the Director of Student Affairs before the event.

Kelly Family Student Commons

1. The Student Commons is available to all students before school beginning at 7:00 a.m. and after school until 4:30 p.m.
2. Food and drinks, other than water, may not be in the Commons during school hours.
3. Students are responsible for keeping their seating area neat and clean. Encourage others to clean their area by setting a good example.
4. All trash is to be put in trash containers; bottles and cans should be put in recycle containers.

Study Hall

1. The purpose of Study Halls is to provide the time and structure to do class assignments.
2. Students are expected to follow the directives of the Study Hall prefects – attendance will be taken each day and tardies will be handled according to the Study Hall prefect's classroom plan.
3. Students should bring something to work on or a book to read every day.
4. Phones, earbuds, listening devices, electronic devices, etc., are not allowed in Study Hall. Students are allowed to use their laptop for educational purposes.
5. Students should stay in their assigned seat unless given permission by the Study Hall prefects to move.
6. No food or drinks are allowed in and during Study Hall.

7. Library Passes will not be accepted unless authorized by the Librarian.
8. All students will remain in their seats until attendance is completed; student passes will be then accepted.
9. There will be no talking during Study Hall – Study Hall is for work time and should maintain an environment conducive to education: quiet, so students can work.
10. Leaving class (bathroom, locker, drink, phone, talk to, etc.) will not be allowed during class time.

Flex Period/J Block

1. As SJHS transitions to the full block schedule, the Flex period will be used to serve a variety of purposes. (Masses, pep rallies, assemblies, prayer services, etc.)
2. Flex periods may be used on Blue Days (most of the time) or White Days. Students are responsible for checking the school calendar to know when Flex Periods will meet and what activities will take place.
3. All students will be assigned to a Flex Period roster and classroom.
4. All students will be expected to participate in any and all events/activities requiring their presence.
5. Many of the Flex Periods will have designated study time. Students are expected to bring school work to their classroom and will use the period for academic purposes unless otherwise directed by the faculty supervisor.
6. Peer Mentoring will take place in many of the Flex Periods.
7. Students are encouraged to take advantage of faculty office hours during Flex Period study time. Teachers will use school passes to allow students to leave the room to meet with another teacher if needed.
8. All students should report to their assigned Flex Period classroom for attendance. Students must have a pass from a teacher before they leave their Flex Period classroom.

Student Office Aides

1. Students who maintain a C or better average in all classes and are in good standing without attendance and/or discipline problems may serve as Student Office Aides.
2. Approval must be granted by the Counselor and the Director of Student Affairs.
3. Attendance is required for all office aides.

Media Center/Library

1. The Media Center is a place for study, research, and browsing, available to students before and after school and during Study Hall periods.
2. Students must check in at the desk when they arrive and are not permitted to leave during a class period.
3. Students must follow all rules pertaining to Media Center use as established by the Media Center Specialist/Librarian.
4. Circulation Policies are posted in the Media Center.
5. The Media Center also has resource material for parent use. Please feel free to use this material.

Group Study Rooms

1. The Group Study Rooms are available to all students before school beginning at 7:00 a.m. and after school until 4:30 p.m.
2. Teachers or students may reserve the Study Rooms with approval granted by the school Media Center Specialist/Librarian.
3. Food and drinks, other than water, may not be in the Study Rooms at any time.
4. Students are responsible for keeping the Study Rooms neat and clean.

Persons and Personal Belongings (Diocesan Policy 4590)

1. The school reserves the right to examine the contents of students' pockets, purses, backpacks, book bags, or other personal belongings including any type of electronic device when an administrator has reason to suspect they may contain inappropriate or illegal materials or items.
2. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event. NOTE: While in the "School Zone."

Locks and Lockers (Diocesan Policy 4590)

1. Lockers are the property of the school and may be searched without prior permission of parent/student if reasonable suspicion exists. Lockers may also be searched during random searches conducted by the administration or police officials.

2. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy of a locker's contents.
3. **Students must use their assigned lockers and are responsible for the contents in their lockers.**
4. **Academic, PE, and Athletic Lockers should be locked at all times.**
5. The lockers are to be properly cared for; students will be held accountable for the condition of the assigned locker at the end of the year.
6. The school will not be responsible for items taken from any lockers.

Bookbags and Backpacks

1. Bookbags, backpacks, etc., MAY NOT be carried during the school day.
2. These items are to remain in the lockers or assigned areas and may be searched by the school administration if reasonable suspicion exists or during random searches.
3. Bookbags and backpacks are only to be used before or after school to transport items to and from school.

Valuables

1. Students are encouraged to leave items of value at home.
2. The school does not guarantee the safety of any item and is not responsible for any such item.

ID Cards

1. All students must carry their ID cards during the school day.
2. Students need to have their school ID when attending school-sponsored events.
3. Failure or refusal to show the card to any school employee may result in disciplinary action.
4. Lost ID cards must be replaced in the Student Affairs Office for a minimal fee.
5. Students are expected to have their ID cards when going through the cafeteria lines.

School Day/Off Limit Areas

1. The school building is open for students at 7:00 a.m. until 4:30 p.m.
2. Prior to the first period of the day, students are allowed in the main halls by student lockers, Chapel, Media Center, Leep Family Dining Hall, and Student Commons.
3. Students who are not picked up immediately after school must wait for their transportation in the Student Commons until 4:30 p.m. or the Leep Family Dining Hall until 4:30 p.m.
4. Students must be picked up no later than 4:30 p.m., or any other time announced by school officials.
5. Students must be supervised by a member of the SJHS faculty or staff in all other areas of campus.
6. Students are not to be in the following areas:
 - o parking lot or cars between students' arrival and departure;
 - o Faculty Lounge;
 - o hallways during class time except with a valid pass;
 - o gym, locker rooms, and weight rooms without direct faculty/staff supervision.

Parking Permits/Parking Lot (Diocesan Policy 4590)

1. Students should register their cars and park in the student parking lot located at the west side of SJHS (St. Louis Blvd.). Registration is done online under the Student Section/Vehicle Registration.
2. On arrival, students should bring in all supplies and materials needed for the school day.
3. Student parking spaces are limited and will be sold on a first-come, first-serve basis by class. Students must park in the spot assigned to them which corresponds with their parking tag number. Students who drive who do not have a permit must park on a city street.
4. Cars that are parked in the SJHS lot without the proper permit or in a restricted area may have a boot locked on the tire, prohibiting driving. A \$25 fee to SJHS will be required to have the boot removed.
5. Vehicles may be towed if they are parked in restricted areas such as a fire lane or are repeated violators of parking without a permit. If a car is towed from the lot for any violation, the owner is responsible for all towing and storage expenses.
6. When purchasing a parking tag, students must provide a description of their vehicle and license plate number.
7. The use of the parking lot is a privilege. Courtesy and caution must be exercised when entering, leaving, and driving in the lot. Speeding or other reckless driving will result in the loss of permission to use the lot.

8. The school is not responsible for damage or loss to cars or to items in cars parked in the lot. Students should lock cars and keep valuables out of sight.
9. School officials, with reasonable cause, may search students' cars parked in the school parking lot without prior permission from the student/parent.
10. A student's car is considered part of the "School Zone," therefore, administration has the right to examine the contents of any vehicle when an administrator has reason to suspect the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of the student or staff.
11. Students will not be allowed to go to their car during the school day unless given written permission by an administrator and escorted by a school representative.
12. The safety of our students is a top priority. Security monitoring of the parking lots will be provided throughout the day.

Safety Drills

1. Fire, severe weather, and lockdown drills are held regularly to develop safety practices that will help students move quickly and orderly to a pre-designated safety area during an emergency.
2. Rules of safety are reviewed regularly and posted in each classroom.
3. During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions that the situation may dictate. Students are to remain quiet during all safety drills.
4. Any student who pulls the fire alarm as a prank will be subject to suspension/expulsion and pay a fine for the services of the fire department.

Video Surveillance and Electronic Monitoring

SJHS premises are under a video surveillance and electronic monitoring system. Any tampering with electronic security or safety devices is subject to disciplinary action.

Assemblies

1. Assemblies, liturgies, and meetings of various kinds are held throughout the school year.
2. Student behavior should always reflect a concern and respect for those in attendance and an awareness of the purpose of the gathering. Such gatherings are mandatory for the designated group, whether the entire student body or a given class or grade level. Students are expected to sit in the area assigned for the particular assembly.
3. Inappropriate behavior in such gatherings will be dealt with according to the school's disciplinary policy.

Dances

1. The starting and ending times of dances will be announced beforehand and adhered to. Students who leave a dance prior to its conclusion will not be permitted to reenter.
2. I.D. cards may be required for admission. Ordinarily, dances are closed; that is, only SJHS students may attend.
3. The school dress code is in effect regarding modesty, cleanliness, neatness, and appropriate clothing. Students inappropriately dressed will be denied admission.
4. All school rules are fully enforced at dances; dances are considered part of the "school zone."

Dancing Expectations

1. SJHS dances are intended to be fun for all those who attend. It is the expectation of the faculty and administration that students conduct themselves appropriately before, during, and after all dances.
2. As always, students should celebrate this night without using drugs or alcohol.
3. Students are required to dance in an appropriate manner. Sexually suggestive dancing, such as "grinding," will not be permitted. Students should face those they are dancing with, and students' midsections should not come in contact with any other body part of another student. Students who dance in an inappropriate manner will be required to leave the dance, and additional consequences may result, and parents will be called. Refunds will not be given to students removed from any dances for violating school policies.
4. These expectations are designed to allow all in attendance to enjoy the night in a mature and respectful fashion.

Prom/Midwinter

1. **Students must be in attendance for 2 full blocks in order to participate in the Prom.** If a student is ill and leaves school, he/she may not return that day to participate in the activity.
2. Students who attend these dances are asked to dress in the proper attire. General guidelines will be discussed in *Soundings*. Students are to dress in tasteful and modest clothing. Both dances are semi-formal affairs and students are expected to dress accordingly.
3. These events are meant to be for a male and female couple. SJHS students may attend the dance by themselves. In addition, any student who brings a guest to either dance is required to have a Guest Permission Form on file with the Director of Student Affairs by the due date. A guest of a Saint Joseph student must be either:
 - o A high school graduate who has not yet reached his or her 21st birthday. The guest must have a permission form signed by the parents of the Saint Joseph student.
 - o A freshman, sophomore, junior, or senior in good standing from another high school. The student must present a signed statement by the principal or designated administrator from his/her high school.
4. Attendees are subject to a breathalyzer test by South Bend Police Officers prior to entering our formal dances. Failure to pass a breathalyzer test will result in school and possibly police consequences.
5. No tickets can be purchased after the cut-off date.

Peer Mentor Program

The Saint Joseph High School Peer Mentor Program is designed to bridge the gap between the freshman student and the counseling staff through the use of student peers. The transition to high school is not always easy. This program will help both the students who are having trouble adjusting to high school as well as those students who appear to have adjusted to life here at Saint Joseph High School. Peer Mentoring is based on the idea that students talk to students. Peer Mentors will be addressing such issues as study habits, academic integrity, bullying, organizational skills, and involvement in the Saint Joe Community. In order to ensure positive outcomes, Peer Mentors are trained in effective communication skills such as attentive listening, constructive feedback, decision-making, and problem solving. Much of the Peer Mentoring will take place in the J Block/Flex period.

SECTION 12: LAPTOP PROGRAM

Goals of the Laptop Program

1. Provide tools that will enable students to explore, create, research, and think critically and creatively.
2. Enhance the learning process.
3. Provide a means for collaboration.
4. Take learning to the next creative level – application and synthesis.
5. Prepare students for success in a university/workplace atmosphere.
6. Place all students on a level playing field with their peers at SJHS.

Components of the Laptop Program

- A. Hardware
 - Apple MacBook Air
 - Power cords (power brick, extension cord, duck head)
 - Protective case (Snap-On), sleeve (neoprene), and keyboard cover – *STRONGLY SUGGESTED, NOT PROVIDED BY SCHOOL*
- B. Software
 - Students are not provided with administrative privileges, may not possess or use the administrative password, and are not to install software without specific permission from the SJHS iHelp Desk, Faculty, or Administration.
 - OS X 10.x.x
 - Microsoft Office (composition suite including Word, Excel, and PowerPoint)
 - iLife (multimedia suite including iPhoto, iTunes, iMovie, Garage Band, and iWeb)
 - Course-related academic software as required
 - Software used by school personnel for laptop management
- C. Cloud Storage

Students are responsible for backing up and storing files using cloud resources, e.g. Dropbox or Google

Drive. By doing this, Internet access is not required to work on documents at home and large files such as music and movies will not clutter the laptop's hard drive. Students need to keep 5 GB free on the hard drive at all times for optimal operation.

Insurance

By participating in the SJHS laptop program, students and families accept the responsibility to properly care for and use the laptop both on and off campus. A portion of student tuition provides insurance coverage for accidental damage and theft. Families assume financial responsibility to repair or replace the laptop due to intentional abuse or misuse, occurring on or off-campus. The cost of replacement is approximately \$1,000.

1. Accidental damage is determined solely by the SJHS IT department and school administration. A \$25 deductible will apply per incident.
 - o Costs for accidental liquid damage are as follows:
 - First incident: \$25 deductible
 - Subsequent incidents: 50% of the computer's market value or actual cost to repair, whichever is less.
2. Incidents of theft require families to file a police report. A copy of the police report must be submitted to the iHelp Desk, and a deductible equaling 25% of the stolen laptop's market value, as determined by the SJHS IT Department, will be applied to replace the stolen laptop.
3. Students will only be provided with a loaner computer when there are pending repairs or a pending replacement by the SJHS IT Department.
4. Power cords (power bricks, extension cords, duck heads) are **not** covered by insurance.
 - o Power cords that are not replaced by Apple may be purchased from the iHelp Desk for market price (approximately \$40-\$75).
 - o Loaner power cords will not be provided by the iHelp Desk.
 - o Power cords are to be used only by the owners. Do not lend your power cord nor leave your power cord unattended.
5. Cosmetic damages to the laptop are not covered by insurance.
 - o If a student withdraws or is removed from SJHS, that student may be charged for cosmetic damage that decreases the value of the laptop for resale. It is because of these costs that students must take care of the laptop properly.

Proper Care of Laptop

- A. Support & Troubleshooting
 - If an individual application freezes, force quit by pressing all three keys: COMMAND, OPTION, ESC.
 - If the laptop freezes, restart by holding down the POWER button for ten seconds.
 - For help with software/applications issues, search its built-in help system, search Google, and/or report the issue to the iHelp Desk.
 - For help with hardware issues, contact the SJHS iHelp Desk.
- B. Power Management – Keeping the laptop charged is the student's responsibility; **the iHelp Desk will not loan out power supplies.**
 - **Recharge the laptop's battery every school night so it is charged for the next day.**
 - Conserve power by closing the screen whenever the laptop is not in use.
 - Bring charger to school each day in case a recharge is necessary.
- C. Preventative Care – “dos” and “don'ts” to avoid needing repair/replacement
 - Do keep the laptop in its protective case or sleeve.
 - Do clean surfaces of the laptop with a clean, dry, soft cloth.
 - Don't set objects on top of the laptop.
 - Don't carry the laptop with the screen open.
 - Don't pick up the laptop by the screen.
 - **Don't consume food or drink around the laptop.**
 - Don't touch the screen with fingers, pens, or pencils.
 - Don't expose the laptop to direct sunlight or heat.
 - Don't expose the laptop to moisture.

- Don't let others use the laptop.
- D. Safe Transport – “dos” and “don'ts” to avoid theft
- **Don't leave the laptop visible in a vehicle.**
 - Do transport the laptop in its protective case or sleeve so that it is less noticeable.
 - **Don't leave the laptop unattended.**

Appropriate Use of the Laptop

By participating in this Laptop Program, students assume the moral responsibility for how the laptop is used, either on or off campus. Participation in the Laptop program is a privilege, not a right. Anytime students use a SJHS issued laptop, they are in the school zone and subject to the policies of SJHS. SJHS retains ownership of the laptop and, therefore, only allows usage consistent with both the goals of the program as listed above and the Catholic mission of the school.

Students are to have the SJHS laptop computer charged and with them at all times unless a classroom teacher specifies the laptop is not needed for a particular class. **The laptop computer during the school hours of 8:15 a.m. to 3:15 p.m. is to be used for EDUCATIONAL purposes only. Any other use of the laptop during this time is a school policy violation.**

Saint Joseph High School uses Securely as a content filter. Securely will send weekly reports of what students are doing on their school provided devices. Incidents that are reported may require SJHS to pull other student devices to investigate laptop violations. It is expected that student passwords to other accounts/devices will be required if deemed necessary to the investigation of a laptop or other electronic device(s) violation. Parents are encouraged to have access to all of the passwords on these private accounts and devices.

A. Aligning Usage to the Goals of the Program

- Use the Internet to research questions related to academics and extracurricular activities and to communicate with other members of the Saint Joe community or with experts outside the community in order to improve knowledge and advance academic work.
- Adhere to policies of online services, especially while using social networks.
- Preserve your own privacy, especially with respect to accounts and passwords.
- Share school network resources that are limited, e.g., bandwidth and printers.

B. Aligning Usage to the Mission of the School

- **Students may not circumvent the school securities or delay installation of updates.**
- Students should respect self and others online. Violations include, but are not limited to cyber bullying, visiting inappropriate websites, or inappropriate use of pictures or video.
- Students must attribute online sources to avoid plagiarism and copyright violation.
- Students must obtain prior permission to take photos or make recordings of others.
- Students who possess, send, or receive, secure administrative material, including the administrative password, are in violation of the “Appropriate Use of the Laptop” policy and will face appropriate disciplinary actions.
- Students made aware of inappropriate laptop use must report it to a school employee immediately.
- Other technology-related violations include but are not limited to, bypassing filters or firmware, taking administrative privileges, possessing the administrative password, or remotely controlling another person's computer.
- Laptops are for educational use.

C. Specific Examples of Unacceptable Use (Diocesan Policy 4620)

- Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit messages or pictures.
- Sending or displaying unChristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures.

- Using violent, abusive, obscene, or sexually explicit language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- Violating copyright laws.
- Unauthorized use of another's password.
- Trespassing in others' folders, work, or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes
- Downloading or transmission of any material in violation of any federal, state, or local law, regulation, rule, or ordinance
- Impersonating others/creating false identities (This "synthetic identity deception" may also be a criminal act.)

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited. Please note that this list is not exhaustive.

D. Internet Use Outside of School (Diocesan Policy 4630)

SJHS reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer or other device not issued by SJHS) may subject the student to consequences. Inappropriate use includes but is not limited to harassment, derogatory use of the school name, offensive or immoral communication, and safety threats. SJHS does not, however, actively monitor student use of technology not issued by SJHS. While the school filtering system establishes some parameters for appropriate use within the school building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially at home.

E. Potential Consequences of Unacceptable Use and Technology-related Violations

- Discussions about the incident with school personnel
- Being required to leave your laptop at school for a period of time
- Detentions, exclusionary probation, suspension, or expulsion
- Criminal and/or legal repercussions

Laptop Disciplinary Policy (Electronic Device Discipline Policy)

A student's laptop computer or any electronic device is considered part of the "SCHOOL ZONE" and is subject to all rules and policies of SJHS. All students should maintain proper use of the laptop computer. A student's laptop may be searched at any time. Any unacceptable use can be grounds for disciplinary action, which could include suspension or removal from SJHS. During the school hours of 8:15 a.m. to 3:15 p.m., the Laptop computer is to be used for EDUCATIONAL purposes only.

SJHS's laptop computer program is to support student learning. Violations of the school's policy can either be minor or major offenses. Many of the major computer violations are listed under appropriate use of the laptop in **Section 12: Laptop Program**. The administration will aggressively deal with flagrant misuse of the laptop for major violations listed under the acceptable use policy.

SJHS will randomly have student computer checks, which can include the following:

- A. During School: The technology department will have whole-school, acceptable-use checks to verify students are working on educational material. These will be done randomly throughout the school year.
- B. Any student thought to be in MAJOR VIOLATION of the SJHS laptop policy can have their computer searched.

Electronic Violation Consequences (not limited to the laptop computer but includes all electronic devices brought onto school grounds)

School policies are set up to create a positive, appropriate, Christian environment for learning which takes into account the safety, protection, and best interest of all students who attend our school. SJHS will follow a progressive discipline plan when dealing with laptop violations. It is important to note that disciplinary actions DO NOT have to be progressive. Levels can be skipped based on the severity of the violation. Minor offenses will be recorded for the entire school year and cumulative for the year. **MAJOR VIOLATIONS of the laptop policy will proceed to level 6 and may be grounds for suspension or expulsion.**

- 1st offense: Student may receive a warning (Warnings are a courtesy and may be bypassed)
- 2nd offense: One-hour detention and contact parent – 1 discipline point
- 3rd offense: Three-hour detention and contact parent – 3 discipline points
- 4th offense: Three-hour detention, contact parent, and nightly turn-in of laptop to IT desk – 3 discipline points
- 5th offense: Three-hour detention, loss of laptop for one week, Parent-Student-Administrator meeting

Note: with any MAJOR computer violations, student consequence will start at level 6

- 6th offense: Out-of-School Suspension, Parent meeting, Loss of computer privileges for up to one month
- 7th offense: Five days Out-of-School Suspension, Disciplinary Board Hearing, loss of computer, possible recommendation of withdrawal/expulsion

Acceptable Use Policy (Internet) (Diocesan Policy P4620)

SJHS shall follow The Diocesan Internet Policy. A complete copy of the policy is available in the Student Affairs Office during business hours.

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use may result in a cancellation of that privilege. The school administrators will deem what is appropriate and inappropriate, and their decision is final. **The following types of student Internet misuse constitute a non-exclusive listing of grounds for suspension or expulsion.**

1. Accessing, uploading, downloading, or distributing immoral pornographic obscene, or sexually explicit materials;
2. Sending or displaying unChristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures;
3. Using violent, abusive, obscene, or sexually explicit language;
4. Harassing, insulting, or attacking others;
5. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user;
6. Violating copyright laws;
7. Unauthorized use of another's password;
8. Trespassing in others' folders, work, or files;
9. Intentionally wasting resources;
10. Employing the network for commercial purposes;
11. Transmitting any material in violation of any federal, state or local law, regulation, rule, or ordinance.

Any student who "posts" inappropriate pictures and/or comments in a public forum via the Internet and/or sends them to others (this includes pictures or information displaying illegal activities) is subject to school discipline. The Internet policy includes any social networking sites, i.e. Facebook, Instagram, My-Space, Twitter, etc.

This also applies to privately owned devices on the Saint Joseph High School network. They are to be used for academic work whether you are using your cell phone or other digital device to access the network and Internet. Students are responsible for their actions.

SECTION 13: CO-CURRICULAR ACTIVITIES

School Zone

Any athletic event in which a student participates or attends is part of the “School Zone” and subject to all SJHS school rules and policies. Violation of rules and policies can result in disciplinary action, which could include suspension or expulsion.

Co-Curricular Activities

We encourage all students to become involved in co-curricular activities early in their high school years. SJHS prides itself in its four-year college preparatory and co-curricular programs. Being active in co-curricular activities has a positive effect on the college application process.

SJHS offers a wide range of co-curricular programs as part of the total educational program. Morning announcements will highlight various clubs/activities throughout the school year. *Soundings* also reports on club and organization activities.

All SJHS sponsored events, including all athletic, club, and extra-curricular activities, should be preceded and/or concluded by a prayer led by the administrator, team coach, function leader, activity sponsor, or designated participant. The prayer selected by the responsible individual shall be consistent with the teachings and traditions of the Catholic Church. If the school chaplain or other priest attends the school-sponsored event, it is appropriate to ask the priest to lead the students in prayer. However, it would also be appropriate for all the student leaders of the particular activity to lead the students in prayer, e.g., team captain, student council president. It is encouraged that, prior to the beginning of all other extra-curricular activities, the participants be given an opportunity to attend Mass with the school chaplain or another priest.

Co-Curricular Code of Conduct

Participation in co-curricular activities (school-sponsored clubs and other school organizations) is a privilege at SJHS. Students who participate in co-curricular activities are expected to maintain high standards of conduct.

Among those are:

1. Seeking assistance if encountering academic difficulty
2. Taking and passing the required number of courses
3. Participating actively and positively in all classes
4. Being on time for all practices and events
5. Following directions of moderators
6. Using appropriate language
7. Abiding by all school rules and policies

SJHS provides a variety of co-curricular opportunities for students to pursue areas of interest outside the classroom. Students involved in different school clubs and organizations must conduct themselves with the highest standards of personal integrity and morality since they represent our school in a variety of public settings.

The following rules are to be followed by all students of SJHS. Any conduct which is not consistent with the conduct expected of our students may result in suspension or removal of the privilege to participate in co-curricular activities for a specific amount of time determined by the administration. Other school consequences (expulsion, suspension, probation) may apply for repeated or serious infractions. The following types of student conduct constitute a non-exclusive listing of possible grounds for suspension or expulsion. (See Section 9 – Discipline)

1. Use of tobacco products
2. Consumption, possession, distribution, sale or purchase, or abuse of any product or substance containing alcohol
3. Use of illegal drugs, including stimulants, steroids, and counterfeit drugs
4. Possession, concealment, distribution, sale, or purchase of illegal drugs
5. Any other infractions which are criminal in nature and/or go against the teachings of the Catholic Church
6. Moderators shall follow administrative guidelines pertaining to all incident investigations

7. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
8. Possessing, using, transmitting, or being under the influence of any controlled substance, including lawfully prescribed medications taken in a **non-prescribed manner**, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician for the intended patient and use is not a violation of its use. **However, school procedures and guidelines SHOULD BE FOLLOWED when the use of prescription or nonprescription drugs is needed.** (See Section 8: Student Health)

SECTION 14: STUDENT-ATHLETE HANDBOOK

PHILOSOPHY

Saint Joseph High School is proud of its rich athletic history and tradition. The goal of our athletic program is to offer a positive and meaningful experience that will enhance the growth and development of students. Athletics is an integral part of our secondary education program and plays a significant role in students' lives. Whether as a participant or spectator, each student experiences a sense of pride, excitement, and accomplishment where school spirit is on display. A Saint Joseph student-athlete's priorities are faith first, followed by academics, and then athletics. Success in athletics is due to the development of all three components, with an emphasis on utilizing the gifts and talents which God has given each student-athlete and coach. Students learn life lessons through the experience including: teamwork, sacrifice, hard work, perseverance, dedication, and commitment.

SPORTSMANSHIP

Good sportsmanship should be demonstrated at all times. The basis of good sportsmanship is treating ALL people with respect. Student-athletes, coaches, parents, and spectators are all expected to use appropriate language, to exercise self-control, to lose with grace, and win with class. Disrespect toward officials or opponents will not be tolerated. Technical fouls, personal fouls, ejections, or other sportsmanship penalties may result in appropriate consequences determined by the coach and/or administration. It is our goal that when opponents leave our facilities, or when we leave other sites, our class and good sportsmanship will be noted.

PRIVILEGE

Parents and students must remember that participating in athletics is a privilege and not a right. Students must remain in good academic standing and not be on disciplinary probation in order to be eligible to practice and/or compete. Participation requires a level of commitment, and attendance is expected at all practices, unless students are ill, or special circumstances warrant missing. Exceptions can be granted on a case by case basis through communication with the individual sport coaches.

SCHOOL ZONE

Any athletic event in which a student participates or attends is part of the "school zone" and subject to all Saint

Joseph High School rules and policies.

ATHLETIC CODE OF CONDUCT

The purpose of this code is to establish and maintain high standards of conduct for Saint Joseph High School student-athletes, as well as all students connected with the teams, including managers, statisticians, and trainers. The Athletic Code is intended to guide and help the students and parents to understand the conduct which is expected of student-athletes at Saint Joseph High School and to know the seriousness with which infractions of the code will be viewed. Our hope is that the code will be followed so that disciplinary action is not needed.

Saint Joseph will provide the best possible coaches, equipment, and facilities to help the student-athletes perform at their best. The student-athletes are expected to be respectful in their demeanor toward coaches, as well as respectful in using and taking care of facilities and equipment.

Students involved with the team are representatives of our school, and it is expected that their conduct on school property, in public places, or elsewhere shall comply with the highest standards of personal integrity and morality. All team members shall obey the rules in the code and shall not commit any criminal infractions of the community, state, or elsewhere. Any conduct which is not consistent with what is expected of our students as specified in this code may result in suspension of the privilege to participate.

Students are expected to show good sportsmanship in practices and competition. Any individual's behavior that brings disgrace or disrespect to the school or to a team, or that negatively affects team morale, may result in disciplinary action from the coach or administration.

Individual teams and coaches may have more specific rules and expectations, and any questions about those rules should be discussed with the coach.

SUBSTANCE ABUSE RULES

The following rules are to be followed by all Saint Joseph student-athletes, as well as any other students involved with the team including trainers, managers, and statisticians. These rules are in effect 12-months of the year. Infractions of the rules may result in suspension or termination of athletic privileges.

1. Students shall not use or possess tobacco or any tobacco product including vapes or e-cigs. Infraction of this rule can result in suspension of up to 20% of the regularly scheduled athletic events for the season.
2. Students shall not consume, possess, conceal, distribute, sell, purchase or abuse any product or substance containing alcohol. (See consequences below)
3. Students shall not illegally use drugs or possess illegal drugs. This includes misuse of legal drugs, stimulants, steroids, counterfeit drugs, as well as the possession, concealment, distribution, sale or purchase of these substances. (See consequences below)

For infractions of either #2 or #3 above the following consequences will be in place in addition to the sanctions outlined in the Saint Joseph High School Student-Parent Handbook for violations involving alcohol and/or drugs:

FIRST OFFENSE: Suspension from 25% of the scheduled athletic events for the season. A more severe penalty may be invoked by the Saint Joseph High School administration. The penalty can only be applied to a sport in which, during the past year, the athlete has participated. A freshman athlete may apply his/her suspension to the next sport in which he/she participates. A suspended athlete may continue to practice with the team during this period of suspension if the coach wishes the athlete to do so.

SECOND OFFENSE: Ineligible for one calendar year from the date of suspension. During the suspension the athlete may, with the coach's permission, practice until the suspension has been lifted.

RULES OF CONDUCT

All student-athletes and other students involved with the sport teams are expected to maintain the highest standards of behavior.

1. Students shall not commit any theft of goods, equipment, or property belonging to the school or to others.
2. Students shall not commit any vandalism or destruction of property.
3. Students shall not engage in any serious unethical conduct as per Catholic school standards.
4. Students shall obey all the laws of the community, state, or otherwise, and shall not engage in illegal activities.
5. Students are responsible for all issued equipment and uniforms and will be charged full replacement cost if lost or damaged.

Consequences for violations of the rules of conduct will be determined through consultation with the coach, athletic director, and director of student affairs. The consequence will be commensurate with the seriousness of the infraction, and will consider the nature of the offense as well as the student's past record. The penalty may include reprimand, suspension from practice or competition, or termination of athletic privileges altogether, with additional school-related consequences.

RULES AND GUIDELINES FOR PARTICIPATION (PRACTICE AND COMPETITION)

1. When school is in session, it is mandatory that a student-athlete be in attendance that day in order to practice or compete.
2. A student must be in attendance for the entire last two classes of the day (block scheduling). Note if student has B or C lunch, he/she must attend the full class period prior to the last period of the day.
3. If a student leaves school early because of illness, he/she may not return for practice or competition.
4. If a student leaves early for an appointment, he/she must have a doctor's note when returning to practice or compete that day.
5. If a student is suspended from school, he/she will not be able to practice or compete during the suspension. If a student has been placed back in class before the end of the day after a suspension, he/she will be able to practice or compete unless the coach's rules stipulate otherwise.
6. It is expected that student-athletes arrive on time the morning after a night competition, demonstrating the

importance of academics over athletics and setting an example of responsibility.

7. Our sports are governed by the rules of the IHSAA, and we abide carefully to all rules, regulations and practices.
8. Eligibility rules require athletes to be enrolled and pass five solid classes each grading period. Semester grades take precedence over quarter grades. A student-athlete who is not academically eligible after the first quarter or third quarter, will be reassessed after the semester grades have been recorded. A student-athlete who is academically ineligible at the end of the school year will need to attend summer school, and pass the appropriate number of classes, in order to be eligible for the next academic year. Academically ineligible student-athletes are not allowed to compete, but may be allowed to practice with the coach's permission. This requirement is extended to the club sports of hockey and lacrosse, cheerleading, managers, statisticians, and student trainers.

COACHES' RULES

The Athletic Code of Conduct is a set of minimum standards of responsibilities and expectations for all student-athletes at Saint Joseph High School. Coaches may set additional rules and standards for athletes in their respective sports. The following guidelines are in place for these rules:

1. Rules must be cleared through the athletic director.
2. These rules must be printed and distributed to the students and parents.
3. If disciplinary action by the coach results in a suspension or dismissal of the student-athlete from a team, a parent will be notified at the earliest possible time and within 24 hours.

CHAIN OF COMMAND

If a student-athlete or parent has a concern it should be addressed in the following manner:

1. The student-athlete should ask to meet with the coach to discuss the concern.
2. If it is not resolved, the parent and student-athlete should meet with the coach together to discuss the concern.
3. If the issue is still not resolved, the parent, student-athlete, and coach should meet with the athletic director.
4. If the issue is still not resolved, a meeting with the principal and athletic director should be arranged.

*The issue of playing time should be a discussion between the coach and the student-athlete. The coach has the responsibility, when asked, to discuss areas of strength and weakness, and to offer suggestions for improvement that could help generate more playing time.

SPORTS OFFERED

GIRLS' SPORTS

**FALL: Cross Country
 Golf**

BOYS' SPORTS

**FALL: Cross Country
 Tennis**

**Soccer
Volleyball
Cheerleading**

**Soccer
Football**

**WINTER: Basketball
Swimming
Cheerleading**

**WINTER: Basketball
Swimming
Wrestling
Hockey (club)**

**SPRING: Softball
Tennis
Track
Lacrosse (club)**

**SPRING: Baseball
Golf
Track
Lacrosse (club)**

ST

HANDBOOK RECEIPT ACKNOWLEDGMENT

Students will not be issued a hardcopy of the student-parent handbook since all will receive a school issued laptop. The student-parent handbook, which includes important school policies and procedures, is available on the school website (www.saintjoehigh.com). If you do not have internet access at home, you can request that a copy of the handbook be mailed to you by contacting the school office (574-233-6137). The student will not be issued a laptop until the school receives a signed and dated Handbook Receipt Acknowledgment for that student.

By signing below we acknowledge that we have read or will read the Saint Joseph High School (SJHS) student-parent handbook, which includes the laptop usage policy. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed at the school by the school administration and/or the diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. We understand that failure to read the handbook or to sign and return this acknowledgment shall not relieve a student/parent of the obligation to follow or be subject to all rules and guidelines that the school or the diocese establishes, or in any way impede or prevent the school administration from operating the school consistent with those rules and Guidelines.

Student Name (Print): _____ Grade: _____

Student Name (Sign): _____

Parent/Guardian Signature

Date

P4510 CSO July 1, 2001

PowerSchool

As a member of SJHS, students take full responsibility for their academic progress, conduct, and attendance. Each student is issued a PowerSchool account to monitor his or her status in these areas. Parents should check their student's PowerSchool account at least once a week. By referring to both PowerSchool and the student-parent handbook (hardcopy or online), parents can identify possible school consequences for their student based on academic, discipline, and attendance records. Parents are always welcome to contact the school with any questions. Please contact the Counseling office with questions regarding accessing your PowerSchool account.

*Please initial here if you do not have access to a computer to monitor your student's PowerSchool account:

_____. If so, alternate arrangements will be made.