

Saint Joseph's High School (SJHS)
Student-Parent Handbook
2010-2011

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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.

MISSION STATEMENT

Saint Joseph's 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.

Written by Saint Joseph's High School Faculty, Staff, Administration, Students, Parents, and School Board (1992). Revised (1996, 2001, 2006)

VISION STATEMENT

Saint Joseph's 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's High School community will:

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

ACCREDITATION

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

SCHOOL FIGHT SONG

Saint Joseph's High School here's to you! Here's to your colors, white and blue. We'll cheer you onward, everyone. Whether the battle be lost or won. So, here's to your sons, your fighting team. Raise your banners high, and we will proudly raise them to the sky as we cheer for Saint Joseph's High!

SCHOOL MASCOT

SJHS's 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.

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 RECEIPT ACKNOWLEDGMENT

By signing below we acknowledge that we have received a copy of the SJHS Student-Parent Handbook. 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 in 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. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Student name

Grade

Parent/Guardian Signature

Date

P4510 CSO July 1, 2001

As a member of SJHS, students take full responsibility for their academic progress, disciplinary actions and attendance record. 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. You are always welcome to contact the school with any questions. Please contact the Guidance 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:**

ADMISSIONS POLICY

Saint Joseph's High School (SJHS), a four year/eight semester college prep school, is open to all qualified high school students, regardless of sex, race, religion, creed, color or national origin. However, because of space limitations and because the school is subsidized by the parishes of the Fort Wayne-South Bend Diocese, priority in admissions is given to children of families who are registered members of those parishes.

In accordance with the traditions and teachings of the Roman Catholic Church, it is part of the admissions policy of SJHS to give special consideration to requests for admission from minorities or economically disadvantaged.

Prospective ninth grade students must complete all 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 and/or a copy of the student's diploma. No registration can be considered complete until confirmation is received from the Catholic elementary school that financial obligations are current. (Diocesan Policy #5270)

The Admissions Committee, composed of the school's administration, gives priority to applications from:

- families which have traditionally supported SJHS,
- members of other Michiana parishes which have traditionally depended on SJHS for Catholic secondary education of their children,
- students who demonstrate the potential to succeed in the academic program offered at SJHS.

As a condition precedent to registration, a non-refundable registration fee must be paid at the time of registration.

ADMISSION POLICY FOR TRANSFER STUDENTS

SJHS considers accepting transfer students from other high schools. The students are considered based on their transcripts, special needs (if any) that can be met by SJHS, space available in the needed classes for the student, disciplinary and attendance records of the student at the other school, and the reason(s) for transfer (must be in writing).

For students moving into the Michiana area, transfers are generally considered for all grade levels, based on the criteria given above. For students already in local schools, seniors are generally not considered for transfer since they rarely can meet SJHS graduation requirements in one year.

All transfers must meet the same graduation requirements as any other student from SJHS. For transfers accepted from non-Christian schools, the Theology requirement is waived for the years of attendance at another school, but the total credit requirement of 48 credits is not changed.

SJHS does not accept, generally, high school credits for home study unless such study has been approved in advance.

Transfer students interested in participating in Interscholastic Athletics must adhere to all IHSAA rules and regulations for eligibility.

Transfers are considered at the beginning of each semester but generally not during the middle of a semester.

If necessary, the same criteria previously listed for accepting new students will apply to acceptance of transfer students.

The principal, or his/her designee, will make a final decision relative to credits acceptable for transfer students.

Complete Transfer Student information is available from the **Registrar**.

ADMISSION POLICY FOR INTERNATIONAL STUDENTS

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

- International students must be either part of a formal exchange program recognized by the NASSP and the State of Indiana, or they must be living with a relative while in attendance at our school. In all cases, a special guardianship form must be completed through the Registrar's Office.
- It is the responsibility of international students to connect with host families.
- Students must have a command of the English language, especially if they wish to come for credit. Special English tutors may be available, but no guarantee is ever given. SJHS does not have an "English as a Second Language" program.
- Students may be given a placement test in both English and Mathematics in order to facilitate placement in the appropriate classes.
- Students may either come for credit or audit. Credit students pay full tuition and fees and receive normal grade reports, transcripts, etc. If they meet eligibility requirements, credit students may participate in IHSAA athletics. If appropriate previous credits are acceptable, credit students may also receive a diploma. Students who wish to audit only pay half-tuition plus all fees. These students receive a certificate of attendance and no final transcripts. In addition, they are not eligible for any interscholastic activities, such as IHSAA athletics.
- Students needing I-20 Forms must secure these from the Principal/designee several months in advance of possible acceptance into SJHS. I-20 forms must be approved by the Diocesan Superintendent of schools.
- Students must meet all of the same immunization requirements as any other student before they can be admitted.
- Students must meet the same school attendance and disciplinary requirements as any other student.

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."

HEALTH RECORDS AND IMMUNIZATIONS

All students entering SJHS including freshman, transfers, and international students are required to have a physician physical with completion of:

- a. The **Health Questionnaire form** completed by parent/guardian.
- b. The **Physician Certificate of Examination form** completed by Physician.

This form 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:

- **DTaP/DTP/DT/Td 5**
- **Polio 4**
- **Measles 2**
- **Mumps 2**
- **Rubella 1**
- **Hepatitis B 3**

- **Varicella 2**
- **Tdap 1**
- **MCV4 1**

The State of Indiana recognizes only 2 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 complete 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.

ENROLLMENT - POLICY 4010

I. School Admissions 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 color, race, gender or national origin, and reasonably accommodate the disabled in its educational programs.

III. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the 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 Clearing House for Information on 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 the records from the last school the student attended within fourteen (14) days of enrollment.

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

IV 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 will 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 will be either for 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 place 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 poses a threat of harm to the student, other students or school personnel.

V. Students or Prospective Students with Communicable 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 meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable 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 communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with the 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 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 the 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; and
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, 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 services and obtaining religious and catechetical instruction.

GRADING SCALE

A+ 99-100	B+ 91-92	C+ 83-84	D+ 75-76	F 0-69
A 95-98	B 87-90	C 79-82	D 72-74	
A- 93-94	B- 85-86	C- 77-78	D- 70-71	

HONOR ROLL

1. Only courses that receive letter grades (A, B, C, D, and F) are considered in computing Honor Roll. If the course does not receive one credit per semester, then a percentage of that course is applied to each grading period that is included 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 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. Non-solids (courses which do not receive one full credit per semester) will use an appropriate percentage of these point values in determining the HONOR ROLL.

LETTER GRADE POINT EQUIVALENCY

(Used to compute honor roll status and class rank)

GRADE	HONORS	COLLEGE PREP B/A
A	5.00	4.00
A-	4.58	3.66
B+	4.17	3.33
B	3.75	3.00
B-	3.33	2.66
C+	2.92	2.33
C	2.50	2.00
C-	2.08	1.66
D+	1.67	1.33
D	1.25	1.00
D-	0.83	0.66
F	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 3.40 regardless of the number of solids.
8. To achieve HONORABLE MENTION, a student must have a GPA of 3.00 regardless of the number of solids.
9. To achieve a SCHOLASTIC HONOR CERTIFICATE at the Spring Honors Convocation, a student must be on the Honor Roll each of the first three quarters and have a maximum of one honorable mention.

FINAL EXAMS REQUIRED 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+ grade or better for both quarters in the second semester in a given class are exempt from taking the 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%).

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.

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
HIGH HONORS	3.50
HONORS	3.25

PARENTAL INVOLVEMENT

Soundings is the school's monthly communication with our parent community. It is available at the beginning of each month (except some summer months) on the school's website (www.saintjoehigh.com).

All SJHS parents are expected to take part in some volunteer activity on behalf of the school. Each spring, volunteers are solicited for all areas, from fundraising to acting as lab assistants in the science classes. In addition, the Parents' Group provides a means for networking and mutual support.

The Parents' Group publishes the annual School Directory, distributed at the start of the school year, assists in the career development programs of the Guidance Department, works to welcome new parents as their children enter Saint Joseph's, and serves as a communication link among parents. Parents may volunteer to be part of several other groups such as the Athletic Association or Music Boosters in addition to being elected or appointed to the School Board.

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.

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

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 Attendance Office on your arrival at school.

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

- To support the religious and educational goals of the school
- To show interest in the student's total education
- To set rules, times and limits so that your student has the opportunity for success
- To support and cooperate with the discipline policy of the school
- To treat teachers/administrators with respect and dignity in discussing student problems

GRIEVANCE PROCEDURE

According to Diocesan guidelines, there is a Grievance procedure to follow when parents have concerns about their students. 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 ("Discipline" or "Academics" depending on issue)
4. Talk with the Principal

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

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:

- 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.
- Students absent for one day should make up assignments, quizzes, and tests within one day of returning to school.
- Students absent for multiple days are given one day of makeup for each day missed. The student is responsible to contact the teacher. The teacher will give directives for making up missed work.
- 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 they return students will hand in all previously assigned work due during their absence.
- 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.
- 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 3 appointments for makeup tests will receive a 0. Please note: the same test may or may not be given for make-up.

BOOK RENTAL PROCEDURE and EXPECTATIONS

Receiving Textbooks:

For each book assigned, there is a unique barcode number on the inside front cover. This barcode is used to assign books to students along with the student ID number. The student is responsible for the book assigned to him or her 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 down the barcode number of their textbooks to keep for future reference.

Returning Textbooks:

Students may write in workbooks and other consumables like Bibles and Catechisms which do not have to be returned. If a student drops a class he or she must return the book either to his or her teacher or to the Guidance Office. Students are to return each textbook immediately after taking a final for that class. Late penalty of \$5 per book will apply to books returned after the last day of finals.

Caring for Textbooks:

All World Language textbooks, English textbooks, Theology textbooks, and Social Studies textbooks should be covered. Most of these books are either new or a year old. Students should be careful to avoid excessive wear on all books. Students are to take care how they put books in and out of lockers and their book bags to avoid damaging them. We recommend that students do not lend their books to other students or store them in classrooms.

Book Fines:

As books have continued to increase in cost, Saint Joseph's High School is working hard to keep the rental fee cost 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's has implemented a fine system. The fine system is based on comparing the issue condition of the book with the return condition. Here are 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 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

tom 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.

GUIDANCE DEPARTMENT

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

Members of the Guidance Department staff are licensed school counselors who provide academic and career counseling, group guidance, and personal counseling. They also serve as a resource in making outside referrals. Specific information is provided in Soundings and the SJHS website regarding scheduling, college searches, financial aid and scholarships. SJHS curriculum can be found in the Program of Studies on the school website under "Academics."

CONFIDENTIALITY

In most cases, communication between student and counselor is confidential. However, state law and Diocesan school policies require that where 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 a danger to him/herself or others, that employee is bound to reveal such information to the student's parents and to the 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.

FERPA

The Family Educational Rights and Privacy Act (FERPA) sets out the requirements designed to protect the privacy of parents and students. 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 non-custodial, unless there is a legally binding document that specifically removes the parent's FERPA's 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 Registrar to determine the grade level classification of students, based on the number of credits earned.

ACADEMIC PROBATION

Students are placed on Academic Probation by the Registrar if they fail two or more courses during any semester. 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 classes 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 Registrar 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 will have to withdraw.

TRANSCRIPTS OF CREDITS

School records are released only upon completion of the Transcript Request Form and the payment of the appropriate fee(s) if any. No transcript is released without the form. It is school policy that transcripts needed for colleges and scholarships are sent directly from the Guidance Department. An initial transcript for each student is free; additional copies carry a fee per copy, with the exception of the seventh and eighth semester transcripts for seniors sent to any school which has already received the partial transcript. **7th and 8th semester transcripts will be withheld if tuition is not paid up to date.**

SCHEDULE CHANGES

Classes are scheduled and teachers are assigned on the basis of students' course selections at the time of registration each spring. 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 falls under the following:

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, they may do so if the course is available.
5. A student may not make a schedule change after May 1 unless it is a level change and then only with the teacher's recommendation and parental approval.

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 take place within the first five weeks of a semester. This change is not reflected on the transcript.
2. Level changes between the fifth and the eleventh week will result in 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 without a level change, a "WF" will be recorded on the transcript.
4. Level changes may not occur after the eleventh week.
5. Students must have seven classes (or six classes with a study hall) each semester in order to be a student at SJHS. Athletic eligibility may also be revoked if the student does not pass five solid classes.

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. For second semester and fourth quarter, no incomplete grades may be assigned.

CUMULATIVE AVERAGE (GPA)

These are computed at the end of each SEMESTER and are recorded both on the report card and the permanent record. Each student has an internal rank that is not placed on the permanent record unless requested by the parent or specific college.

COLLEGE ENTRANCE TESTING

Dates, times and deadlines for these tests are published regularly in Soundings and are posted in the Guidance Office. The school code is 153265.

PARENT INFORMATION MEETINGS

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

CAMPUS MINISTRY

Under the direction of the Campus Ministers, appointed by the Bishop of the Diocese of Fort Wayne-South Bend, the Office of Campus 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 Campus Ministry. Students serve as lectors, servers, Eucharistic ministers and music ministers at our all-school liturgies.

The program of student retreats is also a key function of the Office of Campus Ministry. Along with the training and supervision of student retreat leaders, the Campus Ministry team directs and coordinates the retreats. Freshmen and sophomores have a required day of recollection. Juniors and seniors have the opportunities to attend optional retreats. Dates and information about retreats are provided through the theology classes, the daily announcements, SJHS website, and in Soundings.

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 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.

BEHAVIOR EXPECTATIONS

When students choose to attend SJHS, they take on the responsibility of representing SJHS and its mission of fostering Catholic teachings and Christian values to the rest of the student body, their parents, their family and the community at large. This code of conduct shall apply to all students who have registered for classes at SJHS. If a violation of the code occurs on SJHS property or at any SJHS sponsored event, at home or away, or going to or from school or event, the participant is subject to the disciplinary measures as determined by the Discipline Board and disciplinary policies of SJHS. This includes a violation of the Sates Criminal Code committed away from school and/or outside of a school activity that may affect the school's reputation or climate.

Our behavior is rooted in our identity as a Catholic high school. We recognize each person's dignity and treat all with respect in an environment that makes learning possible. We recognize the need to care for our learning equipment, our building, and our school grounds.

Students have the right to a safe, sound learning environment and the opportunity to grow as Christian men and women. Students accept responsibility for their own actions, respect the personal dignity, rights and property of others, make every effort to attend school on a regular and punctual basis, do their best work in all endeavors and follow school rules and regulations.

Based on the assumption of student rights and responsibilities,

1. Students treat all others with respect and Christian charity.
2. Students expend their best efforts in mastering the materials of the classes and completing all assignments, including homework, to the best of their ability.
3. Students are punctual and appropriately attired in their arrivals both to school and to individual classes.
4. Students bring appropriate materials to each class and school.
5. Students do not interfere with the learning possibilities of other students.
6. Students are familiar with and abide by all specific rules and expectations set down in this handbook, as well as those established in particular classes.

DISCIPLINARY PROCESS

By enrolling in SJHS, students have contracted to know and follow the rules, guidelines and procedures that are presented in this handbook. In cases of misconduct, each administrator, faculty and staff member has the right and the responsibility to deal with a situation as it presents itself. Usually, a reminder of the rules is all that is necessary. The school firmly believes in assisting students to develop a personal self-discipline. To further this aim, the faculty will apply a uniform and consistent set of behavior expectations in the classroom. General student expectations are detailed in this handbook; students and parents should be familiar with the expectations the school has of its students, as well as the consequences should students choose to disregard these expectations.

The school has additional rules and regulations and expects all students to meet these standards. These rules and regulations will be properly distributed and annually reviewed in the opening week of school.

The Assistant Principal of Discipline/Attendance is primarily charged with handling referrals from faculty and staff on matters involving serious violations of school rules such as blatant disregard for school rules, extreme disobedience, fighting, stealing, possession of tobacco, and leaving school grounds without permission. 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' problems by implementing their personal discipline plans. Possible consequences may include serving A.M.'s or 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 are issued for serious offenses and become part of the students' disciplinary records during their years at SJHS. Detentions are served on days designated by the Assistant Principal of Discipline/Attendance. Weekday detentions are usually one hour in length; Saturday and half day 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. Excuses for missing detentions such as work, athletics, meetings, etc. are not acceptable. Copies of detentions are given to students and mailed to parents.

Students face being placed on probation when they violate school policies. The list below is a general guideline for points assessed for various violations. The Assistant Principal of Discipline/Attendance 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 Assistant Principal of Discipline/Attendance and/or the Discipline Board. Discipline points for actions such as horseplay, disruptive class behavior, disrespect, stealing, vandalism, etc., will be determined by the Assistant Principal of Discipline/Attendance.

General guide of points assessed for common violations resulting in detentions:

Tardies.....	1
Dress Code.....	1
Failure to serve AM/PM or detention...	1 plus additional time
Cell Phone.....	1
Profanity/Verbal Aggression.....	2
Cheating.....	3
Truancy.....	3

Students who earn seven points in one school year will be placed on Exclusionary Probation for up 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 nor attend any co-curricular activities, including athletics.** The Assistant Principal of Discipline/Attendance, Principal, and/or the Discipline Board may place a student on Exclusionary Probation. The length of probation is generally 9-18 school weeks, depending on the severity of the infraction. 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.

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 Assistant Principal of Discipline/Attendance. Students who are suspended from school are required to make up all missed work. **1% will be deducted from a student's final quarter grade for each day they are suspended from a class. For example, if a student is suspended from school for two full days, they will lose 2% from their final quarter grade in each course.**

The student on suspension may not 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, 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. All matters of dismissal are ultimately the decision of the Principal. 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.

OTHER ACTIONS

If a violation of the State's Criminal Code occurs in or on school property, or near a school activity, 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. Offenses committed away from school which may affect the school's reputation and/or climate may result in disciplinary action on the part of the school.

GROUND FORS FOR SUSPENSION/EXPULSION ACCORDING TO 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 an 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 the Diocese.
- II. The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530. This listing is not intended to be exhaustive of all types of conduct:
 - 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. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials, could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
- G. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- H. 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.
- I. 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.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- L. Possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
- M. 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 an educational function.

DRUG AND ALCOHOL POLICY

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 to a substance abuse problem prior to any observed violation of school/diocesan policy, no disciplinary action will be taken other than consequences outlined in the Athletic Code of Conduct. However, parents will need to be involved with assessment and treatment and therefore will need to be notified by the school. There will be mandatory referral and treatment required, with written verification to the school that such a treatment program is being followed and that the student and parents are cooperating in the program. Drug screening may be required by the school at the parent's expense while the student continues at SJHS.

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, cocaine, crack 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. 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 on SJHS property, at an official SJHS sanctioned event (such as a SJHS dance, or an athletic event at which a SJHS team is participating, whether at home or away), or while on the way to or home from school, will 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, enforcing sanctions such as those outlined in the school's Athletic Code 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 and in cars parked in the school lot or cars parked at an officially sanctioned school event away from SJHS. 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 on SJHS property, at an official SJHS sanctioned event (such as a SJHS dance, or an athletic event at which a SJHS team is participating, whether at home or away), or while on the way to or home from school, will 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, enforcing sanctions such as those outlined in the school's Athletic Code 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 on SJHS property, at an official SJHS sanctioned event (such as a SJHS dance, or an athletic event at which a SJHS team is participating, whether at home or away), or while on the way to or home from school, will 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. 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 status, enforcing sanctions such as those outlined in the school's Athletic Code 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.

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 Assistant Principal of Discipline/Attendance and the Assistant Principal of Academics.

DISCIPLINE HEARINGS

1. The Assistant Principal of Discipline/Attendance 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 process 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. The student or parents may request that the counselor attend.
4. At the hearing, the Assistant Principal of Discipline/Attendance 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 Assistant Principal of Discipline/Attendance 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.

DISCIPLINARY REVIEW FOR STUDENTS (SUSPENSION OR EXPULSION) P4530

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 or an 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 to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

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 can occur on any work submitted for credit. 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 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.

Each time a student is guilty of cheating he/she will receive zero credit for the entire assignment and a one hour detention. Cheating violations will be cumulative for a student's high school years. The following consequences will be enforced throughout a student's high school years:

1st Offense – zero credit on assignment, one hour detention

2nd Offense - zero credit on assignment, one hour detention, loss of present and future opportunity to be a member of National Honor Society

3rd Offense - zero credit on assignment, one hour detention, placed on Exclusionary Probation for 18 weeks (this means students are not permitted to participate in co-curricular activities and athletics during the 18 weeks; any other discipline detention during this probation period can result in a hearing with the Discipline Board)

4th Offense - zero credit on assignment, one hour detention, Discipline Board hearing

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 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 followed by a Discipline Board hearing. In the event that an investigation reveals an unprovoked assault, the victim will not be subjected to disciplinary action.

Possession or use of weapons of any kind, or of fireworks or other explosives, will result in immediate suspension or expulsion and a Discipline Board hearing.

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, electronic board games, or other devices are not to be in evidence during the school day. Violation of this rule will result in confiscation of gambling devices and a detention.

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.

INAPPROPRIATE DISPLAYS OF AFFECTION

Excessive or unseemly physical contact between students is not acceptable. Repeated violation of this rule will result in a detention or further disciplinary action.

CELL PHONE/ELECTRONIC DEVICE USAGE

Saint Joseph's High School strives to adapt with technological advancement in order to be a 21st century learning center. This requires cooperation from our parents, teachers, students, and staff. The school will utilize services, such as Google and Microsoft, to help prepare our students. We are not providing these services, we are simply teaching the students to utilize resources. Parents and students will be responsible for all communication.

Students will be allowed to access the school network with their personal electronic devices for academic purposes ONLY when deemed appropriate by supervising staff. Students must have pre-approval to carry electronic devices, otherwise they shall remain in their locker or car at their own risk. **All electronic devices used without permission, or used inappropriately, will be confiscated until the student's parent picks it up and a one hour detention. Reminder: students are placed on probation as detentions accumulate during the year.**

Additional consequences will be enforced if a student is caught using their phone in other inappropriate ways such as using a cell phone to cheat on a test. Students are NOT permitted to use or check their phones during lunch or passing periods. In the case of an emergency, a student may ask permission to use their phone in the Attendance Office.

All computer communications (internet activity, instant messaging/chat, email, virtual/personal drive space, etc) are archived and the student/parent is responsible for all personal content on school and external networks.

HARASSMENT (BULLYING/THREATS/HAZING)

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 at school or a school event should report it to the student's guidance counselor or to any administrator.

- Bullying consists of repeated comments or acts over a period of time which is emotionally, physically and/or verbally abusive.
- 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.
- 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 physical and/or emotionally is present.
- 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 which 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:

1. Is it unwelcome?
2. Does the circumstance highlight gender?

Actions and words which 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 verbal contact prompted by gender.

This list is not exhaustive. Incidents of all forms of harassment should be reported to the student's guidance 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.

Students who feel they have been subjected to harassment by an adult member of the school community should report this to the Principal, other administrator, or their counselor.

TOBACCO

Possession, use, or sale of tobacco on school property in any form is forbidden. Penalties accumulate throughout a student's high school years and are as follows:

First Offense: Detention

Second Offense: One day suspension

Third Offense: Two day suspension

Fourth Offense: Discipline Board Hearing

Lighters, matches, and other dangerous materials are also not allowed in school. These items will be confiscated and could result in school consequences.

VANDALISM

Violators and/or parents will pay for repair. Other disciplinary action will also be carried out.

2010-11 DRESS CODE

The student body should, through their dress and appearance, present a sense of community pride. Further, attire should be neat, clean, modest and discreet.

A. PANTS

- Dress, khaki style, corduroy (cargos are acceptable)
- Black, navy, shades of brown, grey, white (solid colors)
- Must be worn at the waist
- Hemmed legs, slits not to exceed 3"
- No drawstrings; no denim; no oversized or short styles;

- Pleats, creases, flared are acceptable; no frays or hand cut
- August, September, May: Capri's and shorts (same colors/styles as above) no shorter than 3" above the knee

B. SKIRTS

- Black, navy, shades of brown, grey, white (solid colors)
- Females only; no shorter than the top of knee when standing

C. TOPS:

- Oxford/polo style, blue or white (solid color) with SJHS logo
- Long or short sleeve; modestly buttoned
- Properly sized, not tight-fitting or excessively large;
- Undershirts may not extend beyond the sleeve

D. OUTER LAYERS:

- SJHS logo fleece, full or quarter zip navy or red (solid color)
 - SJHS logo sweaters, crew or cardigan; SJHS logo collared shirt underneath
- SJHS logo uniform sweatshirt, quarter zip, navy with Columbia trim

E. SHOES:

- Dress shoes and athletic shoes, toes must be covered.
- August, September, May: sandals with backs made by the manufacturer.

F. HAIR:

- Neatly groomed, style/hair color not extreme
- Males: cut above shirt collar, part of the ear visible; no facial hair; sideburns cannot extend past ear lobes

G. JEWELRY:

- Tasteful; not excessive
- Tattoos = not for display on any day
- Female piercings = 1 or 2 earrings per ear only
- Male piercings = not for display on any day

H. MASS DAY ATTIRE:

- School uniforms will be worn on Mass Days
- Students must wear long pants in August, September and May

Dress Code violations will result in a detention and students may be required to change in order to attend class for the day. Reminder: students are placed on probation as detentions accumulate during the year.

Any altered dress down requests must be approved by the Assistant Principal of Discipline/Attendance (including medical-based).

Disclaimer: The administration of SJHS has the right to modify, suspend, alter or supersede the code of dress policies when it is deemed appropriate. It is impossible to foresee every situation in the dress code and individual adjustment might be needed. Anything that is not explicitly permitted is prohibited.

ATTENDANCE (P4040)

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. An effective attendance record requires the cooperation of parents, students and faculty. Students and parents are responsible for monitoring attendance on PowerSchool.

I. Parent/Legal Guardian Responsibility

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;
- 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; and
 2. At the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school.
 3. Reaches the age of eighteen (18) years.

II. Absences from School

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

A. Absences which are counted as present:

1. Serving as a page in the Indiana General Assembly;
2. For students in grades 7 through 12, 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;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances; and/or
8. For high school 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.

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission.
3. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
4. School/college visits (2) - parents need to check with the individual school's policy for arranging such visits;

C. Unexcused Absences

1% will be deducted from a student's final quarter grade for each unexcused absence in each class. All make up work is to be completed. The following are examples of

unexcused absences:

1. Truancy
2. Suspension
3. No parent contact with the school giving an explanation for the absence on the day of the absence.
4. Evidence that the reason given for a student's absent is untrue.
5. Absences other than those defined as excused or absences counted as present.
6. No physician's note to excuse an absence once more than 5 days of absence has occurred (see Frequent or Prolonged Illness below).
7. Family Vacations - (students may make up work)

If a student is going to miss two or more days of school, or extend Thanksgiving or Spring Break, parents must notify the Attendance Office at least one week in advance prior to the first day of the absence and request an Extended Absence form. **If the one week advance notice is not provided, then the absence will be marked as unexcused. All make up work is to be completed. 1% will be deducted from a student's final quarter grade for each unexcused absence in each class.** 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.

D. Skip Day

The school does not approve or designate any day for seniors, or any other group of students, to not attend school. If the 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. **Reminder: 1% will be deducted from a student's final quarter grade for each unexcused absence in each class. All make up work is to be completed.**

III 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 shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parental authority.
- B. 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.

- C. Three (3) or more judicial findings of truancy.
- D. **Penalties for truancy will result in a three hour detention and 1% will be deducted from a student's final quarter grade for each class they skip. All make up work is to be completed.**
- E. Students who attempt to be truant (forging a note, friend calls in for an early dismissal, etc.) will receive a three hour detention.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence and signed by a custodial parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

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.

VI. Excessive Absences

If a student is absent from school an excessive amount, whether excused or unexcused, the following procedures will be followed. Parents and students are responsible for monitoring student attendance on PowerSchool. Student attendance is also listed on the quarterly report cards.

- A. Call daily from school (secretary, Assistant Principal of Discipline/Attendance, or attendance clerk) to parent/guardian to verify absence and to determine reason.
- B. After a student is absent in a class 10 times per semester, whether excused or unexcused, the Assistant Principal of Discipline/Attendance will contact the student's parent/guardian via mail.
- C. If a student is absent in a class 13 times per semester they will not receive credit for that class.
- D. Appeal: Parents may appeal the loss of credit by submitting medical documentation identifying why a student has been absent an excessive amount to the Assistant Principal of Discipline/Attendance. 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). For example, two medical notes for a student who missed three days for one illness and two other days for a separate illness will not be compressed. Certain ailments, such as but not limited to anxiety, will not be compressed. The Assistant Principal of Discipline/Attendance will make the final decision regarding compression of excessive absences.
- E. Students absent from class 20 times or more in a semester may be required to go on "Homebound Instruction" through their local school district.

VII. Parents or guardians must call the school (239-7665) by 9:00 A.M. of the day of the absence to report the student absent

- A. Upon return from the absence, the student must submit a written note signed by the parent or guardian indicating the date(s) and reason for the absence to the Attendance Office. The student will receive an admit slip which is to be shown to all teachers. **Failure to follow these two policies (phone call and note) may result in the absence being unexcused. 1% will be deducted from a student's final quarter grade for each unexcused absence in each class. All missed work must be completed.**
- B. It is the student's responsibility to contact his/her teachers and arrange make-up work.
- C. **A student must attend one-half day of school (four classes) in order to participate in any athletic or extra-curricular activity that day. If a student is ill and leaves school he/she may not return that day to participate in athletics or extra-curricular activities.**

VIII. Tardiness

A student is tardy when he/she is not in his/her Period 1 class @ 7:55 a.m. Students are responsible for planning well in advance to avoid being late to school. Arranging rides, checking that the car has sufficient gas, and knowing what the weather is are just some examples of being well-prepared. Oversleeping, car problems, or "it's my parent's fault", are not valid excuses. Developing promptness and responsibility are lifelong lessons that will serve our students well in the workplace as well as life in general. **Students and parents are responsible for monitoring tardies on Power school.**

- A. A student is tardy when he/she is not in his/her Period 1 class @ 7:55 a.m. These students must report to the Attendance Office for a tardy slip which the student will present to his/her first period teacher. Students who are late due to illness, appointments, etc. should bring a signed note from a parent/guardian explaining the reason for the late arrival to school.
- B. Once a student is tardy for the fourth time in a semester (both excused and unexcused) they will receive a detention. Each additional morning tardy after the fourth will also result in a detention. **Reminder: students are placed on probation as detentions accumulate during the year.**
- C. If a student is tardy to periods 2-10, the classroom teacher will assign appropriate consequences according to individual classroom discipline plans.

IX. Early Dismissal

- A. Students who must leave school early (before the school day ends) must report to the Attendance Office for permission to leave the

building. A school official must have permission from a parent/guardian before releasing any student. A custodial parent must give written permission for the release of the student to any party, including a non-custodial parent.

B. Illness at School

1. A student who becomes ill must report to the Nurse's Office or the Attendance Office in the event that the Nurse is not available. 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 25 minutes. Students are not allowed to come to the Nurse's Office to catch up on sleep, socialize, or skip class intentionally.
2. Students will receive a pass from the Nurse to leave school and must give this pass to the Attendance Office before leaving school.
3. Upon returning to school, the student must follow the same procedures as indicated for students absent from school.

C. Administration of Medication - if your child is in need of medication during the school day, they must have a signed consent form, along with their 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. We are not allowed to administer medications that are sent to us 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 attendance office (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 (page 10).
3. If your son/daughter 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 also require a form be completed. The form "Epi Pen Consent and Release Form" requires completion by the physician as well as the parents/guardians.

D. Medical, Dental or other Appointments should be made outside of the school day if possible. If it becomes necessary to miss school for an appointment, students must submit a signed note from parent/guardian to the Attendance Office requesting an early dismissal. **This should be done before school starts so that students may obtain an early dismissal slip which is to be presented to the teacher from which class the student is leaving early.** Students should also check out in the Attendance Office before leaving school.

X. Field Trips

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

- A. 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.
- B. Field trips for clubs should be limited to the weekends unless permission is granted from the Administration.
- C. Teachers and administration may deny students participation on a field trip for a variety of reasons including poor attendance, discipline problems, etc
- D. Students are expected to obey all directives from all chaperones; including faculty, staff, and parents.

XI. College Visits

- A. Juniors and seniors are encouraged to have formal campus visits. The school allows two (2) days for this purpose throughout his/her school years.
- B. Students must secure permission from both the Guidance Office and the Attendance Office at least two days in advance.
- C. During the fourth quarter of the senior year, a confirmed appointment at a college must be presented to the counselor and a copy attached to the request form submitted to the Attendance Office.
- D. In order for the absence to be excused, the student is required to have the College Visit Verification form stamped by the university.

XII. World of Work

Juniors and seniors may spend a 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 they may be interested in. All such requests are handled in the Guidance Office.

XIII. Homework During Absences

- A. The Guidance Office will assist in getting homework assignments for students who will be absent for more than **THREE** days due to illness or injury.
- B. Homework assignments will be available in the Guidance Office after 3:00 P.M. the day following the request. Assignments not picked up should be picked up by the student upon return to school.
- C. Students and parents should check the school website and/or email teachers to inquire about missing work.

XIV. Temporary Guardianship

- A. If parents or guardians are to be out of town and the student is in the care of a responsible adult, or responsible for his or herself, we

ask that the parents notify the Attendance Office in writing of such an arrangement.

- B. 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.

XV. Inclement Weather/School Closing

- A. 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 call the Attendance Office to report such an absence by 9:00 A.M. that day.
- B. The decision to close school or delay the start of school will be made by the Principal, in consultation with the Assistant Superintendent for the Diocese.

SAINT JOSEPH'S HIGH SCHOOL COMPUTER USAGE POLICY

Introduction

This document constitutes a SJHS community wide policy for the management of computer networks, the resources they made available and stand-alone computers that are owned by or operated within the SJHS community. The policy reflects both the ethical and moral principles of the SJHS community and indicates, in general, what privileges are characteristic of the SJHS computing environment.

General

Computer use has become an integral part of the SJHS community. While much computing is now done on individual computing resources, most information and communications systems either reside on central computers or use networks. Procedures for gaining access to and making optimum use of these resources are currently available to members of SJHS faculty, staff and students.

External networks

Members of the SJHS community who use networks or facilities not owned by SJHS will adhere to the policies and procedures established by the administrators of these networks and facilities. (These can usually be obtained from the network information center of the network in question.) Use of SJHS computing resources must follow the guidelines of all of the networks traversed.

Confidentiality

In general, the SJHS will treat information stored on computers as confidential (whether or not that information is protected by the computer operating system). Requests for disclosure of information will be honored only under one of the following conditions:

- when approved by the appropriate administrator;
- when authorized by the owners of the information;
- when required by local, state or federal law.

Except when inappropriate, computer users will receive prior notice of such disclosures. (Viewing of information in the course of normal system maintenance does not constitute disclosure.)

Warning: Users of electronic mail systems and the Internet should be aware that in their present form they cannot be secured and are, therefore, extremely vulnerable to unauthorized access and modification.

INTERNET

Students are expected to know and adhere to the school and Diocesan policies regarding the acceptable use of the INTERNET. Students will not be granted access until signed forms are on file. The network is to be used for academic purposes only, work directly associated with the curriculum of the current class. Students who do not adhere to these policies may be banned from use of the computer and INTERNET in addition to other disciplinary action. Use of the Internet is determined to be a privilege and not a right of SJHS students. As such, Internet usage will be regulated.

Responsibilities of Users

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

- Computer accounts, passwords and other types of authorization that are assigned to individual users should not be shared with others. Students are responsible for what happens in their accounts while they are logged in and therefore, must logoff when finished working.
- The user should assign an obscure account password and change it frequently.
- The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information.

The microcomputer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of these processes.

Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The SJHS assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy. Backup of data is the sole responsibility of the student.

Organizational Purposes

SJHS computing resources are to be used to advance the school mission.

Legal Use

Computing resources may only be used for legal purposes by the school community and staff. Examples of unacceptable purposes include,

but are not limited to, the following:

- Harassment of other users;
- Libeling or slandering other users;
- Destruction of or damage to equipment, software, or data belonging to SJHS or other users;
- Unauthorized access of information or copying of copyright-protected material.

Ethical Use

Computing resources should be used in accordance with the ethical standards of SJHS. Examples of unacceptable use (some of which may have legal consequences) include, but are not limited to, the following:

- Violation of computer system security, including any measure used to circumvent the school's security or content filter (proxy server).
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications such as forums, social networking (MySpace or Facebook) or e-mail exchanges, overuse of interactive network utilities, playing games, streaming video or music, and so forth);
- Violation of software license agreements;
- Violation of network usage policies and regulations;
- Violation of another user's privacy;
- Use of computer facilities to view, distribute or collect pornography.

Cooperative Use

Computer resource users can facilitate computing at SJHS in many ways. SJHS endorses the practice of cooperative computing. It includes:

- Regular deletion of unneeded files from one's accounts on shared computing resources;
- Refraining from overuse of connect time, information storage space, printing facilities or processing capacity;
- Refraining from overuse of interactive network utilities;
- Refraining from use of sounds and visuals which might be disruptive to others;
- Refraining from use of any computing resource in an irresponsible manner.

Sanctions

Violators of computing resources user policies may lose their computing privileges. Violation of the policies described above for legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Students may be suspended one to five days, or expelled, for violation of the computer policies. Illegal acts involving SJHS computing resources may also be subject to prosecution by local, state or federal authorities.

Engagement in online blogs may result in disciplinary action if the content of the student's blog includes defamatory comments regarding the school, the faculty/staff or other students.

Disclaimer

Since the Internet is a global electronic network, there is no state/county control of its users or content. The Internet and its available resources may contain material of a controversial nature. The SJHS cannot be totally responsible for censoring, controlling access to nor protecting users from offensive information. Parents of minor children must assume responsibility for their children's use of the Internet through the SJHS connection(s).

SJHS staff cannot control the availability of information links which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information.

Also, SJHS assumes no responsibility for any damages, direct or indirect, arising from use of its WWW server or from its connections to the St. Joseph County Public Library and other Internet services.

SPECIAL AREAS

CAFETERIA

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

1. Money can be deposited in a student's account each morning before school in the Cafeteria between 7:30-7:50 A.M.
2. Negative balance accounts will result in students being denied lunches.
3. Food and drinks, other than water, may not be taken from the cafeteria.
4. Students are orderly in the cafeteria lines and follow the directions of the prefects.
5. Stealing food from the cafeteria will result in a three hour detention.
6. Groups are responsible for keeping their seating area clean and neat.
7. All trash and refuse is thrown in the containers.
8. Chairs are kept at the tables and the aisles kept clear.

9. Cafe prefects may issue PM/detention for any inappropriate behavior in the cafeteria.

STUDY HALL

The purpose of these study halls is to provide the time and structure to do class assignments. Students are expected to follow the directives of the study hall prefects.

STUDENT AIDES

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 Aides. Approval must be granted by the Counselor and the Assistant Principal for Discipline/Attendance.

LIBRARY

The library is a place for study, research and browsing, available to students before and after school and during study hall periods. Students must check in at the desk when they arrive and are not permitted to leave during a class period. Students follow all rules pertaining to library use as established by the Librarian. Circulation Policies are posted in the Library.

THE LIBRARY ALSO HAS RESOURCE MATERIAL FOR PARENT USE. PLEASE FEEL FREE TO USE THIS MATERIAL.

LOCKS AND LOCKERS

Lockers are the property of the school and may be searched without prior permission of parent/student if reasonable suspicion exists in the mind of the administration. **Students must use their assigned lockers and are responsible for the contents in their lockers. Lockers should be locked at all times.** The lockers are to be properly cared for, and students will be held accountable for the condition of the assigned locker at the end of the year.

Gym locks must be purchased and all gym lockers should be kept locked at all times. The school will not be responsible for items taken from lockers.

Book bags, backpacks, etc MAY NOT be carried during the school day. These items are to remain in the lockers and may be searched by the school administration if reasonable suspicion exists.

VALUABLES

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

SCHOOL DAY/OFF LIMIT AREAS

The school building is open for students at 7:00 a.m. Students must wait in the cafeteria, library, or be directly supervised by a school employee prior to 7:40 a.m. (or fifteen minutes prior to the start of school). Beginning at 3:15 p.m. (or fifteen minutes after dismissal) students may wait in the gym lobby or report to a supervised study hall in the cafeteria. Students may not be in the halls after 3:15. Any student in the building or on school grounds outside of the stated times must be under the supervision of a school employee.

Students are not to be in the following areas:

1. parking lot or cars between students' arrival and departure;
2. faculty lounge;
3. hallways during class time except with a valid pass;
4. gym and weight rooms without direct faculty supervision;

ID CARDS

All students must carry their ID cards during the school day. Students need to have their school ID when attending school sponsored events. Failure or refusal to show the card to any school employee may result in a detention. Lost ID cards must be replaced in the Attendance Office for a minimal fee.

PARKING PERMITS

Student parking spaces are limited and will be sold on a first come, first serve basis. Students must park in the spot assigned to them which corresponds with their parking tag number. Students who drive that do not have a permit must park off campus on a city street. Cars which are parked in our 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. 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. When purchasing a parking tag, students must provide a description of their vehicle.

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.

The school is not responsible for damage or loss to cars or to items in cars parked in the lot. School officials, with reasonable cause, may search students' cars parked in the school parking lot without prior permission from student/parent.

SAFETY DRILLS

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. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual

emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions which the situation may dictate. Students are to remain quiet during all safety drills. Any student who pulls the fire alarm as a prank will be subject to suspension/expulsion and pay a fine for the service of the fire department.

SPECIAL EVENTS

ASSEMBLIES

Assemblies, liturgies and meetings of various kinds are held throughout the school year. 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. Gum and food are prohibited. Students are expected to sit in the area assigned for the particular assembly. Inappropriate behavior in such gatherings will be dealt with according to the school's disciplinary policy.

DANCES

The starting and ending times of dances will be announced beforehand and adhered to. Once the doors are closed [usually 45 minutes after the starting time], no one will be admitted unless they have obtained a late pass from the attendance office in advance. Students who leave a dance prior to its conclusion will not be permitted to reenter. I.D. cards are required for admission. Ordinarily, dances are closed; that is, only SJHS students may attend. The school dress code is in effect regarding modesty, cleanliness, neatness, and appropriateness of clothing. [Shorts are normally permitted at informal dances.] Students inappropriately dressed will be denied admission.

All school rules are fully in force at dances.

DANCING EXPECTATIONS

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.

As always, students should celebrate this night without using drugs or alcohol.

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 given one warning. If such dancing continues, that student will be required to leave the dance once their parents have been contacted.

These expectations are designed to allow all in attendance to enjoy the night in a mature and respectful fashion.

PROM/MIDWINTER

Students who attend these dances are asked to dress in the proper attire. General guidelines are 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. 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 Assistant Principal for Discipline/Attendance by the due date. No tickets can be purchased after the cut-off date has been announced. Refunds will be given at the discretion of the moderator.

VISITORS

Only prospective students will be allowed to attend school with current SJHS students. These visits must be set up through the Admissions Office and the Assistant Principal of Discipline/Attendance.

ATHLETIC AND CO-CURRICULAR ELIGIBILITY

Students must pass five one-credit courses in the previous quarter to be eligible for participation in athletics and co-curricular activities. Students who do not pass five one-credit courses in one quarter are ineligible to participate in competitions and performances for the following full quarter. Students are only allowed to attend practices/meetings if the next academic quarter ends prior to the end of the season or final performance. Semester grades determine eligibility at the end of the second and fourth quarters.

ATHLETICS

SJHS is proud of its rich athletic history and tradition. With a commitment to providing each individual the chance to succeed, the school offers a wide variety of varsity, junior varsity and freshman programs. The school is a full member of the Indiana High School Athletic Association (IHSAA), and conforms to all rules, regulations and practices of the IHSAA. Student eligibility is determined by IHSAA regulations in force, including academic requirements, practice requirements, age, enrollment status, and for transfer students, the application of special conditions concerning eligibility. IHSAA eligibility rules require athletes to be enrolled in five (5) solid classes and pass five (5) solid classes each grading period. Students must pass five one-credit courses in the previous quarter to be eligible for participation in athletics and co-curricular activities. Students who do not pass five one-credit courses in one quarter are ineligible to participate in competitions for the following full quarter. Students are only allowed to attend practices/meetings if the next academic quarter ends prior to the end of the season. Semester grades determine eligibility at the end of the second and fourth quarters.

SJHS does not provide any scholarships based on athletic skill; all financial aid is awarded on the basis of need as established through the Family Financial Aid application, and the meeting of other conditions and requirements noted under Financial Aid (above).

The Athletic Department Code of Conduct is also applied to all student athletes. Coaches may also apply more stringent behavior expectations. Both are provided in writing and student/parent signatures are required. In addition to IHSAA regulations regarding athletes, a

number of rules apply to the behavior of fans at athletic events, especially in playoff and tournament play. These are made known prior to the event, and all school supporters are expected to comply with them. Information about athletic tryouts, schedules, and awards appears in Soundings, on the SJHS website, or may be obtained from the Athletic Department Office.

All SJHS practices and competitions should be preceded and/or concluded by a prayer led by the administrator, team coach, function leader, activity sponsor, or designated participant, whatever the case may be. The prayer selected by the responsible individual shall be consistent with the teachings and traditions of the Catholic Church. If the school-sponsored event is attended by the school chaplain or other priest, it is appropriate to ask the priest to lead the students in prayer.

It is also expected that, prior to the beginning of and at the end of each season, all athletic teams will attend Mass with the school chaplain or other priest.

Coaches are also encouraged to arrange for a prayer service or Mass before games and activities, when feasible.

Coaches are expected to be teachers, who not only teach techniques of their sport, but who also build character and prepare young people to carry the values they learn with them into their adult life.

The teaching of poise and respect should be a very important part of our everyday interaction with the student-athlete. There should never be negative dialogue with opposing players, fans, or game officials.

Our athletes should learn to accept defeat with humility and to win with grace.

The aim is to be as competitive as we can, to reach for our goals, but not to lose sight of our values of sportsmanship, health, scholastic achievement, and place the proper emphasis of winning.

The experience should be an enjoyable part of a young high school student. Each coach should strive to make sure everyone involved leaves SJHS with a positive experience about themselves and the program.

SPORTS CITIZENSHIP INITIATIVES FOR PARENTS, COACHES, FANS, AND ATHLETES

Recognize that a ticket represents a privilege to attend and observe a contest and in that regard, parents and fans should demonstrate support for one's team and high school athletics in general by demonstrating positive sport citizenship. We can do this by: learning the rules of the game, refraining from verbal harassment of opponent players, coaches, and officials; respecting the integrity and decisions of officials; respecting opponent performances despite the outcome; supporting the efforts of coaches to teach and implement good sportsmanship; and by making Sport Citizenship A High Priority. **Please Remember Be A Fan Not A Fanatic**

SJHS ATHLETIC ASSOCIATION

The objective of the Association is to provide support financially, emotionally, and spiritually to students participating in interscholastic athletics. The Association is made up completely of volunteers who will work closely with the school's coaches, athletic director, principal, and parents to:

1. Provide new varsity uniforms every three years on a rotating basis.
2. Purchase equipment that may not be covered in the school's athletic budget.
3. Promote good sportsmanship and integrity in all athletic programs.
4. Encourage better attendance at athletic events.
5. Encourage more student participation as players, managers, scorekeepers, statisticians, trainers, etc.

Membership – parents, alumni, and friends to our program are encouraged to participate in all Association meetings and events. In addition, all active coaches and the athletic director shall be considered members.

Meetings – all meetings will be held at 7:00 on the third Monday of each month in the North Residence unless otherwise specified by the president.

CO-CURRICULAR ACTIVITIES

We encourage all students early in their high school years to become involved in co-curricular activities. 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. An Activities Fair held during orientation at the start of school and announcements in the daily bulletin provide students with dates, meeting times, and activities. Soundings also reports on club and organization activities.

All SJHS Sponsored Events, including all athletic, club, and all 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, whatever the case may be. The prayer selected by the responsible individual shall be consistent with the teachings and traditions of the Catholic Church. If the school-sponsored event is attended by the school chaplain, or other priest, 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 also 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 other 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:

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

Saint Joseph's High School 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 Saint Joseph's High School. 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.

- Use of tobacco products will constitute suspension or removal from the co-curricular activity
- Consumption, possession, distribution, sale or purchase or abuse of any product or substance containing alcohol will constitute suspension or removal from the co-curricular activity
- Use of illegal drugs, including stimulants, steroids, and counterfeit drugs will constitute suspension or removal from the co-curricular activity
- Possession, concealment, distribution, sale or purchase of illegal drugs will constitute suspension or removal from the co-curricular activity
- Any other infractions which are criminal in nature and/or go against the teachings of the Catholic Church will constitute suspension or removal from the co-curricular activity

Moderators shall follow administrative guidelines pertaining to all incident investigations.

NATIONAL HONOR SOCIETY

The Josephite Chapter of the National Honor Society recognizes students for academic achievement, character, leadership and service. Students who 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. The entire faculty is invited to rate students in terms of character, leadership and service and to make narrative comments. The faculty recommendations are not, and according to the constitution, may not be used as a vote. Faculty comments and student information sheets are duplicated by the advisor and are then provided to the NHS advisory committee, appointed by the principal to make the selection. No percentage of the class is used in determining the number of students to be selected; as many students as deemed qualified are invited to be inducted at the annual ceremony.

FINANCIAL AND TUITION POLICIES

Tuition is set annually through the Diocesan finance 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, such as cap and gown rental, announcements, and hall rental. Specific fee information is available through the Business Offices and is published in Soundings and on the SJHS website. The Financial Commitment form must be submitted at the time of registration, and 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. But 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, and diplomas will be withheld if tuition and fees have not been paid or if they

are in arrears. Interest will be charged at 1.5% per month on delinquent accounts. 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.

FINANCIAL AID

Application for financial aid must be made each year; no aid is automatically renewed. Parents seeking aid must fill out, and submit to the evaluating agency the Family Financial Aid Application, [one per FAMILY] which are included in the Registration packets. 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 (see Soundings) each year. 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) to be submitted with the financial aid application.

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. Then the parents 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.

ADDITIONAL DIOCESAN POLICIES

1. Family Educational Rights and Privacy Act (P4170)

"A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours."

2. Religious Issues (P4410)

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

3. Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding (P4420)

"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 needs of services" in accordance with I.C.31-6-4-3-(a) (7), and, in that case the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare.

4. Student Accused of a Non-School Related Criminal Act (P4550)

"When a student is accused of a non-school related criminal act, the school shall follow diocesan policy."

5. Gun-free Schools (P4560)

"Students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms on route to or from school or school activities or on school property. A violation of this policy carries an automatic expulsion from school of not less than one calendar year. This penalty supersedes any penalty which may be attributed by a local school discipline policy."

6. Substance Abuse (P4570)

"This school shall assist students experiencing substance abuse problems in accordance with diocesan policy."

7. Sexual/Racial Harassment (P4580)

"Sexual or racial harassment shall not be tolerated in the Catholic schools."

8. Student Locker and Vehicle Inspection (P4590)

"All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy."

9. Acceptable Use Policy (Internet) (P4620)

"The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours."

10. Environmental Tobacco Smoke (5430)

"Effective January 1, 1995, all facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or

library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.”

NOTE: A LOCAL POLICY MAY BE MORE RESTRICTIVE.

11. Community Relations-Parent/Legal Guardian Concerns Procedure (P2310)

“To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure.”

A complete copy of all Diocesan policies can be found in the Main Office.