

# St. Joseph High School Student & Parent Handbook



Updated as of August 3, 2021

## **PRAYER TO ST. JOSEPH**

O Blessed Joseph, to whom God entrusted Jesus and Mary, we entrust ourselves to your intercession today. We ask you to guard and protect us as we strive to live in loyalty and love the truths that have been imparted to us during these years of study and discovery. Pray for us, St. Joseph, that like you we may worship, work and wonder at God's gift to us and our gift to others. Hail Holy Joseph, son of David, Spouse of Mary, Holy Joseph, Foster Father of Jesus Christ, pray for us as students, now and at the hour of our death. Amen.

## **SCHOOL SEAL**

The seal of St. Joseph High School symbolizes the roots of our Christian tradition. Inscribed in the circular ensigns are the Greek letters Alpha and Omega representing the beginning and the end of all things in God, our Creator. The Cross, the symbol of our faith, is the sign of our redemption through Christ. The rays from the cross symbolize the Resurrection, extending Christ's love and mercy to all humankind.

### **Accredited:**

*Texas Catholic Conference of Bishops Education Department*

## **An Independent Catholic School for Young Men and Women Founded 1868**

St. Joseph High School admits qualified students who evidence the ability and willingness to pursue a rigorous course of study. Students must demonstrate values commensurate with the philosophy, goals and objectives of St. Joseph High School. The school does not discriminate on the basis of color, race, national or ethnic origin in administration of its educational or admissions policies, scholarship and grant programs, and athletic and other school-related and administered programs.

Attendance at St. Joseph High School is a privilege and it is also a voluntary association between the student and the school. As such, the relationship can be terminated at any time by the student and their family and/or by the school administration.

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**St. Joseph High School - 110 E Red River Street, Victoria, Texas 77901 - (361) 573-2446**

# Table of Contents

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## *Who We Are*

---

School Services	4
Board of Directors	5
Administration, Faculty, & Staff	6

## *What We Are About*

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History of St. Joseph High School	7
Mission Statement & Vision of St. Joseph High School	7

## *Things to Know*

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Admission & Financial Obligations	8
Academic Affairs	
Academic Requirements	9
Academic Guidelines, Policies, & Procedures	10
Academic Integrity Expectations	13
Graduation Information & Honors	15
Dean's Office	
Norms of Student Conduct	15
Special Circumstances & Catholic Teaching	19
Student Dress Code	20
Acceptable Use of Technology	21
Personal Electronic Device Policies	24
Disciplinary Procedures	25
Drug and Alcohol Policies	27
Attendance, Absence, & Tardy Policies	28
Health & Medication Policies	30
School Offices & Services	30
Counseling Office & Guidance Program	32
Campus Ministry	32
Library & Media Center	33
Co-Curricular Activity Guidelines	33
Co-Curricular Offerings	34
Co-Curricular Information	36
Daily & Virtual Schedules	37
Parent & Guardian Concern & Complaint Process	37
Fight Song	37
Handbook Acknowledgement Form	38

## SCHOOL SERVICES AT A GLANCE

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For:		Contact	Extension
Absent Students	Attendance	<a href="mailto:lpetrisky@stjflyers.com">lpetrisky@stjflyers.com</a>	(361) 573-2446
Academic Information	Mrs. Schott	<a href="mailto:mschott@stjflyers.com">mschott@stjflyers.com</a>	221
Advanced Placement Program	Mrs. Schott	<a href="mailto:mschott@stjflyers.com">mschott@stjflyers.com</a>	221
Advancement Office	Mrs. Harrell	<a href="mailto:sharrell@stjflyers.com">sharrell@stjflyers.com</a>	236
Admissions	Mrs. Korinek	<a href="mailto:jkorinek@stjflyers.com">jkorinek@stjflyers.com</a>	217
Alumni Affairs	Mrs. Korinek	<a href="mailto:jkorinek@stjflyers.com">jkorinek@stjflyers.com</a>	217
Athletics	Mr. Duprie	<a href="mailto:jduprie@stjflyers.com">jduprie@stjflyers.com</a>	234
Athletic Ticketing and Schedules	Mrs. Searcy	<a href="mailto:dsearcy@stjflyers.com">dsearcy@stjflyers.com</a>	215
Auto Registration and Parking	Mr. Westfahl	<a href="mailto:dwestfahl@stjflyers.com">dwestfahl@stjflyers.com</a>	219
Business Office	Mrs. Arnecke	<a href="mailto:tarnecke@stjflyers.com">tarnecke@stjflyers.com</a>	233
Christian Service Program	Mrs. Carson	<a href="mailto:jcarson@stjflyers.com">jcarson@stjflyers.com</a>	232
College Counseling	Mrs. Brogger	<a href="mailto:abrogger@stjflyers.com">abrogger@stjflyers.com</a>	222
Discipline Matters	Mr. Westfahl	<a href="mailto:dwestfahl@stjflyers.com">dwestfahl@stjflyers.com</a>	219
Financial Aid	Mrs. Arnecke	<a href="mailto:tarnecke@stjflyers.com">tarnecke@stjflyers.com</a>	233
Graduation	Mrs. Schott	<a href="mailto:mschott@stjflyers.com">mschott@stjflyers.com</a>	221
Guidance Counseling	Mrs. Brogger	<a href="mailto:abrogger@stjflyers.com">abrogger@stjflyers.com</a>	222
Cafeteria and Lunch Payments	Mrs. Balderaz	<a href="mailto:lbalderaz@stjflyers.com">lbalderaz@stjflyers.com</a>	238
Retreats and Campus Ministry	Mrs. Schott	<a href="mailto:mschott@stjflyers.com">mschott@stjflyers.com</a>	221
Campus Policies and Procedures	Mr. Westfahl	<a href="mailto:dwestfahl@stjflyers.com">dwestfahl@stjflyers.com</a>	519
School Nurse	Mrs. Petrisky	<a href="mailto:lpetrisky@stjflyers.com">lpetrisky@stjflyers.com</a>	213
Standardized Testing	Mrs. Schott	<a href="mailto:mschott@stjflyers.com">mschott@stjflyers.com</a>	221
Co-Curricular Activities and Clubs	Mrs. Schott	<a href="mailto:mschott@stjflyers.com">mschott@stjflyers.com</a>	221
Student Council	Mrs. Bludau & Mr. Westfahl	<a href="mailto:gbludau@stjflyers.com">gbludau@stjflyers.com</a> <a href="mailto:dwestfahl@stjflyers.com">dwestfahl@stjflyers.com</a>	502 519
Summer Camps	Mrs. Searcy	<a href="mailto:dsearcy@stjflyers.com">dsearcy@stjflyers.com</a>	215
Transcripts	Mrs. Carson	<a href="mailto:jcarson@stjflyers.com">jcarson@stjflyers.com</a>	232
Tuition	Mrs. Arnecke	<a href="mailto:tarnecke@stjflyers.com">tarnecke@stjflyers.com</a>	233

## 2021-2022 BOARD of DIRECTORS

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Michael Cavazos '76, Chairman  
Brie Hanchett, Secretary  
Brendan Holm '04, Vice Chairman  
Mark Westerman '72, Treasurer  
Buddy Billups  
Fr. Kristopher Fuchs  
Michael Klinge  
Fr. Jacob Koether  
Corbin Lauger '07  
Juan Llompert  
Roland Rodriguez  
Tina Seals  
Casey Staudt '06  
Houston Sterne  
Cliff Thomas  
Johnny Thompson  
Richard Weischwill  
Roger Welder, Jr. '02

### Trustees Emeritus

Robby Burdge  
Kathryn O'Connor Counts NA '61  
The Most Rev. David E. Fellhauer  
Robert J. Hewitt  
The Honorable Joseph P. Kelly '57  
Morgan Dunn O'Connor NA '70  
Susan M. Oakley  
Travis M. Schaar, D.V.M. '77  
Roger F. Welder '76  
Mark E. Zafereo '68

## 2021-2022 ADMINISTRATION & STAFF

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Mr. John Gilley	President
Mrs. Megan Schott	Director of Academics
Mr. Drew Westfahl	Dean of Students
Mrs. Terese Arnecke	Chief Financial Officer
Mrs. Linda Balderaz	Cafeteria Manager
Mr. Michael Boyle	Director of Facilities
Mrs. Ann Brogger	Guidance Counselor
Mrs. Jennifer Carson	Registrar
Mr. James Duprie	Director of Athletics
Mrs. Shandee Harrell	Director of Communications
Mrs. Jen Korinek	Director of Admissions
Mrs. Lisa Petrisky	Administrative Assistant
Mr. David Pozzi	Staff Emeritus
Mrs. Dana Searcy	Athletics Administrative Assistant
Mrs. Patty Zapalac	Academic Advisor

## 2021-2022 FACULTY

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Mrs. Gina Bludau	English
Mr. Benjamin Boyle	Math
Mrs. Gretchen Boyle	English
Mrs. Julie Carson	Art
Mrs. Kristin Clark	Journalism, Finance, Law
Mr. James Duprie	Social Studies
Mrs. Amy Eastham	Science
Ms. Brenna Flynn	Math
Mr. Brett Hager	English, Social Studies, Theatre
Mr. Jim Jenkins	Math
Mrs. Deborah Machicek	Math
Mr. Daryl McCulloch	Music
Mrs. Veronica McManus	Spanish
Mr. Kevin Moseley	Science
Mrs. Anna Ortega	Dance
Mr. Bill Pozzi	Social Studies
Mr. Jordan Schott	Science
Mrs. Sabra Sauer	Science
Mr. Michael Shimek	Theology
Ms. Victoria Stawik	Social Studies, Technology, German
Sr. Clare Underbrink	Theology
Mr. Drew Westfahl	Social Studies

# HISTORY OF ST. JOSEPH HIGH SCHOOL

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St. Joseph High School is an independent Catholic school with a Marianist legacy. In 1868, Father Augustine Gardet founded a Catholic school for boys in downtown Victoria, Texas. The school was subsequently administered for most of the 20th century by the Brothers of the Society of Mary. When the school became co-educational in 1975, the Sisters of the Incarnate Word and Blessed Sacrament led the school. Today, St. Joseph High School is independently owned and operated by a volunteer board of directors in close partnership with the Roman Catholic Diocese of Victoria.

## MISSION STATEMENT

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St. Joseph High School, inspired by the life of Saint Joseph, protector and nurturer of the Holy Family, is a Catholic educational community that cultivates a peaceful, challenging, and loving atmosphere fostering spiritual growth and academic excellence for our school family.

## VALUES & PHILOSOPHY

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The family spirit at St. Joseph High School creates a climate that enables and encourages student growth and achievement. It is the responsibility of the entire educating community--parents, faculty, students and collaborators--to prepare students for life and to be active in the improvement of society according to Gospel principles. As students leave St. Joseph, they will be prepared to assume roles of Christian service in the many other communities they will help to form.

The Blessed William Joseph Chaminade, founder of the Marianist Order, had a vision for education that encompassed five principal characteristics of educating the whole person. St. Joseph High School remains deeply rooted in this Marianist charism which guided it for nearly 70 years. The characteristics of a Marianist Education and the vision for St. Joseph High School include the following five elements:

- Educating for faith formation
- Educating for an integrative, quality education
- Educating in the family spirit
- Educating for service, justice, and peace
- Educating for adaptation and change

## THE OBJECTIVES OF ST. JOSEPH HIGH SCHOOL ARE...

- That each member of the community is in a personal relationship with Jesus Christ and focused on the continuous formation of the whole person, God-given talents, and a commitment to a lifetime of service. Together, students, parents, faculty, and administration build a community, and as one, we serve God.
- That the qualities of our patron Saint Joseph--guardian of Jesus, devoted husband of Mary, model worker, faithful servant, righteous man--inspire the school family to be a community of faith, hope, and love.
- That academic excellence and intellectual challenge are a central focus for all students.
- That embracing a diverse population of individual differences and abilities creates an environment in which the students can prepare for the immediate challenges of college, the workplace, and a life-long commitment to faith, education, leadership and service in a multicultural society.
- That educational principles and learning experiences should extend beyond the classroom in order to foster the spiritual, moral, intellectual, emotional, and physical growth of the whole person to her or his fullest potential.

## ADMISSION & FINANCIAL OBLIGATIONS

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A student must have completed the eighth grade in an accredited school or its equivalent to be eligible for admission. The school admits students of any race, color, creed, or ethnic group. All students who are enrolled must follow the total curriculum program, including theology. Before final acceptance is granted by the President and Director of Academics, a student must have on file the following:

- An academic record of credits/grades earned, conduct & attendance records, and standardized test scores
- A current immunization record
- A copy of their birth certificate

### **Transfer Students**

Students who wish to transfer from another high school must make an appointment with the Director of Admissions to discuss the terms for transferring to St. Joseph High School. The procedure for transferring is as follows:

1. Parent(s) or guardian(s) make an appointment with the Registrar to initiate the transfer process.
2. Admission application is completed and returned to the Registrar at least one week prior to the start of the semester.
3. Transcripts, academic records, as well as conduct & attendance records, are requested from the current school.
4. Upon receipt, transcripts, academic records, conduct, & attendance records are reviewed by administration prior to admission.
5. Normally, an admissions decision is made at least one week prior to the start of the new semester.
6. The President and the Director of Academics approves transfer.

### **Withdrawal**

Students who withdraw from school do so through the Registrar and must do so in person. Before transcripts of records can be released, the student must not have outstanding obligations in courses (e.g. school issued books and materials), the library, athletics, or anywhere else school property has been issued. All tuition and fees must be paid in full. An exit form signed by the student, parent, and administrative representative must be completed.

### **Tuition**

Full tuition must be paid either through the Tuition Payment Plan arranged with FACTS no later than July 1 of each year. Payments under the tuition plan are made monthly for a 10 or 12-month period. Students who are in arrears for any financial obligation to the school will not be allowed to take examinations at the end of the first or second semester. If a student falls two months in arrears, he or she will not be allowed to attend courses until the payment is made, or until other arrangements are made with the President.

### **Transcripts & Fees**

Students must request a transcript from the guidance office. All tuition and fees must be paid in full before any transcript will be released. Seasonal athletic uniforms, library books, fines, cafeteria fees must be returned or paid before semester exams. Students are responsible for the care of books, uniforms, and other materials used in school. All textbooks must be returned before final exams. Damaged or lost items must be paid for before final exams.

# ACADEMIC REQUIREMENTS

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The curriculum at St. Joseph High School is designed to meet a wide range of student abilities and needs. Courses prepare students for college or non-college degree careers. Course offerings provide for flexibility in graduation requirements and selection of challenging Honors and Advanced Placement courses.

Throughout the curriculum students are trained in critical thinking skills, creativity, theoretical processes, practical application, and intellectual self-examination and analysis. Faculty employ instructional strategies that accommodate and develop the learning styles of students and employ both independent as well as guided research.

## Graduation Requirements

Theology	4 credits	One credit per year attending St. Joseph High School
Christian Service	1 credits	0.5 credit Junior year & 0.5 credit Senior year
English	4 credits	One credit per year attending St. Joseph High School
Math	4 credits	Requires Algebra I, Geometry, & Algebra II
Science	4 credits	Requires four labs including: Biology I, Chemistry, & Physics
Social Studies	2.5 credits	Requires World History, US History, & US Government
Economics	0.5 credit	
Foreign Language	2 credits	Requires credits in the same language
Physical Education	1 credit	May be earned through select co-curricular activities
Technology	1 credit	
Fine Arts	1 credit	May be earned through select co-curricular activities
Elective Credits	4 credits	
Total	29 Credits	

To earn credit in a year-long course, the final average of both semesters must be at least a 70.

To earn credit for a semester-long course, the semester average must be at least 70.

## Christian Service

St. Joseph High School requires students to connect the knowledge and skills they learn in the classroom with how it can be used to help others or transform the conditions in their community. The Christian Service Program requires service hours of all grade level students. Students receive 0.5 credit for the junior year and 0.5 credit for the senior year upon completion of required service hours .

All service must be approved and verified. Approval comes from the Guidance Office staff and verification is provided by the agency or service recipient. Service requirements may begin during the summer months and are to be completed by the end of the school year, according to a date published by the Guidance Office. Up to 5 hours of service to STJ may be accepted through events such as Open House, Graduation, Night of Honor, etc. Only service to the school done outside of the normal school day will be accepted. Additional service hours may be required as a component of STJ's disciplinary policies.

Freshmen:	5 hours
Sophomores:	10 hours
Junior:	25 hours
Senior:	25 hours

# ACADEMIC GUIDELINES, POLICIES, & PROCEDURES

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## Grade Reports

Progress Reports are emailed midway during each quarter and Report Cards are emailed at the end of each quarter--normally in October, January, March, and June. Students and parents or guardians should monitor their academic progress through the school's learning management system, Schoology. If students or parents need assistance in creating a Schoology account they should contact the Director of Academics, Mrs. Megan Schott, at [mschott@stjflyers.com](mailto:mschott@stjflyers.com).

## School-Wide Grading Policy

100 – 90	“A”	Indicates excellence and mastery
89 – 80	“B”	Indicates above average work
79 – 70	“C”	Indicates average work
69 – 0	“F”	Indicates failure to meet course requirements; no credit is earned

## Class Rank

St. Joseph High School does not rank students except for automatic admissions purposes at public colleges and universities.

## Semester Grades

A semester grade is a combination of the student's grades for both quarters and the grade earned on semester exams. Teachers determine the final grade average for the semester by obtaining the average of three components: each quarter at 40% and the semester exam at 20%.

## Semester Exams

The school year consists of two semesters of two 9-week grading periods each. Mid-term and final exams are scheduled and taken during the last week of each semester.

## Semester Exam Guidelines

Any student may not miss school for co-curricular events the Thursday and Friday prior to semester exam week. No teams or groups may play games, give performances, etc. in the evenings before semester exam administration. Limited practice of approximately one hour prior to 5:00 p.m. is permitted during exam week.

If a student is absent on an exam day and does not have a doctor's note for their illness, they may be assessed a makeup fee of \$100.00. Under ordinary circumstances, exams may not be rescheduled.

## Spring Semester Senior Exam Exemptions

Seniors may be exempt from the final examination in a second semester course provided the following requirements are met for a year-long or semester course:

- Course average for a year-long or semester-long course must be at least 90.
- No outstanding fines, fees, or tuition.
- No more than 9 unexcused absences in the course for the spring semester
- No more than 18 unexcused absences in the course for the entire year
- No more than 6 course tardies for in the course for the entire year

## Weighted Averages

When calculating student averages, a weighted average is used. For Honors courses, six points are added to the grade and for AP and Dual Credit courses, eight points are added. This weighted average is also used in calculating Honor Roll, and National Honor Society eligibility.

## Honor Roll

The Honor Roll is compiled at the end of each 9 week grading period. There are two classifications--First and Second Honors. To determine if a student meets the following academic requirements a weighted average is used.

First Honors:	No grade below 90, an average of 94 or higher, in good disciplinary standing
Second Honors:	No grade below 85, an average of 90 or higher, in good disciplinary standing

## Homework

Successful and consistent completion of all homework assignments is expected of all students because homework contributes to students' quarter grade and performance on assessments. Students are expected to undertake homework as instructed by faculty and are expected to take necessary materials home for this purpose. Students are responsible for being aware of homework assignments and due dates.

## Make-Up & Late Work

Students who are absent for any reason will be required to make up the work missed in each course. All work must be completed in the time prescribed by the teacher; if not completed, the student may receive a lower grade, be assigned a teacher detention, or referred to the Director of Academics until it is made up. The student should proactively email or communicate with teachers about how and when work must be completed. It is the responsibility of the student to obtain the work from the teacher.

## Honors & AP Courses

The Honors and AP programs are designed for highly motivated and capable students. Advanced Placement courses follow the curriculum designed by the College Board. An AP course gives students an opportunity to take college level courses and exams while still in high school. Through AP courses, students may earn college credit, advanced placement, or both for college.

Passing an AP course will assure high school credit but may not guarantee college credit. Students are given the option to take Advanced Placement tests for college credit even if they do not take the AP course.

## Honors & AP Courses

*The following Honors courses are offered:*

- Biology 1, Chemistry, Physics
- English 1, English 2
- Spanish 3
- Algebra 1, Algebra 2, Geometry, Pre-Calculus
- World History

*The following AP courses are offered:*

- Chemistry
- English 3, English 4
- Calculus
- US History

## Honors & AP Admission Requirements

### Chemistry Honors and AP Courses:

- Completion of the following prerequisite courses:
  - Chemistry Honors with at least an 88 average and Algebra II or Algebra II Honors with at least an 88 average.
  - Students in Chemistry with at least a 94 average may enroll with instructor approval if space is available.
  - Course size is limited to 24 due to lab space requirements.

### English Honors and AP Courses:

- The AP program in English is a four-year program. Ordinarily, a student must begin enrollment at the freshman level in order to proceed through all the levels. Students must have completed English 3 AP in order to take English 4 AP.
- All freshmen wishing to take English I Honors will complete an application process at registration. The student must take a placement test that will be administered by the school. Notification of acceptance into the program normally occurs before the start of summer break.
- Continuation in the program is not automatic. At any time in any Honors or AP course, the teacher may recommend placement for the student into the regular English program. At the end of each Honors or AP course, the student must

have a year-end grade average of 88 (without the points for rank) and/or the teacher recommendation to stay in the program. Even if a student meets this average requirement to stay in the program, any problems with attitude, academic integrity (cheating or plagiarism), or chronic irresponsibility would be grounds for removal from the program.

- Students may be moved into an AP English course if they meet the requirements of having a 94 average in the regular course, having the recommendation of their teacher, and completing an interview process. If any students are accepted into the Honors sections for the second semester, they may have to complete the summer assignment that was given to those courses as well as any other catch-up work deemed necessary by the Honors teacher. Changes are not normally made at any other times during the year.
- English 1 Honors, English 2 Honors, English 3 AP, and English 4 AP have required summer reading and assignments.

#### Math Honors and AP Courses:

- Freshmen Honors Courses require standardized test scores in the 90th percentile in reading and math, an average grade of 94 or above at the 8th grade level in reading and math courses.
- Sophomore, Junior, and Senior Honors or AP math courses require completion of the prerequisite Honors course with at least an 88 average and Completion of the prerequisite on-level courses with at least a 94 average.
- Recommendation of the Counselor, Director of Academics, and the teacher(s) of the prerequisite course for students requesting admission and not meeting the previous conditions

#### History AP and Honors Courses:

- The AP program in U.S. History is a two-year program. Ordinarily a student must begin enrollment at the sophomore level to proceed to the junior level.
- All freshmen applying to take World History Honors must take a placement test that will be administered by the school. Additionally, it is recommended that applicants have at least a 90 average in English 1 or an 88 average in English 1 Honors. Admission is contingent upon the results of the placement exam, the student's grades in English I, and consultation with the student's English teachers. Notification of the student's acceptance will occur prior to the end of the student's freshman year.
- Continuation in the program is not automatic. At any time, in any Honors or AP History course, the teacher may recommend placement for the student into the regular History program. At the end of the World History Honors course, the student must have a year-end grade average of 88 (without the points for rank) and/or the teacher recommendation to stay in the program. Even if a student meets this average requirement to stay in the program, any problems with attitude, academic integrity (cheating or plagiarism), or chronic irresponsibility would be grounds for removal from the program.
- There may be a rare instance in which a student who has been in the regular History program may wish to enroll in World History Honors or U.S. History AP without having met prerequisites. The student may petition to be admitted, and a committee composed of the Counselor, Director of Academics, and the teacher of the current course will consider the petition. The student would have to have at least a 94 average in a regular History course.
- World History Honors and the U.S. History AP have required summer readings and/or assignments.

#### General Admission Policies for Honors and Advanced Placement Courses:

- Completion of the pre-requisite courses that are part of an Honors sequence with at least an 88 average, unless specifically outlined by a department.
- Above average achievement test scores in math and/or reading for courses.
- Recommendation of a committee composed of Counselor, department head, and the teacher(s) of the prerequisite course for those students requesting admission and not meeting the previous conditions.
- If there is special information regarding and AP course requirements, it will be given to applicants at the time of registration.

## Dual Credit

Dual credit courses are those taken in high school and count as elective credit for high school and college. Dual credit courses may not replace a core class (English, Math, Science, Social Studies, Theology) offered at STJ. Students who qualify may apply for dual credit courses at St. Joseph High School to satisfy requirements of elective credits required for graduation. To apply for dual credit courses, the student must:

- Be a junior or senior (underclassmen may be advised on an individual basis)
  - Meet all requirements and deadlines of Victoria College or University of Houston-Victoria
  - Obtain permission from the Guidance Counselor and parents or guardians
  - Pass all sections of the TSI assessment, if not exempt by an:
    - ACT composite score of 23, with at least 19 English and 19 Math\*
    - SAT EBRW 480 and Math 530\*
- \*Scores must be higher to qualify for college math courses

Any dual credit course which takes place during a course period during the school day will be included on the student's official high school transcript and the grade(s) earned will be used in calculating the GPA. Those dual credit courses taken outside the school day and which are not used to satisfy any high school graduation requirements may be transcribed if the student opts to do so.

## Non-Dual Credit Online Enrichment or Independent Study

Any courses offered through a college program that are designed specifically for high school students may be placed on the transcript, but the grade will not be included into the GPA calculation.

# ACADEMIC INTEGRITY EXPECTATIONS

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It is fundamental to the Catholic principles of education and to STJ that students actively engage in the educational process. Consequently, the faculty and administration expect each student to realize that the primary responsibility for learning rests squarely on their shoulders. Parents, teachers, and friends may guide and direct the learning process, but real achievement in an academic endeavor is not possible when students take passive roles in the process.

Specifically:

- A student is expected to be on time for each course and to miss a course only in the case of illness or other serious reasons. The student is expected to engage actively in the dialogue and lesson exercises. Further, they are expected to assist in maintaining the due order and decorum of the classroom by refraining from disruptive conduct and actively promoting the learning process.
- A student is expected to bring all necessary materials to a course including textbooks, homework, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular course. Book bags and backpacks may be brought to a course; however, they must be of reasonable size.
- A student is expected to understand and complete every homework assignment. Late assignments are seldom, if ever, acceptable. If a student fails to understand an assignment, it is their responsibility to communicate with a particular teacher to seek aid. Although copying homework assignments is never allowed, students are encouraged to study together, particularly in subject matter where homework problems are difficult or challenging.
- If a student is absent, they are expected to contact instructors for each day's assignments and make arrangements for securing appropriate materials. In the case of prolonged illness, a student's parents should contact the Dean of Students.

## Christian Scholarship & Academic Integrity

A hallmark of Catholic education is academic excellence, but not for the sake of acclaim or profit. A Christian scholar seeks to know God by knowing God's creation, believes that greater knowledge gives greater glory to God, and that God's greater glory is ample reward for scholarship. Catholic scholarship is Christian scholarship, an act of love.

Christian scholarship recognizes both the gift and fallibility of individual scholarship. Scholars are careful to identify sources of information, opinion, and help. It is open and thankful about sources, and helps others to know and verify sources.

Christian scholarship is responsible scholarship: it requires the development of each scholar's personal ability to a level that makes him or her an effective, constructive contributor to learning. At STJ, students experience a range of academic exercises: some aim to develop individual skill and therefore prohibit or restrict collaboration; others aim directly at collaborative skills and therefore expand permissible resources. In every case, the student must fully attribute both the information and the help that comes from others.

Christian scholarship is fair and disciplined. It means following rules that the teacher has specified for an assignment. It means cooperating with the teacher in each assignment in order to develop each student's ability, the better to know and serve God.

**Cheating** means obstructing or subverting the rules of an assignment. It usually occurs when a student places grades before learning, forgetting or neglecting the priority of Christian scholarship over grades. It occurs in several ways:

- copying another's work (even from a previous year) from an assignment (even from previous year) intended for individual effort
- helping, writing for, or giving answers to another in an assignment intended for individual effort
- falsely attributing words, statements, numbers, equations, algorithms, programs, answers, translations, images, music, artifacts or other materials presented in an assignment
- using prohibited materials during an exam or quiz

**When cheating is observed**, in any of its forms, the teacher will inform the student and the Director of Academics. The Director of Academics will notify, via email, the student's parents, the Dean of Students, and the President of the incident.

**Plagiarizing**, another form of **cheating**, means summarizing, paraphrasing, or quoting an outside source without attribution. **False attribution** makes it seem that information has an outside source when it does not, fails to attribute all of the sources, or attributes a false source.

For a *first offense*, the student will receive a grade of zero on the assignment or examination and a notation will be placed in their file. For a *second offense*, the student will receive a grade of zero on the assignment or exam and the Director of Academics will place them on Academic Probation. A *further offense* will place the student in jeopardy of being expelled from St. Joseph High School.

### **Co-Curricular Ineligibility & Academic Probation**

Any student involved in an STJ co-curricular activity will adhere to the following TAPPS eligibility requirements:

- Students failing more than one course are ineligible for two weeks following a progress report or report card.
- The period of ineligibility shall begin no later than 1 week after grades are announced and shall continue for 14 days.
- A student who continues to fail more than one course (not limited to the initial courses) shall be ineligible on a week to week basis until such time as the student is failing no more than one course.
- A student who is failing no more than one course after the 14 days shall be considered eligible to participate in activities.

If, at the end of any quarterly grading period, a student is struggling academically and/or are failing or near failing in their *overall* GPA, they are immediately placed on academic probation and closely monitored by the Guidance Counselor and Director of Academics. While on academic probation, the student may continue their participation in all school-sponsored activities. If the student's next quarterly report card again reflects an *overall* GPA of 69 or below, their probation may also limit their participation in any school-sponsored activity (practices, games, rehearsals, shows, etc.), or publicly represent STJ in any manner, for the subsequent grading period. Parents of these students will be contacted by the Director of Academics. A student whose GPA is 69 or below for the 4th quarter shall be placed on academic probation during the first quarter of the following school year. Students on academic probation will be placed in mandatory study halls for the quarter.

## GRADUATION INFORMATION & HONORS

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Based on their cumulative grade point average (GPA), graduates are eligible for the following honors:

Summa Cum Laude	98.501 and above
Magna Cum Laude	96.001 – 98.500
Cum Laude	93.500 – 96.000

### Valedictorian, Salutatorian, & Historian

The top three seniors of the graduating class--Valedictorian, Salutatorian, and Historian--are determined on seven and one-half semesters of academic averages. A graduate must have been enrolled at St. Joseph High School for their junior and senior years to be eligible for this selection.

### Awards Given to Seniors at Graduation

- Mr. and Miss STJ are selected on the basis of scholarship, leadership, service and character. One boy and one girl from the senior class are chosen for St. Joseph High School's highest honor. Each senior girl and boy honored with this award best embodies the ideas of the school. The senior class nominates candidates from their class, and the final selection for the award is made by the school administration and teachers.
- The Father Otting Golden Jubilee English Award is presented annually to the senior who most excelled in the study of English.
- The Thomas O'Connor Religion Award is presented to a senior who has excelled in the study of Theology and Christian Service.
- The Sister Ernestine Vollmering Humanitarian Award is presented to the senior who best embodies helpfulness, consideration, and service exemplified in the life of Sister Ernestine.
- The Cathy Wagner Memorial Sportsmanship Award and John Lyons Memorial Sportsmanship Award are presented to the senior female and male athletes who best exemplifies sportsmanship in their sport(s).
- The Carolyn Shimek Fighting Heart Award is presented to the senior male and female athlete who evoke the courage, resilience, determination, and fortitude of Mrs. Carolyn Shimek whose bravery in the face of ALS inspired the St. Joseph Family.
- Best All-Around Athlete Awards are selected by the coaching staff of that particular sport. Recipients should be a good player who plays almost all of the time, a team leader, sportsman, and coachable.
- Top Academic Senior Athletes are determined by GPA and are presented to a boy and girl athlete who participated in at least two sports in their senior year.

## NORMS OF STUDENT CONDUCT

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As members of this Christian community, all actions must necessarily meet the test of being signs of love and respect for each member of the STJ community. The basic norm is Christ's commandment that we love God and our neighbor. All aspects of a student's conduct--their speech, manners, personal grooming--should reflect a Christian respect for themselves and for the rights and sensibilities of others. Further, the Dean of Students will counsel a student who violates the rights of another or who shows a lack of respect for those rights in minor matters. A student severs themselves from this community if their behavior shows little improvement after such counseling.

Since parents and guardians are the primary educators of their children, the responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior belongs primarily to them. Parents and guardians cannot abdicate their responsibility for the conduct and actions of their students during school hours, school sponsored events, or thereafter.

## Respect

It is generally accepted that a person can only benefit a community if they truly respect themselves. Out of this basic self-respect emerges a respect for the rights and property of others. The school's values presume such an attitude as a basis for full personal growth and will not tolerate a lack of respect in the following areas:

### Respect for Self

- Presenting a continual negative appearance or an apathetic attitude toward academic and/or other requirements.
- Possessing, using, or sharing any type of restricted substance (alcohol, drugs, tobacco products) on school property, or at school functions, or attending school or these functions under the influence of alcohol or drugs. See *Drug & Alcohol Policies* section for more information.

### Respect for Others

- Publicly dishonoring the good name of St. Joseph High School by acts of misconduct, on or off campus.
- Involvement in criminal activity on or off campus.
- Treating faculty members and other school personnel with disrespect, as evidenced by insubordination, lying, racist, sexist, or elitist comments and actions.
- Treating others with disrespect, as evidenced by racist, sexist, or elitist comments and actions.
- Abetting the violation of school guidelines by other students, such as by providing or transmitting to others any illegal or controlled substance.
- Violating the rights of other students (assault and battery, hazing or initiating other students or guests, fighting, stealing, false fire alarms, etc.)
- Vandalizing or defacing St. Joseph High School, other schools, or private property.
- Misbehavior at STJ school activities (e.g. games, plays) that publicly dishonor the reputation of STJ.
- Endangering themselves or others by bringing a weapon to school or to school related activities.
- Possessing or using on campus any firework or any material which is explosive or otherwise hazardous.
- Possessing or providing to others any pornographic material, or any material which violates the Christian norm of respect for the human body.
- Interference in the communication between school and parents, such as alteration of records, interception of correspondence, etc.
- A negative influence on other students and/or a negative attitude toward the school.
- Chronic tardiness to school or absence from school.
- Continuous violations of school policies.

Students who violate the norms of respect for self and others are subject to disciplinary action by St. Joseph High School. In addition, students are subject to disciplinary action for the following:

- Disruptive conduct on buses or school-rented transportation.
- Membership or association in a gang.
- Gambling on campus or at school-related events.
- Reckless driving on or off campus.
- Violations of all other school guidelines stated elsewhere in the Student & Parent Handbook, or violations of norms that are implicit in the mission and the philosophy of St. Joseph High School.

**If a student feels threatened (physically, emotionally, or sexually) due to any lack of respect from students, faculty or staff, they should report this to the Counselor and/or the Dean of Students.**

**Anyone concerned about abuse should contact the Texas Department of Family and Protective Services 24/7 hotline number at 1-800-252-5400 and The Diocese of Victoria's Office of Pastoral Care and Outreach at [pastoralcare@victoriadiocese.org](mailto:pastoralcare@victoriadiocese.org) or (361) 827-7186.**

## **Fighting**

Due to the seriousness of fighting, and because of the real risk of permanent injury to those involved, any students, regardless of fault, may be subject to Virtual Suspension (for more information about disciplinary enforcement, please see the *Disciplinary Procedures* section for more information).

## **Harm to Oneself or Others**

Any student who endangers themselves or others, or threatens to do so, is liable for immediate dismissal. All members of the community (students, staff, parents, faculty, and administrators) are obligated to notify a member of the administration immediately to insure the safety of the individual(s) at risk. Professional care may become a requirement for continued enrollment.

## **Punctuality**

Students are expected to be on time for school and for all courses. Please see the *Attendance, Absences, & Tardies* section for more information.

## **Out of Bounds**

No student is allowed to leave St. Joseph High School's campus at any time during the school day unless they have received clearance from administration and parental consent. The following areas are off-limits during the school day:

- The student parking lots, surrounding neighborhood, and railroad tracks.
- All athletic facilities, labs, classrooms, the library, the Pozzi Center, and any other office not supervised or authorized by an adult.
- Students who leave campus without permission or who are out of bounds areas will be assigned a Lunch Lock.

## **Parking Lot & Vehicles**

Seniors, juniors, and sophomores may park on campus. Parking permits are required, and no permits will be given to students without valid driver's licenses. Illegal parking may necessitate towing. Parking on the streets of the neighboring subdivision is prohibited. Violations of these guidelines, as well as reckless driving, will result in Lunch Lock. After a third such violation, the student will have their parking privileges revoked for 30 days. After any further violations, the student will have their permit revoked for one calendar year.

Automobiles and other vehicles in the parking lot are to be vacated as soon as the student arrives at school and left vacant until the student's departure. Books, uniforms, food, materials, or equipment are not to be stored in the automobiles for use during the day because students are not permitted access to vehicles during school hours. Violations will result in a Lunch Lock (for more information about disciplinary enforcement, please see the *Disciplinary Procedures* section for more information).

Parking permits are acquired through the school's website (<http://www.stjvictoria.com/flyer-life/parking.cfm>). Permits must be displayed in the lower right-hand corner of the front windshield. All vehicles that are parked on St. Joseph's property are subject to search if the Administration deems it necessary.

## **After-School Tutorials**

Tutorials are normally conducted Monday-Thursday from 3:00-3:30 p.m. As a courtesy to all faculty and students, all students not attending tutorials are required to do the following:

- Leave the building corridors quietly and quickly after 3:00 dismissal or remain quiet and have orderly conduct if remaining inside the building corridors.
- Students who are noisy or rowdy inside the building corridors during tutorials are subject to disciplinary action.

## **Public Displays of Affection**

The expectation of students on campus is that there should be no extraordinary public displays of affection. Kissing, prolonged hugs and hand holding, or other similar kinds of behavior are not permitted.

**Student Visitors**

No student may bring visitors onto campus for visitations without permission from the Dean of Students at least two days in advance of the visit. No person may bring students outside food during or in anticipation of lunch without the permission of the Dean of Students. Any such food will be returned or disposed of immediately.

**Use of School Name & Imagery**

The name St. Joseph High School, or any variation thereof, may not be used for any event, either social, athletic, political, etc., nor may anything be published under the name of the school without the expressed permission of the Director of Communications and the President of the school.

**Sportsmanship & Fan Behavior**

When representing STJ at games or other events, student spectators shall refrain from any and all unsportsmanlike conduct (obscenities, taunting, “trash-talking”, demeaning shouts or gestures, dangerous behavior, and the like). Observed or reported misbehavior will be addressed by the Dean of Students.

**Student Sales**

Solicitation by students or the selling of goods, food, or paraphernalia (i.e. clothing or accessories) to other students is forbidden. Students who wish to promote their club, class, or activity or school sport in this manner must have the guidance and approval of their co-curricular moderator and the President of the school.

**Lost & Found**

Lost and found items may be turned in or claimed in the Dean’s Office in the Library. The school cannot be responsible for items or valuables left in classrooms, hallways, lockers, parking lots, or athletic areas. As a matter of policy, students are encouraged to write their name in their textbooks, notebooks, and other materials in order to facilitate their return.

**Deliveries & Messages to & from Students**

Notices for disciplinary actions, administrative communications, and academic communications are often posted in a student’s locker. Messages are taped inside the lockers during the day. It is the responsibility of the student to check their locker before leaving school. Failure to go to the locker to pick up notices is not an acceptable excuse for missing these notices. Parents who bring items to school for a student should bring them to the Main Office.

If an emergency situation arises in which a student must be contacted, the parent or guardian must first contact the front office who will then contact the student. Parents or guardians are encouraged not to call or text their children during the school day. If the need arises, a student may contact their parents, but should only do so in compliance with the technology and cell phone policies. Normally, students should not text, call, or email at will.

**Lockers & Backpacks**

Students are responsible for the contents of their assigned locker(s). Students may use lockers assigned to them, and they are subject to inspection at any time by authorized school personnel. Backpacks are also subject to inspection at any time. Backpacks and other personal items are to be kept in the locker and not left on the floor or hanging from an open locker door. Open food and drink may not be kept in the lockers.

**Passing between Courses**

A four-minute passing period is given between courses. Students are expected to take all books, etc. needed for all courses if distance does not allow enough time to return to the locker before the next course period. Personal electronic device policies remain in force during passing periods.

Students are not allowed to leave a classroom except in an emergency or with the teacher's permission. Book bags, purses, gym bags, etc. may not normally be left on hallway floors unattended. Such items present exit hazards for emergency disaster evacuation or drills.

### **Emergency Drills**

St. Joseph High School conducts emergency drills in compliance with city codes in order to ensure the safety of students and personnel in the event of a disaster. Emergency drills are held during the school day throughout the academic year at regular intervals. Students are expected to conduct themselves in a manner that reflects an awareness of their responsibility for their own safety and that of others.

## **SPECIAL CIRCUMSTANCES & CATHOLIC TEACHING**

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### **Pregnancy or Fatherhood**

St. Joseph High School affirms the moral teaching of the Catholic Church and seeks to provide an atmosphere where Christian values and principles are fostered. Pre-marital sex is not in keeping with Christian morals and principles and is not considered acceptable for Catholic high school students. However, because of our concern for the welfare of the person, each student enrolled at St. Joseph High School involved in a pregnancy will be dealt with in a sensitive manner on an individual basis.

In order to ensure the best interests of the mother-to-be, parents, and school community, the following guidelines will be implemented:

- When the pregnancy is known to school personnel by whatever means, the President will meet with the mother-to-be and parents or guardians.
- The mother-to-be will be required to have appropriate professional counseling. Evidence of compliance will be presented to the administration.
- The mother-to-be may be prohibited from participating in any functions that the President determines appropriate.
- If the mother-to-be is allowed to remain at St. Joseph High School for a period of time during her pregnancy, a note from the student's doctor must be submitted to the school. The note must clearly state that the student's continued attendance at St. Joseph High School will not be injurious to the student or unborn child.
- After the birth of the child, the student must present a doctor's note confirming that she is able to return to St. Joseph High School.

If a father-to-be is identified as a student of St. Joseph High School, the following guidelines will be implemented:

- The President will meet with him and his parents or guardians.
- He will be required to be involved in a counseling program similar to that required of a mother-to-be. Evidence of compliance is to be presented to the administration.
- The father-to-be may be prohibited from participating in any functions that the President determines appropriate.

### **Abortion**

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teaching of the Church, the mission of St. Joseph High School, and the values that should permeate Catholic education. Catholic teaching does not accept that anyone may justifiably procure an abortion, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion.

### **Cohabitation & Marriage**

Cohabitation is not recognized as a valid lifestyle and is contrary to moral values upheld by St. Joseph High School. Should a student participate in such a relationship, they may not continue enrollment at St. Joseph High School. Married students may not be enrolled or continue their education at St. Joseph High School.

# STUDENT DRESS CODE

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St. Joseph High School students are expected to arrive on campus dressed to meet the school's academic, social, and spiritual mission. Student attire should be proper and mature and should evoke professionalism. The Dean of Students is the final judge of appropriate attire and grooming.

## General Guidelines for All Students

1. The dress code is enforced from the moment students arrive on campus until the end of after-school tutorials. All attire and personal grooming will be clean and neat. Shirts and polos will be of sufficient length to be tucked in at all times by both male and female students. Images or text which refer directly or indirectly to any of the following cannot be worn:
  - Drugs, alcohol, or tobacco
  - Obscenities or profanities
  - Hate or discrimination
2. Slacks, pants, jeans, and shorts may be worn with belt loops and belt.  
The following cannot be worn:
  - Drawstring pants or shorts
  - Athleticwear, leggings, yoga pants, or compression shorts
  - Ripped or inappropriately frayed pants, jeans, or shorts
  - Anything shorter than 2" above the top of the knee, for all students.
3. Jackets, sweaters, or hoodies may be worn and heads should remain uncovered inside and outside during good weather.  
The following cannot be worn:
  - Caps, visors, or cowboy hats
  - Trench coats
  - Blankets
4. Dress shoes, dress sandals, loafers, boots, and tennis shoes may be worn.  
The following cannot be worn:
  - Flip flops, shower shoes, athletic sandals or slides
  - Crocs-style clogs
5. Hair should be clean and well groomed. Jewelry and accessories should be appropriate. Take note of the specific piercing guidelines below for male and female students.  
The following cannot be worn:
  - Unnatural hair color
  - Visible tattoos
6. School dances or other special events may require a specific dress code and students who participate are expected to adhere to those guidelines.

## Guidelines for Male Students

1. Will be clean shaven daily.
  - Sideburns must not extend below the bottom of the ears
2. Will not allow hair to be too long, nor allow hair to fall below the earlobes, eyebrows, or bottom of the collar.
  - Bizarre hairstyles are not allowed.
3. Earrings or visible body/facial piercings are not permitted.
4. **On Mass days**, all male students will wear button-down dress shirts or dress polos together with either dress slacks or jeans.
  - T-shirts and shorts may not be worn.

### **Guidelines for Female Students**

1. Blouses/dress shirts/tops/tunics with highly stylized hems may be untucked.
2. Will not wear shirts, blouses, dresses, or tops that are oversized, sleeveless, low cut, or see-through.
  - Bra, bralette, or tank top straps and midribs must always be covered.
3. Will not wear dresses or skirts shorter than two inches (2") above the top of the knee.
4. Up to two ear piercings, per ear, allowed. Gauge or any other visible body/facial piercings are not permitted.
5. **On Mass days**, all female students will wear dresses, or dress blouses, dress shirts or dress tops with either skirts, dress pants, or jeans.
  - T-shirts and shorts may not be worn.

**St. Joseph High School reserves the right to determine what meets the dress code. Students out of dress code will be required to take corrective action immediately, including calling parents or guardians to bring an appropriate change of clothes to campus. The Dean of Students is the final judge of dress code related questions and determines consequences for any violations.**

### **Co-Curricular Attire on Campus**

Students may not wear competition or performance attire to school that violates the Student Dress Code. Athletic warmups or sweatpants, sleeveless athletic shirts, or untucked or otherwise inappropriate performance wear is not permitted. Athletes or other co-curricular participants in violation of these policies will be placed in virtual suspension and the Athletic Director or moderator will be notified.

### **Student Attire at Co-Curricular Activities**

Games, dances, performances, etc. are official school events and are therefore under the direction of school officials. Student dress at such events should always be in good taste and reflect the values of St. Joseph High School.

## **ACCEPTABLE USE OF TECHNOLOGY**

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Technology is an ever changing part of modern life. St. Joseph High School is committed to preparing young men and women to live responsibly in a digital world. Managing one's life online and maintaining a responsible online identity and presence is a key component to the school's "Acceptable Use Policy" (AUP).

**St. Joseph High School expects students to manage academic work on any school device or account in a manner befitting an STJ student. Misuse of the school network, email system, or any other technological component will result in disciplinary action.**

**The opening, displaying, or sharing of inappropriate material at school or on the school's Google Suite system, Schoology accounts, or WiFi network will be considered a violation of the disciplinary policies.**

**The on-campus recording of voice or image of any student, faculty, or staff member without explicit permission is strictly prohibited and will result in significant disciplinary consequences.**

The AUP addresses acceptable and unacceptable ways in which the students may use our information technology (IT) tools, and it addresses specific user responsibilities, rights, and expectations. Adherence to this policy shall be the joint responsibility of the students, parents, and employees of St. Joseph High School.

### **School Owned Computers, Chromebooks, & iPads**

On any school-owned device, St. Joseph High School students are not allowed to use the school networks or systems in ways that are detrimental to school values. With this unique privilege comes an increased responsibility to use these tools judiciously.

## **Privately Owned Devices**

Students using privately owned technology must follow these policies attending any school-sponsored activity, accessing STJ-provided resources, using STJ networks or systems, or while interacting in real or delayed time with STJ community members. While on campus, use of these devices gives tacit approval for school faculty and administrators to observe and utilize the devices to confirm compliance with any school policies.

## **Classroom Use of Technology**

In the classroom environment, the teacher or other designated adult is the determiner of appropriate and inappropriate use of technology. Teachers may declare technology-free times, or they may require placing personal electronic devices at the front of the room, or in a ready-to-use position, fully charged with textbooks and necessary apps, documents, etc.

Students in violation of the AUP may be subject to disciplinary action, including denial of access to the network. In the event of disabling network access, completion of all course work remains the responsibility of the student. St. Joseph High School is not responsible for the loss of any information, as all files should be backed up.

## **Acceptable Use of Technology**

Students should find St. Joseph High School's IT tools to be useful assets that assist them in achieving their educational goals. STJ provides students access to:

- An official "@STJflyers" Google Suite Account which grants limited access to email, calendaring, document creation, collaboration, storage, and other tools.
- A Schoology account which gives students access to school service, classroom, and co-curricular materials, notes, schedules, communications etc.
- Certain productivity apps and various departmentally used apps.
- The internet and many subscribed internet reference and tutorial resources which are accessible from any student computer in the building and, in many cases, at home through the school's website.
- Note-taking and bibliography applications.
- Access to and classroom instruction on new media creation tools including music, video, digital graphics and programming software.

Students are encouraged to:

- Use IT tools to support their learning in ways consistent with the mission of the school;
- Conduct research using the internet for instructional purposes related to course curriculum and personal interest and development;
- Access information that will facilitate their selection of the college or university they seek to attend;
- Increase their awareness of career path opportunities;
- Infuse technology into their course work;
- Improve their information literacy and research skills;
- Find ways to use technology for service to others.

## **Unacceptable Use**

The list of inappropriate uses of St. Joseph High School's IT services and accounts currently includes, but is not limited to, the following (this list may be updated at any time):

- Attempting to covertly or overtly use technology in ways that are not appropriate, not indicated by the instructor, or that run counter to the educational purpose of the course.
  - Never take a photo or record audio or video in the building without a teacher or administrator's permission.
  - Earbuds or headphones are not to be worn during the school day except for specified areas and times.
  - Students cannot use technology recreationally or for gaming during the school day except for specified areas and times.
- Intra- or inter-course communicating between students when not designated or supervised by an adult for a specific time period (such as a course period).

- Using the Internet or school network for any illegal activity, including gambling, computer hacking (and all variations thereof) and copyright or intellectual property law violations.
- Using Anonymous Proxies, Caching Servers, jailbreaking any school device, or by any other means avoiding restrictions placed on devices, the IT network, internet access or school systems.
- Gaining intentional access to materials, maintaining access to materials or distributing materials which are obscene, pornographic or whose dominant appeal is sexual arousal.
- Gaining intentional access to material, maintaining access to materials or distributing materials which utilize or encourage excessive use of violence, blood, gore, or the diminishment of the value of life.
- Associating a website with the school without proper authorization or representing the school by name, logo, or identity in a formal or informal publication, document, or program without prior approval.
- Downloading, installing or accessing unauthorized software or other executable files (e.g., .exe, .bat, .pif, .reg) without the permission of faculty or staff; this includes but is not limited to the use of unauthorized operating systems or other root level programs that could be installed on school computers or devices.
- Deliberately introducing a virus to, or otherwise improperly tampering with school systems.
- Intentionally installing or accepting spyware, malware, or other disruptive, intrusive, or destructive programs.
- Attempting to gain access to or gaining access to network hardware (including wall jacks, wires, switches, routers, servers, access points, etc.). This includes placing unauthorized devices onto the school's wired network.
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
- Posting messages on or through the school network or systems, including those that are anonymous, that use abusive or profane language, or use the system to harass, insult or verbally attack others or disrupt normal function.
- Using limited resources (e.g. printer paper or hardware accessories) provided by the school in a wasteful and reckless manner.
- Causing or contributing to the unnecessary congestion or malicious interference of the network.
- Gaining unauthorized access to resources or files.
- Identifying oneself with another person's name or using password, account, or credentials of another user.
- Providing access to the school's network to unauthorized individuals or granting limited authorizations to unauthorized people.
- Using IT Tools for financial or commercial gain (unless approved by STJ administration for a school activity directly supervised by a staff member).
- Stealing or vandalizing data, equipment or intellectual property.
- Invading the privacy of other individuals.
- Attempting to gain access to or gaining access to student records, grades or files outside of the adult supervised and approved shared drives or individual authorized account.
- Degrading or disrupting equipment or system performance.
- Failing to obey school or classroom technology use rules.
- Taking part in any activity related to technology use, which creates a clear and present danger or a substantial disruption to the orderly operation of the school.
- Using school or personal electronic devices to perform unethical actions including, but not limited to, cheating, unauthorized collaboration, or plagiarism (e.g., cell phone texting answers or taking pictures of exams).

### **Email Guidelines**

St. Joseph High School provides each student with a school-issued email which should be used for email communications. Students will carry this email address for their four years at STJ. Faculty and staff may not respond to emails sent by students over any other email provider. Additionally, students must understand that the school will officially communicate with them via their email account.

Students and parents are reminded that the school issued email is property of the school and should be used for school business only. If necessary, school email can be checked by the administration. Abuse or misuse of the school email system--for example with the intent to annoy or harass--will be considered a violation of the disciplinary code.

Because email is an important form of communication, students are expected to check their email daily for messages from teachers, Counselor, coaches, Campus Ministers, club moderators, and fellow students.

Every email should include the following:

- A proper greeting or salutation (e.g. Dear Mr. Smith)
- A subject line that clearly states the purpose of the email
- A proper ending or signature ( "Sincerely," for example)

In addition,

- Emails should be concise, clear, and proofread.
- Emails are often subject to misinterpretation; choose your words wisely and consider how others may read it.
- Protect yourself from identity theft by not emailing passwords, Social Security numbers, bank account information, etc.
- Give teachers time to respond to an email and do not expect teachers to respond at unusual hours of the day or night.

Please note that communications are often sent through the school's Learning Management System, Schoology. Students should regularly check Schoology for any of those communications.

## PERSONAL ELECTRONIC DEVICE POLICIES

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To make sure students are in an atmosphere conducive to spiritual growth and academic excellence, STJ limits the use of certain personal electronic devices on campus. Any electronic device or accessory including cell phones, smart watches, tablets, gaming systems, laptops, earbuds, etc. will be subject to the following policies:

- Smart watches that send or receive communications are not allowed at any time or place during the school day.
- All other personal electronic devices are not permitted to be visible and/or used in Welder Hall, O'Connor Hall, Administration Building, Library, Cafeteria, and the Pozzi Center. During Mass, courses, or other special assemblies in the Flyer Dome, these same rules apply. Devices should be turned off and put away during attendance at after-school tutorials.
- Individual teachers may have specific academic policies concerning electronic devices. Electronic devices may be used for educational purposes under the specific instruction of a teacher. Electronic devices should not be used in a classroom for non-academic purposes.
- Any device visible or in use during the school day (7:50am-3:00pm) within any specified location will be confiscated. All confiscated devices will be held in the Administration Building until the end of the school day.
- Earbuds, headphones, etc. are not permitted to be visible and/or used in prohibited areas unless specified by a teacher or administrator.

Violations of these expectations will result in the following penalties:

- 1<sup>st</sup> Infraction                      Confiscation of device for the remainder of the day
- 2<sup>nd</sup> Infraction                      **For 30 school days**, the device will be confiscated when a student arrives on campus until the student leaves for the day
- Further Infractions              **For 90 school days**, the device will be confiscated when students arrive on campus until the student leaves for the day

### **Lunch Guidelines**

St. Joseph High School recognizes the importance of healthy socialization for teenagers and acknowledges the growing body of research which highlights the risks of over consumption of social media and other internet content through personal electronic devices. While students are at the cafeteria for lunch, they will be required to place their cell phones in secure storage and not access them until dismissed from the cafeteria. Additionally, laptops or gaming systems will not be used in the cafeteria during lunch. Students should still have a few minutes, once they have left the cafeteria, to use their devices under normal circumstances. Students in a disciplinary protocol during lunch will not have access to the device throughout the lunch period.

## **DISCIPLINARY PROCEDURES**

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Whenever a student violates the letter or the spirit of any of the preceding policies or violates any norm or expectation implied in the mission and philosophy of the school, the student will be subject to the following disciplinary protocols. It should be noted that asking questions or seeking help in understanding norms of conduct and disciplinary procedures are encouraged. St. Joseph High School wants students and parents to understand why they are required to behave in certain ways. The Dean of Students is available for these conversations.

### **Humility & Mitigation**

Whenever possible, students are encouraged to recognize and atone for failures to meet the norms and expectations of St. Joseph High School. All humans make errors and sin. By showing contrition and attempting solutions to heal any breach of trust, students live up to the highest calling of a Christian community. Students who evoke this form of humility when corrected by faculty, staff, or administration may mitigate some disciplinary consequences. By contrast, students who display disrespect, entitlement, or ignorance in an effort to excuse their actions may intensify disciplinary consequences.

### **Classroom Discipline**

Students are expected to follow all behavioral guidelines and directions stated by a teacher in their classroom. Upon the first violation of these guidelines the student may be warned or counseled to correct their behavior by the teacher. If the student fails to correct their behavior, the teacher will refer the student to the Dean of Students for further disciplinary consequences.

### **Lunch Lock**

Students who violate some campus policies may be placed in a lunchtime suspension. During this time they will eat their lunch, but remain separate from the rest of the cafeteria population for the entire lunch period. Students will not have access to personal electronic devices at this time, but may continue academic work they have been assigned. The following are potential grounds for Lunch Lock enforcement:

- Late to 1st period or other courses
- Violating parking lot access
- Violating out of bounds policies
- Violating classroom policies

### **Virtual Suspension**

Some circumstances require students to be removed from the student population and campus environment by being placed in a virtual learning environment in the library. While in the library, they will not have access to personal electronic devices and will virtually attend all courses. Students must complete any assignments or assessments and turn in any homework. Students in virtual suspension will, by default, serve a Lunch Lock. The following are potential grounds for Virtual Suspension enforcement:

- Serious violations of dress code
- In-school suspension or probation

### **Restorative Service**

In certain circumstances, student behavior may require more demanding disciplinary action. Students may be assigned a minimum of four additional service hours which must be completed from a list of designated partners within a prescribed period of time. Failure to complete these service hours can result in academic penalties and may jeopardize a student's graduation. The following are potential grounds of Restorative Service enforcement:

- Habitual misconduct
- Disrespect for personal or school property
- Harassment or bullying

### **Co-Curricular Probation**

In more serious circumstances, students may lose the privilege of participating in co-curricular activities. For a probationary period, these students will not be allowed to practice or play for any school athletics program, practice or perform for any school fine arts program, or participate in any other co-curricular club, group, or activity. Co-Curricular Probation is a serious course of action typically applied when students have not responded to other disciplinary actions. Co-curricular probation will include a parent conference with other members of administration, the Dean of Students, and either the Athletic Director or any relevant co-curricular moderator.

### **Searches**

For reasonable cause, members of the administration may conduct a search of student lockers, book bags, motor vehicles, and electronic devices. If a student refuses to allow the administration to perform such a search, the student will be suspended from school until the search can be conducted. The student may also be subject to expulsion.

### **Expulsion**

A student's continued enrollment at St. Joseph High School is not guaranteed. If, after repeated violations of the school's norms and expectations for student conduct, a student continues to violate policies they may be expelled. A student may also be expelled for extraordinary actions that violate the core mission of St. Joseph High School. The following are potential grounds for expulsion:

- Causing severe and intentional physical, emotional, or sexual harm to another.
- Issuing true threats to the well-being of other students or the school.
- Theft or vandalism of personal or school property
- Flagrantly violating the Catholic mission of St. Joseph High School.

### **Reporting Conduct**

St. Joseph High School is committed to communicating with parents and guardians about their student's disciplinary status. Some minor infractions may not result in parent communications, but habitual or severe violations of school's norms and expectations will be promptly communicated to parents. Parent conferences may be requested in some circumstances. It is expected that students accurately communicate with their parents about any behavioral misconduct.

## **DRUG & ALCOHOL POLICIES**

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St. Joseph High School believes that students learn best when they are not under the influences of drugs and alcohol. These policies are intended to foster a lifelong understanding of the dangers of drug or alcohol abuse and an awareness of resources available to support students related to drug and alcohol abuse.

The faculty, staff, and administration of the school understand that developmental issues sometimes impede adolescents from making wise decisions. Given this reality, STJ employs several policies concerning the use of drugs and alcohol by students.

## ATTENDANCE, ABSENCE, & TARDY POLICIES

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Regular and punctual attendance at school is the primary responsibility of the student and parent or guardian. Students who are absent from school jeopardize their academic standing and their ability to integrate into the social and spiritual fabric of the high school community. While parents have the right to take their students out of school, the school is obligated to impose consequences for excessive absences. Parents are expected to schedule family vacations during school vacation periods. Dental, medical, and other appointments should normally be made after 3:00 p.m. or on Saturdays or school holidays. Masses and special school events are not appropriate times to schedule appointments.

### Reporting Absences

Parents or guardians are to call the main school office at (361) 573-2446 before 9:00 a.m. to report the absence of their student. Otherwise, the parent will be called between 9:00 and 10:00 a.m. Failure to report **your** student's absence will result in **them** serving a Lunch Lock when they arrive at school.

When a student returns to school after an absence, a note dated and signed by a parent or guardian indicating the reason for the absence is to be submitted. If applicable, this documentation should include a statement signed by a relevant doctor or nurse that must be given to the main school office upon a student's return if the appointment is during school hours. Absences without proper documentation will be considered unexcused by STJ. Repeated failure to report a student's absence places at risk the student's continued attendance at St. Joseph High School.

### Absentee Homework Assignments

Students are required to make up assignments and assessments when they are absent. Students or (if students are unable) their parents or guardians should do the following:

1. Communicate directly with the teacher before an expected absence.
2. Check the school's learning management system, Schoology, for any messages or assignments.
3. Communicate directly with the teacher to confirm all assignments are understood and completed.
4. For extended absences, students should coordinate directly with teachers and the Director of Academics.
5. Teachers are not responsible for initiating communication with absentee students--absentee students are expected to initiate direct communication with their instructors.

### School Attendance Policies

Students must meet the high standards established by St. Joseph High School and the following attendance policies will be enforced:

- Students must attend 90% of school days for each course.
  - Students must not miss more than 9 school days for each course per semester.
  - School-sanctioned activities and other properly documented situations do not count toward these 9 absences per semester.
- Absences of 15 minutes or more from the course are counted as a course absence.
- Absences of 5 or more periods during a day--sequential or not--will be counted by STJ as a full day absence.
- **A student with a full day absence may not participate in co-curricular activities for that day.**
- Students who are not in the classroom when the bell rings will be considered tardy and required to get a tardy slip from the front office. Extenuating circumstances may mitigate this requirement.
  - Students who are tardy or are absent without excuse will serve a Lunch Lock during their next lunch period.
  - Repeated tardiness will result in more serious disciplinary action.

STJ considers the following to be excused reasons for missing a course as STJ determines a full-day absences, senior exam exemptions, and other disciplinary enforcement:

- Participation in co-curricular functions like athletic competitions, class retreats, or fine arts performances.
- College visits approved by the Counseling Office. See below for *College Visitation Absence* procedures.
- Personal illness or the serious illness or death of a family member--with proper documentation.
- Participation in school-sanctioned functions like livestock shows or dance recitals--with proper documentation.
- Subpoena by the court--with proper documentation.
- Emergencies or circumstances calling for the student's services or presence at home--with proper documentation.

### **School-Sanctioned Absence**

Each student is responsible for making up course work missed due to a school-sanctioned activity. If an athlete, performer, or club member does not complete required work, a teacher will notify the Director of Academics who will then notify the coach or moderator so appropriate action may be taken. Field trip sponsors, co-curricular moderators, and athletic coaches must have a list of participants and departure times signed by the coach or sponsor and turned in to the Dean of Students the Friday before the week of the event. This list will be distributed to all faculty and staff. Students who repeatedly do not balance their academic obligations with their co-curricular privileges may be subject to Co-Curricular Probation.

### **College Visitation Absence**

- Seniors are allowed 4 college visits during the school year. Seniors using college days in the spring must have already applied to the school they plan to visit.
- Juniors are allowed 2 college visits which must be taken on or before April 1.

Students must bring a note or have an email sent from a parent or guardian stating the day(s) of the trip and the destination to the Counseling Office at least 3 days in advance. The student **MUST** obtain an acknowledgement letter from the college and return that to the attendance office upon return to school. If proper procedures are followed, the visit will not count as an absence.

### **Excessive Absences**

At 10 unexcused absences--either full day or in a particular course--the student and their parents or guardians will meet with the Dean of Students and the Director of Academics. The student may be placed on Academic or Co-Curricular Probation. Extenuating circumstances may be considered (e.g. extended illness, hospitalization, or family needs). The Director of Academics and the Dean may make recommendations for making up days and review eligibility for senior exam exemptions, if applicable.

Students who do not fulfill the terms of any Probation, will risk eligibility for course credit and their enrollment at STJ regardless of the reason for the absence.

### **Requesting to Leave Campus**

A student must have the permission of the Dean of Students to leave the campus during the school day. Permission should be requested from a parent or guardian and presented to the front office or emailed to the Dean before the start of the school day. The request should include a reason for leaving, a phone number to verify the request, and the name of the doctor or dentist, if applicable. If a request with a name and phone number are not provided, leave from campus may not be granted. Under no circumstances may students dismiss themselves from school.

- Students must sign out at the front office.
- For non-driving students, a parent must come in and sign the student out of school for appointments when prior written approval from the parent or guardian has not been sent.
- When prior written approval from the parent or guardian has not been sent (for students who drive), a parent must be called.
- The student or parent must sign in upon return.
- Parents and students must meet these required attendance policies or an absence may be considered unexcused.

### **State Attendance Laws for Awarding Course Credit**

St. Joseph High School is also bound by Texas law which regulates school attendance and the awarding of course credit.

- In any circumstance in which a student misses a course, they are required to make up all the course work they can. Please review the *Academic Guidelines, Policies, and Procedures* section and the preceding guidelines for more information.
- Students who do not make up course work, will not be awarded course credit.
- Students who attend school for 75% or less of 180 required school days will not be awarded course credit.

### **Residence Requirements**

Students are not to live on their own in homes or apartments, and when not residing with their parents, must live with an adult approved by their parents and the school. Parents are asked to contact the school to coordinate any such arrangement for attendance purposes.

### **Perfect Attendance**

To attain recognition for perfect attendance, a student must be present each and every day of the school year, without any unexcused absences. In addition, a student recognized for perfect attendance may have no more than three tardies for the year.

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## **HEALTH & MEDICATION POLICY**

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### **Health Policy**

Students who become ill during the school day are to report to the front office. The Dean of Students will be notified of students who are ill. Afterwards, the student may be sent home with parent permission.

### **Medication Policy**

At no time during the school day should a student be in possession of prescription drugs (ie: pain medication, ADD/ADHD medication, etc.). These pills should remain at home under the supervision of the student's parents or guardians.

However, if the student must take medication during the school day, the school requires the following:

1. A supply of the medication must be sent to school in the original container which should state the dosage and how many times per day the medication should be taken.
2. A school issued form signed by a parent or guardian giving the school permission to dispense the medication.

This permission must be renewed each year. No medication will be dispensed without written consent. STJ cannot accept phone calls as consent to dispense medication. Furthermore, it is the student's responsibility to come to the front office for their medication. Other than emergency medications like inhalers, epipens, and the like, medication cannot be kept in a student's locker, backpack, or pocket.

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## **SCHOOL OFFICES & SERVICES**

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### **President - John H. Gilley, IV**

[jgilley@stjflyers.com](mailto:jgilley@stjflyers.com)

St. Joseph High School has a President administrative model. The President is responsible for assuring that all objectives are met within the context of the Mission and Philosophy of the school. The President is the spiritual leader of the school and assures a high degree of educational excellence. The President provides day-to-day support for students, faculty and staff and provides supervision throughout the day for all.

### **Administrative Assistant- Lisa Petrisky**

[lpetrisky@stjflyers.com](mailto:lpetrisky@stjflyers.com)

The Administrative Assistant operates out of the school's front office and supervises students arrivals and departures in addition to facilitating school and parent communications throughout the day.

**Cafeteria Manager - Linda Balderaz**

[lbalderaz@stjflyers.com](mailto:lbalderaz@stjflyers.com)

The Cafeteria Manager oversees all operations within the cafeteria as well as snack services during morning break.

**Chief Financial Officer - Terese Arnecke**

[tarnecke@stjvictoria.com](mailto:tarnecke@stjvictoria.com)

The CFO operates the business office of the school. This includes overseeing the budget process, tuition collections, tuition grant program, etc.

**Dean of Students - Drew Westfahl**

[dwestfahl@stjflyers.com](mailto:dwestfahl@stjflyers.com)

The Dean of Students is responsible for student life on campus outside of academics, athletics, and other co-curricular activities. The Dean guides the formation of student character through general behavior policies, including dress code, cell phones, and attendance.

**Director of Academics - Megan Schott**

[mschott@stjflyers.com](mailto:mschott@stjflyers.com)

The Director of Academics oversees the academic program and works closely with the President in all matters pertaining to the academic, instructional, supervisory, disciplinary, and professional areas of the school. The Director is also responsible for chairing the accreditation process and oversees all academic and technology departments.

**Director of Admissions - Jen Korinek**

[jkorinek@stjflyers.com](mailto:jkorinek@stjflyers.com)

The Director of Admissions coordinates admissions for both incoming freshmen students as well as all transfer students. The Director works closely with our partner schools: Nazareth Academy, Our Lady of the Gulf, Our Lady of Victory, and Trinity Episcopal School. The Director serves as a liaison between the local Catholic churches' CCD programs and handles general community outreach for prospective students. The Director also supervises Constituent Relations through alumni programs, endowment gifts, and annual fundraisers.

**Director of Athletics - James Duprie**

[jduprie@stjflyers.com](mailto:jduprie@stjflyers.com)

The Athletic Director oversees all operations and matters related to St. Joseph High School athletics, including but not limited to all athletic teams, facilities, tournaments, and transportation.

**Director of Communications - Shandee Harrell**

[sharrell@stjflyers.com](mailto:sharrell@stjflyers.com)

The Director of Communications manages all internal and external communication for the school, including media relations, social media, and marketing. In addition, the Director of Communications assists in the coordination of fundraising campaigns and special events planning and execution.

**Director of Facilities - Michael Boyle**

[mboyle@stjflyers.com](mailto:mboyle@stjflyers.com)

The Facilities Director oversees all of St. Joseph's physical plant including the main campus and the Field of Dreams. The Director oversees all maintenance staff and subcontracted custodial or repair services.

**Guidance Counselor - Ann Brogger**

[abrogger@stjflyers.com](mailto:abrogger@stjflyers.com)

The Counselor directs students into educational programs that appropriately meet their needs for high school graduation and college entrance. The Counselor also supervises dual credit programs, standardized testing accommodations, and is the contact for students with disabilities. The Counselor also facilitates the Christian Service Program.

**Registrar - Jennifer Carson**

[jcarson@stjflyers.com](mailto:jcarson@stjflyers.com)

The Registrar operates out of the Counselor's Office and coordinates student applications and maintains student records. The Registrar also facilitates the Christian Service Program.

**Academic Advisor - Patty Zapalac**

[pzapalac@stjflyers.com](mailto:pzapalac@stjflyers.com)

The Academic Advisor liaisons with parents and facilitates student organization and study skills under the Counselor's Office.

**Athletics Administrative Assistant - Dana Searcy**

[dsearcy@stjflyers.com](mailto:dsearcy@stjflyers.com)

The Athletic Administrative Assistant schedules and manages facility operations under the Office of the Athletic Director.

## GUIDANCE PROGRAM & COUNSELING OFFICE

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The St. Joseph High School Guidance Program consists of the Guidance Counselor, Registrar, and Academic Advisor and offers the following services:

- Course Scheduling for the next academic year begins in the spring. The Guidance Program meets with students individually or as a class to plan student schedules. No schedule changes will be considered later than three days after a semester begins unless the teacher, Counselor, and Director of Academics deem it in the best interest of the student.
- Throughout the year, facilitates guidance counselor lessons, workshops, and meetings with students
- Referrals to outside agencies and services as needed
- Coordination of the Standardized Testing Program. Standardized tests help to verify and support student assessments already made by the teachers in their classrooms. The school administers the following tests annually:
  - 9th Grade: College Board PSAT 8/9
  - 10th & 11th Grades: College Board PSAT(Preliminary Scholastic Aptitude Test)/NMSQT
  - Students are encouraged to register and sit for both ACT and SAT beginning in the spring of their junior year; however, the tests can be taken during any grade level and as many times as desired.
- Facilitation of college admissions application process
- Coordination of Disabilities Students Services (DSS)
- Coordination of Dual Credit programs
- Oversight of Christian Service Program

## CAMPUS MINISTRY

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St. Joseph High School's Campus Ministry builds upon the foundations set in family and church life to foster each student's own faith through the Catholic Marianist and Incarnate Word and Blessed Sacrament traditions. Drawing upon the Five Pillars of the Marianist Charism, Campus Ministry strives to form students to be the following:

- People of Faith
- Leaders in Mission
- Followers of St. Joseph and the Blessed Virgin Mary
- People of Community
- People of Inclusivity

## **Liturgy**

School Masses and prayer services are provided for students throughout the liturgical year on and off campus. An opportunity to celebrate the Sacrament of Reconciliation is provided throughout the year. Attendance at liturgies on and off campus is required for all students and staff. A reverent attitude, participation, and dress are expected of all present at liturgies. Student misconduct at any liturgical event will be addressed by the Dean of Students.

## **Prayer**

Each day, St. Joseph High School begins with prayer for the whole school community. Prayer is said at the beginning of each lunch and is often said at the beginning and end of some course periods. Activities, meetings, sports events and special gatherings include prayer.

## **Retreats**

Retreat days are essential in the Christian formation of students. The retreats are designed to meet the level of maturity and spiritual growth of all students. Attendance at retreats is mandatory for all students.

# **LIBRARY MEDIA CENTER**

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- Books and audiobooks may be checked out for two weeks, but can be renewed.
- Fines may be charged for overdue books and all fines must be cleared before a student can take semester exams.
- The media center has an extensive collection of print and non-print materials as well as an audio-visual collection. The Library maintains several computers with access to the Online Library Catalog, Internet, email and Online Research Databases. The library computers also have access to productivity applications available for student use.
- The Library is available for study, research, and recreational reading. A quiet atmosphere is maintained to facilitate its use for those wishing to work on homework.
- The Library is normally open from:
  - 7:35 a.m. to 4:00 p.m. Monday through Thursday
  - 7:35 to 3:00 p.m. on Friday.
- Food or drink is not permitted in the Library.
- Cell phones may not be used in the Library.

# **CO-CURRICULAR ACTIVITY GUIDELINES**

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Co-curricular activities are school-sponsored activities not directly related to instruction, but have an indirect relation to the curriculum. They offer worthwhile and significant contributions to the student's personal, physical, social, and spiritual development. Participating in co-curricular activities is a privilege and not a right. Students must meet specific requirements in order to participate. In certain circumstances, students may be placed on Co-Curricular Probation. Please note the *Disciplinary Procedures* section for more information.

The following are examples of Co-Curricular activities at St. Joseph High School:

- All Athletic Teams, Cheerleaders, and Starlighters
- Marching Band and Choir
- Theatre Productions
- Student Council
- School Dances and Festivals
- Student Enrichment Clubs
  - Examples: Cooking Club, Fishing Club, Medical Professionals Club, or Student Ambassadors

### **Limitations on Co-Curricular Activities**

A student with a full day absence may not participate in co-curricular activities on that day. Please take note of all attendance policies concerning excused and unexcused absences.

All athletes may not miss school for co-curricular events the Thursday and Friday prior to semester exam week. No teams or groups may play games, give performances, etc. in the evenings before semester exam administration. Limited practice of approximately one hour prior to 5:00 p.m. is permitted during exam week.

Co-curricular practice, training, or meetings may not normally be conducted during tutorials between 3:00 and 3:30 p.m. Student tutoring takes precedence over all other co-curricular activities.

**Tutoring may extend beyond 3:30. If tutoring extends beyond 3:30, the student will receive a pass from the teacher and join the co-curricular activity without penalty.**

## **CO-CURRICULAR OFFERINGS**

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### **Athletics**

St. Joseph High School offers a wide range of athletic programs for both boys and girls. Students, parents, and guardians should review the [STJ Athletic Handbook](#) for more detailed policies and information.

Boys:

- Baseball, Basketball, Cross Country, Football, Golf, Powerlifting, Soccer, Swimming, Tennis, Track

Girls:

- Basketball, Tennis, Track, Volleyball, Cross Country, Golf, Powerlifting, Soccer, Swimming, Softball

### **Art Club**

The Art Club is open to all interested students. Activities include field trips to local and metropolitan museums, local art exhibits, and creating art installations on campus and locally. The club provides various services involving artwork.

### **Band - Marching & Concert**

Students who are enrolled in a band course are required to participate in school and community band activities along with musical competitions.

### **Bass Fishing Club**

The Bass Fishing Club is open to all students who wish to learn how to fish in recreational and competitive settings.

### **Campus Ministry - Senior Retreat Leaders**

The Campus Ministry Team consists of senior students who are selected by the Campus Minister to facilitate class retreats and build Christian relationships.

### **Cheerleaders**

The cheerleaders are a spirit organization. Members promote school spirit and support varsity athletic events at home and at some out-of-town varsity games. They also participate in other school events.

### **Choir**

Students who are enrolled in the choir course are required to participate in school and community choral activities along with musical competitions.

### **Cooking Club**

The Cooking Club is open to all students who want to experience different culinary techniques and training sessions.

### **Future Medical Professionals Club - MedPro**

The Medical Professionals Club is open to all students and provides information about future careers in the medical and biotechnology fields. Guest speakers, practicums, and other activities showcase the possibilities of a medical science vocation.

### **Leo Club**

The Leo Club is a service club affiliated with the Lions Club of Victoria and serves the school and community through various service projects.

### **National Honor Society**

This organization was established by the National Association of Secondary School Head of Schools in 1921 and gives recognition to outstanding students on the basis of character, service, leadership and scholarship as shown in school.

The school selects outstanding students of the senior, junior and sophomore classes for membership in the Mrs. James F. Welder, Sr. Chapter of the National Honor Society, in accord with the principles laid down in the National Handbook and the St. Joseph NHS Constitution. Students must maintain a minimum cumulative average of 90, complete service requirements and fulfill character and leadership criteria to be considered for membership.

Any member of the National Honor Society involved in severe disciplinary actions could face probation, suspension or dismissal from the organization. NHS stoles are given to seniors in good standing for graduation events.

### **Pep Rallies**

Pep rallies are hosted jointly by student spirit and leadership groups. The school spirit stick is awarded to the class with the greatest spirit at a pep rally. That class normally retains possession of the spirit stick until the next pep rally. Attendance at pep rallies is required for all students and the following guidelines should be followed:

- Air horns are not allowed.
- Students will remain in the bleachers during the pep rally unless permission is given by a sponsor.
- Any special costumes or activities must receive prior approval of the pep rally sponsor.
- Regular dress code rules and norms of conduct apply at pep rallies unless otherwise stated by administration.

### **School Dances**

School dances are social events held periodically throughout the year. Homecoming and Sadie Hawkins dances are hosted by the STJ Student Council and open to all students. Prom is hosted by the Junior class and is normally only open to Juniors and Seniors. Students must purchase tickets to attend dances and adhere to the following guidelines:

- Dances are normally held from 9:00 p.m. to 12:00 a.m.
- Non-STJ students must be approved by the Dean of Students in order to attend with an STJ student.
- Non-STJ students are expected to observe all the same regulations as the STJ students.
- Possession or being under the influence of tobacco products, alcoholic beverages or drugs is prohibited.
- Courtesy and respect for chaperones, and appropriate behavior are expected.
- Attendees who leave the dance may not return.
- Students are signed in and out at all dances.

### **Starlighters**

The Starlighters are an academic course and spirit organization. Members participate in competition and promote school spirit through dance, drills and cheers at athletic and school events. Academic and conduct standards must be maintained.

### **Student Ambassadors**

The STJ Student Ambassador Program utilizes current students to assist with the positive promotion of St. Joseph High School by hosting Shadow Students and working on special projects with the Advancement Office. The Ambassador Program is open to qualified students who are active in both academic and nonacademic activities, possessing leadership qualities and exhibiting enthusiasm for being an STJ Flyer. Selection will be based on an application, faculty and peer recommendation.

### **Student Council**

Student government is conducted through the St. Joseph High School Student Council. The council represents the students in offering suggestions to the school administration. The purpose of this organization is to provide a forum for student expression, promote harmonious relations throughout the entire school, develop good citizenship, coordinate and supervise certain designated social activities not directly sponsored by the school officials or school parent organization. Please review the [Student Council Constitution & Handbook](#) for more information.

### **Theatre Arts**

Theatre productions offer students an opportunity for artistic expression through the presentations of musicals and plays. Tryouts are open to any member of the student body, faculty and staff. Students enrolled in the Theatre Course may be required to assist in productions.

### **Yearbook**

Students enrolled in the yearbook course may have additional obligations outside of the course to take pictures or create accounts of school events throughout the year as part of the process of creating the yearbook.

## **CO-CURRICULAR INFORMATION**

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### **Homeroom**

Before the beginning of 1st period, students will stand for the prayer and pledge and listen attentively to morning announcements. Homeroom is also when teachers take attendance, check dress code, and take a lunch count. Students may also be called for brief morning meetings with faculty, staff, or coaches during announcements. During this time students also have the opportunity to watch CNN10, a daily high school news digest. This Homeroom time begins when school begins and is not exempt from attendance policies.

### **Letter Jacket Information**

Letter jackets are available when a student earns a varsity letter by competing in a varsity level co-curricular activity. All varsity letters are awarded at the discretion of the coach with Athletic Director approval or the co-curricular moderator. Upon receiving a varsity letter, it is the responsibility of the parent or guardian to purchase a letter jacket for their student. The initial patch earned by each student will be ordered by the Athletic Director for all co-curricular activities and will be awarded to the student at no charge. These initial patches are paid for through St. Joseph High School. Patches earned subsequently must be purchased by the student's parent or guardian.

The head coach or moderator of any co-curricular activity may award a varsity letter who meets the following criteria:

- Athletes must meet criteria for lettering established by the head coach of each sport (approved by the Athletic Director).
- Cheerleaders, Starlighters, and Band letter requirements are outlined in their respective constitutions.
- Students in Theatre Arts must perform on stage in 2 major roles or 3 minor roles. Walk-ins and non-speaking parts do not count.
- Members of the Bass Fishing Club must fish in a minimum of 3 THSBA tournaments.

## DAILY BELL SCHEDULES

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St. Joseph High School has several versions of a daily bell schedule. These schedules are adapted from time to time and students, parents, and guardians should review the most recent bell schedule on the school website.

[DAILY BELL SCHEDULES](#)

## PARENT & GUARDIAN CONCERN & COMPLAINT PROCESS

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Serious issues related to violence, self-harm, or sexual assault or abuse should be taken immediately to a member of administration. However, as a general rule, parents and guardians are requested to speak directly with the teacher, coach, or administrator about any concerns with their student's experience in a classroom, activity, or school program. Direct and honest communication is an important part of any healthy institution and parents, students, teachers, coaches, and administrators have an equal responsibility to foster that culture.

If, after speaking directly with the relevant personnel, a parent or guardian wishes to appeal a decision made by a teacher, coach, or administrator they should contact the following:

- *The Director of Academics* for matters related to a teacher's academic instruction and policies.
- *The Dean of Students* for matters related to the enforcement of school discipline.
- *The Athletic Director* for matters related to athletic policies and coaching decisions.
- *The President* for matters which parents or guardians believe are unresolved by the preceding steps.

This process is designed to emphasize appropriate and mature communication. It is our goal to work with parents in the resolution of their concerns.

## FIGHT SONG

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Go Flyers, fight for your name  
Fight for your colors, fight for your fame.  
Send the ball on down the end  
'cause we're going to fight and we're going to win.  
We never stagger we never fall  
We just keep going on with the ball.  
All you fans of STJ we're down on the goal again!

# HANDBOOK ACKNOWLEDGEMENT FORM

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Dear Parents and Student(s):

Please review carefully this edition of the ST. JOSEPH HIGH SCHOOL STUDENT AND PARENT HANDBOOK, sign the statement below, and return this form to the Office of the Dean of Students by September 1. This form must be completed and on file in order to allow your son or daughter to attend courses at St. Joseph High School. All STJ students in the family are asked to sign this form.

**Please PRINT Student's FULL NAME:** \_\_\_\_\_

I/we have read the entire contents of the Student & Parent Handbook, including the school's policy on alcohol and drugs, and agree to abide by the rules, regulations, and policies of St. Joseph High School. Further, it is my understanding that I/my student places at risk my/their attendance at STJ if I/they do not abide by the letter and spirit of the guidelines and policies.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date