

St. Joseph High School Student Handbook

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. The seal continues to portray the purpose of the school to recall the roots that provide Catholic education to many students in south Texas.



MISSION STATEMENT

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.

VISION AND MARIANIST ROOTS

St. Joseph High School is a Catholic school with a Marianist legacy. The heritage of excellence of this school can be traced to its humble beginnings in 1868 when Father Augustine Gardet created a sense of family within the school. The school, subsequently managed by the brothers of the Society of Mary, and the Sisters of the Incarnate Word and Blessed Sacrament, continues to support this and other values and traditions important to the community of Victoria. The family spirit at St. Joseph High School creates a climate that enables and encourages student growth and achievement. As students leave the St. Joseph community, 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. The year 2017 marks the 200th Anniversary of the founding of the Society of Mary, and 2018 marks the 150th Anniversary of the founding of the school. St. Joseph High School remembers its past while building for the future.

The characteristics of a Marianist Education and our vision for St. Joseph High School include the following five elements:

- Educating for faith formation;
- Providing an integral, quality education;
- Educating in the Family Spirit;
- Educating for service, justice and peace; and
- Educating for adaption and change.

PHILOSOPHY

We believe the most important outcome for each member of the St. Joseph High School community is a personal relationship with Jesus Christ, which results in the continuous formation of the whole person, the development of God-given talents, and a commitment to a lifetime of service. Together, students, parents, and faculty build a community, and as one, we serve God.

- **We believe** that the qualities our patron Saint Joseph embodied-guardian of Jesus, devoted husband of Mary, model worker, faithful servant, righteous man-inspire the St. Joseph High School family to be a community of faith, hope, and love.
- **We believe** in academic excellence and intellectual challenge for all students.
- **We believe** that it is the responsibility of the entire educating community – parents, faculty, students and collaborators – to prepare our students for life and to be active in the improvement of society according to Gospel principles.
- **We believe** that by embracing a diverse population of individual differences and abilities, we create 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.
- **We believe** in the educational principles and learning experiences that extend beyond the classroom in order to foster the spiritual, moral, intellectual, emotional, and physical growth of the whole person to his or her fullest potential.

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

ADMINISTRATION

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

Assistant Principal for Academic Affairs

The AP works closely with the Head of School in all matters pertaining to the academic, instructional, supervisory, and professional areas of the school. The AP is also responsible for chairing the accreditation process and oversees all academic and technology departments.

Assistant Principal for Student Services

The AP assists the Head of School with day-to-day supervision, including but not limited to student services, discipline, and school safety.

Campus Minister

The Campus Minister oversees the spiritual formation of St. Joseph students through Campus Ministry, retreats, and service learning projects.

Athletic Director

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.

Facilities Director

The Facilities Director oversees all of St. Joseph's campuses---main campus and Field of Dreams. The Director oversees all maintenance staff and subcontracted custodial services.

Guidance Counselor

The Counselor directs students into educational programs that appropriately meet their needs for high school graduation, college entrance and NCAA Clearinghouse.

Registrar

The Registrar coordinates student applications and maintains student records.

ACADEMICS

Accreditations

St. Joseph High School has been accredited by the State of Texas since 1939. The Texas Catholic Conference Education Department (TCCED) supervises and directs this accreditation process through the Diocesan Superintendent of Catholic Schools. Accreditation with the Southern Association of Colleges and Schools (AdvancED) was achieved in 1987.

Admissions

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, a student must have on file:

- an academic record of credits/grades earned, conduct & attendance records, and standardized test scores
- a current immunization record
- a copy of his/her birth certificate
- a copy of his/her Social Security card

Transfer Students

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

1. Parent(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 start of semester.
3. Academic record, as well as conduct & attendance record, is requested from the current school.
4. Attendance and discipline record shall be checked by Administration or Counselor prior to admission.
5. An admissions decision will be made at least one week prior to the start of the new semester.
6. Transcript is evaluated by guidance staff and tentative schedule of classes is prepared.
7. Final approval received by Head of School.

Withdrawal from School

Students who withdraw from school do so through the Administration and Registrar Offices. They must do so in person. Before transcripts of records can be released, the student must not have outstanding obligations in classes (school issued books and materials), the library, athletics, or any other place where 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.

ACADEMIC PROGRAMS

Curriculum

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 noncollege degree careers. Course offerings provide for flexibility in graduation requirements and selection of challenging honors and Advanced Placement courses.

The curriculum places emphasis on higher level and critical thinking skills; provision for creative, productive thinking; a stress on cognitive concepts and process; instructional strategies that accommodate the learning styles of the student involved; and independent as well as guided research.

Graduation Requirements

Theology	4 credits	One credit for every year attending St. Joseph
Christian Service	1 credit	.5 junior year and .5 senior year

English	4 credits	
Math	4 credits	To include, Algebra I, Geometry, and Algebra 2
Science	4 credits	4 lab sciences including: Biology I, Chemistry, Physics.
Social Studies	2.5 credits	To include World History, U.S. History, & U.S. Government
Economics	1/2 credit	
Foreign Language	2 credits	In the same language
Physical Education	1 credit	May be earned through alternative activities
Technology	1 credit	
Fine Arts	1 credit	
Speech	½ credit	
Elective Credits	3.5 credits	
TOTAL	29	CREDITS

Grading System

The scholastic year is divided into four quarters. A numerical grading system is used. Each semester grade is calculated on 40% per quarter average and 20% exam grade.

Grading Scale (Diocese of Victoria Policy)

- 94 – 100 = indicates excellence and mastery of course (A)
- 85 - 93 = indicates above average achievements (B)
- 75 - 84 = indicates average achievement (C)
- 70 - 74 = indicates low achievement (D)
- 0 - 69 = indicates failure to master course and no credit is earned (F)

Course Credit

In order to earn full credit in a year-long course, the final average of both semesters must be 70 or above. To receive credit for a half-year course, the semester average must be at least 70.

Grade Reports

Progress Reports are emailed midway during each quarter. Report Cards are emailed at the end of each quarter (October, January, March, and June). Parents may monitor their student's progress continuously by creating an online account at Renweb.com.

Graduation with Honors

A system of graduation with honors, based on a student's cumulative GPA, will be bestowed as follows:

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

Weighted Average

When calculating a student's average, a weighted average is used. For Honors/Pre-AP 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.

Honors and AP Programs

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.

Dual Credit

Dual credit is defined as college classes that are taken in high school and count as credit for both high school and college. Students who qualify may apply for dual credit classes at St. Joseph High School to satisfy requirements of elective credits toward graduation. No dual credit class can be used to replace a core class at STJ (English, Math, Science, Social Studies, Theology).

In order to qualify for the program, the student must:

- Be a high school senior or junior (Younger students wishing to take dual credit will be advised on an individual basis.)
- Meet all requirements and deadlines of Victoria College or UH-V
- Obtain permission from school and parent to take the course(s)
- Pass all sections of the TSI assessment, if not exempt by
 - 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 class for which a class period is provided 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 classes 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.

Enrichment Courses to Include Online and Independent Study

Any classes 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.

Admission to Honors or Pre-AP Courses

A. 9th grade Honors or Pre-AP math courses:

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.

B. 10th, 11th, and 12th grade Honors or Pre-AP courses:

1. Completion of the prerequisite Pre-AP or Honors course with at least an 88%.
2. Completion of the pre-requisite regular courses with at least a 94.
3. Recommendation of a committee composed of counselor, department head, and the teacher(s) of the pre-requisite course for students requesting admission and not meeting the conditions in 1 or 2.

Six points are added to semester grades in an Honors or Pre-AP course when calculating class rank, honor roll, and qualifications for National Honor Society.

The following Honors or Pre-AP courses are offered: Biology 1, English 1, English 2, Chemistry, Physics, Spanish 3, Algebra 1, Algebra 2, Geometry, Pre-Calculus, World History, Government, Economics, Varsity Choir.

Admission to Advanced Placement Courses

- A. Completion of the pre-requisite courses that is part of an Honors or Pre-AP sequence with at least an 85, unless specifically outlined by a department.
- B. Above average achievement test scores in math and/or reading for courses.
- C. Recommendation of a committee composed of counselor, department head, and the teacher(s) of the pre-requisite course for those students requesting admission and not meeting the conditions in A or B.
- D. If there is special information regarding Pre-AP and AP course requirements, it will be given to applicants at the time of registration.

Eight points are added to semester grades in Advanced Placement courses when calculating class rank, honor roll, and qualifications for National Honor Society.

The following Advanced Placement courses are offered in the curriculum: English 3, English 4, Environmental Science, Calculus, and U.S. History.

English AP and Pre-AP Courses:

- A. 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.
- B. All freshmen wishing to take English I Pre-AP 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 will be on the student's schedule mailed in the summer.
- C. Continuation in the program is not automatic. At any time in any Pre-AP or AP class, the teacher may recommend placement for the student into the regular English program. At the end of each Pre-AP 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.
- D. 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 Pre-AP sections for the second semester, they may have to complete the summer assignment that was given to those classes as well as any other catch-up work deemed necessary by the Pre-AP teacher. Changes will not be made at any other times during the year.
- E. English 1 Pre-AP, English 2 Pre-AP, English 3 AP, and English 4 AP have required summer reading and assignments.

History AP and Pre-AP Courses:

- A. 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.
- B. All freshmen applying to take World History Pre-AP 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 Pre-AP. 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.
- C. Continuation in the program is not automatic. At any time, in any Pre-AP or AP History class, the teacher may recommend placement for the student into the regular History program. At the end of the World History Pre-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.
- D. 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 Pre-AP or U.S. History AP without having met prerequisites. The student may petition

to be admitted, and a committee composed of the counselor, the department head, and the teacher of the current course will consider the petition. The student would have to have at least a 94 averages in a regular History class.

E. World History Pre-AP and the U.S. History AP have required summer readings and/or assignments.

Environmental Science AP:

Students may enroll in the Environmental Science AP class upon completion of the prerequisite courses: Biology I with at least an 88% and Chemistry with at least an 88% or Chemistry Honors with at least an 85%.

AP/ Dual Credit Math Courses:

St. Joseph High School offers a Dual Credit/AP Calculus course and a Dual Credit College Algebra course.

Students enrolled in Dual Credit/AP Calculus have several options: they may register with Victoria College in Math 2413 to receive dual credit; they may register for the AP test to qualify for credit at many colleges; or, they may register with neither. Victoria College requires the following scores for registration in Math 2413: SAT- 600 math, or ACT- 30 math. *When deciding to register for Dual Credit or AP Calculus AB, each student should get information from the colleges to which they are applying about their acceptance of these scores or credits.

Students enrolled in Dual Credit College Algebra may register with Victoria College in Math 1314 to receive dual credit. Victoria College requires the following scores for registration in Math 1314: SAT- 530 math, or ACT- 19 math and 23 composite, or TSI Assessment- 350 math.

All students in our Dual Credit/AP Calculus and/ or Dual Credit College Algebra courses will be expected to work at the level required to receive credit through Victoria College or Advanced Placement even if they choose to apply for neither.

Class Rank

St. Joseph High School does not rank its students except as required for college admissions under the Texas Ten Percent legislation and/or academic admission to University of Texas at Austin.

Valedictorian, Salutatorian, and Historian

The calculation for the top 3 seniors of the graduating class (Valedictorian, Salutatorian, and Historian) is based on seven and one-half semesters of academic grades. A student must be enrolled at St. Joseph High School for the junior and senior years to be eligible for this selection.

Examinations

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.

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:

- a. Course average for the year must be at least 90.
- b. No conduct grades below satisfactory in the course.
- c. No outstanding fines/fees/tuition.
- d. No more than **9 absences in the course for spring semester** as defined by the Student Handbook Attendance Policy.
- e. No more than **6 class tardies for the year** in each class as defined by the Student Handbook Tardy Policy.

Exam Week Guidelines

Students may not ordinarily miss classes for field trips, performances, competitions, etc., the week prior to semester exams. No teams or groups may play games or give performances the evenings before exams. Limited practice of approximately one hour prior to 4:00 p.m. is permissible during exam week.

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 grade requirements 6 points are added to Honors/Pre-AP grades, 8

points to AP grades, and a weighted average is used.

First Honors – No grade below 90, an average of 94 or higher and conduct grades satisfactory or above.

Second Honors - No grade below 85, an average of 90 or higher and conduct grades satisfactory or above.

Academic Probation

Every effort will be made to assist students who are struggling academically and/or are failing or near failing in their studies. However, if a student with a demonstrated academic ability fails to improve, that student may be placed on academic probation at the determination of the administration.

1. A student may be placed on Academic Probation at any time, though usually such placement will occur at the completion of a marking period or semester.
2. A student may be placed on Academic Probation for excessive absences, should it be determined that the absences have negatively affected academic performance.
3. A student placed on Academic Probation will be required to sign a Probationary Agreement.
4. An administrator placing a student on Academic Probation will consider, but is not limited to, the following criteria as it applies to individual situations when writing a Probationary Agreement.
 - a. A meeting will be held with the student, parent(s), and administrator to discuss the Agreement. Other high school staff may be involved.
 - b. The student will be required to submit all assigned work to each teacher in each assigned class, including work completed in or out of the classroom.
 - c. All assigned material is to be completed and submitted on time. If absent when work is assigned or due, the probationary student must meet the criteria established for late work for each class in order to receive credit.
 - d. The student may be required to work with a tutor in specified subject area(s).
 - e. The student will attend tutorials after school.
 - f. The student will be evaluated at intervals as determined by the administration, not to exceed one quarter of the year.
 - g. The student will remain on Academic Probation for a duration determined by the administration.
5. If a student violates a Probationary Agreement, the administration reserves the right to redefine the terms of the agreement and to evaluate the student's future enrollment at St. Joseph High School.

Homework

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

Technology

1. The use of any telecommunication service provided by St. Joseph High School must be consistent with the requirements of the student's assignment or research.
2. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or having the effect of harming another person or his or her property, including defamation and/or harassment on internet websites, or violates any other applicable law or municipal ordinance, is strictly prohibited and is considered a serious violation of school discipline policy. If any user violates this policy, the student's access will be denied and he or she may be subject to additional disciplinary action.
3. No software, personal or otherwise, may be installed or used on properties of St. Joseph High School without prior written approval by the administration. No tampering with computer software or changes to desktop settings, or changes to desktop background images are allowed, except by authorized personnel.
4. Students are strictly prohibited from using proxy servers or other devices/programs/technology with or without the intent of getting around or through school-blocked or prohibited sites or uses of the computers.
5. All illegal, for-profit, advertising or political lobbying use is prohibited.
6. All unauthorized use of copyrighted material, online plagiarism and/or intellectual theft is prohibited.
7. Any use of telecommunication services requiring funds must be approved in writing by the administration prior to use. If this approval is not obtained, the parent(s) of the student will be expected to reimburse the school for any cost incurred.
8. All students representing St. Joseph High School are expected to use the same ethical guidelines expressed in the appropriate school handbooks.
9. Any violation of telecommunication policies will be considered reason for disciplinary action. Final determination of what constitutes a violation will rest with the administration.

10. St. Joseph High School reserves the right to monitor and/or bar a student's use of any telecommunication service provided by St. Joseph High School.
11. St. Joseph High School is not responsible for any damages or loss of data a student may suffer while accessing any telecommunications services provided by the school. The school is also not responsible for the accuracy, truthfulness or quality of information derived through the use of telecommunication service provided by the school.
12. The student and parent(s) understand that St. Joseph High School is a private school and that there is no constitutional right to free speech as exists in the public sector.
13. The student and parent(s) understand that St. Joseph High School can enforce disciplinary action for the use of school computers and privately-owned computers operated on or off school premises if such operation pertains to St. Joseph High School in any way, including but not limited to the school's students, faculty, administration, business or curriculum. By way of example, but not limitation, such use includes stalking, bullying, and defaming.

Make-Up / Late Work

Students who are absent for any reason will be required to make up the work missed in each class. All work must be completed in the time prescribed by the teacher; if not completed, the student may receive a lower grade, be assigned teacher detention, or receive other consequences until it is made up. The student should 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.

Fees for Damaged Or Lost Items

Seasonal athletic uniforms, library books, fines, fees must be returned or paid before semester exams. Students are responsible for the care of books, uniforms, materials, etc. used in the school. All textbooks must be returned before final exams. The student will pay for damaged or lost items before final exams are taken.

Tuition and Fees

Full tuition must be paid either through the Tuition Payment Plan arranged with a local bank or no later than July 1 of each year. Payments under the tuition plan are made monthly for a 10-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/she will not be allowed to attend classes until the payment is made, or until other arrangements are made with the President. For transcripts, students must request a transcript from the guidance office. No fee is charged for the first two transcripts; however, additional requests after graduation require a \$3.00 fee.

SPECIAL SERVICES

Guidance Program

The St. Joseph High School Guidance Program consists of the Guidance Counselor, Registrar, and Academic Advisor. Services provided include:

- Course Scheduling- Scheduling for the next academic year begins in the spring. The guidance department meets with students individually or as a class to plan his/her schedule. No schedule changes will be considered later than three days after a semester begins unless teacher, counselor and Head of School deem it necessary in the best interest of the student.
- Assisting with concerns relating to academics
- Offering guidance led classroom lessons, workshops, and meetings
- Provide referrals to outside agencies and services as needed
- Coordinate 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/NMSQT (Preliminary Scholastic Aptitude Test)

Students are encouraged to register and sit for both ACT and SAT beginning in the junior year; however, the tests can be taken during any grade level and as many times as desired.

- Facilitate college admissions application process
- Disabilities Students Services (DSS) coordination
- Dual Credit coordination

Campus Ministry

High School 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 help form students to become:

People of Faith

Leaders in Mission

Followers of St. Joseph and the Blessed Virgin Mary

People of Community

People of Inclusivity

Our goal is to help students not only mature in their faith lives, but to live out their faith in service to others.

Liturgy

School masses/prayer services are provided for students throughout the liturgical year. An opportunity to celebrate the Sacrament of Reconciliation is provided throughout the year. Attendance at liturgies is required for all students and staff. A reverent attitude and participation is expected of all present at liturgies.

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 encouraged at the beginning and end of each class period. Activities, meetings, sports events and special gatherings begin and end with 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.

Service Learning Program

Blessed William Joseph Chaminade said, "We are all missionaries and we consider ourselves on a permanent mission." Ours is an "apostolic faith" and as such, St. Joseph High School offers students an opportunity to connect the knowledge and skill they learn in the classroom with how it can be used to help others or transform the conditions in their community. The reflection component of Service Learning encourages students to question why service and transformation are necessary, what changes have to be made, who needs to be served, what motivation move one to serve, and act upon how adaptations and changes might be practically effected.

The Service Learning Program requires service hours of all grade level students. Students receive ½ credit for the junior year and ½ credit for the senior year. The following are the requirements for the current school year:

All service must be approved and verified. Approval comes from the Campus Minister and verification is provided by the agency or project service coordinator (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 Campus Minister. Extensions with the approval of the Campus Minister will be considered. Up to 5 hours of service to STJ may be accepted through events such as Open House, Graduation, Night of Honor, etc.

Freshmen: 5 hours

Sophomores: 10 hours

Junior: 25 hours

Senior: 25 hours.

Library Media Center

Rules for checking out materials are as follows:

1. Books and audiobooks may be checked out for two weeks, but can be renewed.
2. Fines may be charged for overdue books and all fines must be cleared before a student can take mid-term or final exams.

3. The media center has an extensive collection of print and non-print materials as well as an audio-visual collection. The library maintains 60 computers with access to the Online Library Catalog, Internet, email and Online Research Databases such as GALE, NEWSBANK, AND ENCYCLOPEDIA BRITANNICA. The library computers also have Microsoft WORD, EXCEL, and POWERPOINT available for student use.
4. 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 open from 7:35 a.m. to 4:00 p.m. Monday through Thursday and 7:35 to 3:00 p.m. on Friday.
5. Students who wish to use the library during their lunch period for study or homework may get a pass from the Dean of Students.
6. Please leave all food and drinks outside and turn off cell phones while inside the library.

STUDENT LIFE

Dress Code

1. Modesty and neatness are the goals of the dress code.
2. Clothing should not have alcohol/tobacco/drugs/entertainment groups/establishments.
3. Hairstyles/makeup/jewelry should not be a distraction. Males should be clean shaven. Hair color for all students is to be a natural color. Hair length for males should be above eyebrows and above the bottom of the collar on a standard dress shirt. Nose rings/studs/tattoos, etc. are not permitted.
4. Males should have all shirts tucked in at all times with belted pants/shorts.
5. Females should have t-shirts tucked in at all times with belted pants/shorts. Females can wear other blouses/shirts/tops out. Females should not wear sleeveless shirts, low cut shirts, see-through shirts, shirts that reveal bra straps, or any other shirt that is immodest.
6. Students should wear shorts that are long enough to touch the fingertips when the students put their arms at their sides.
7. Students should wear pants are jeans that are neat and not ripped or tattered.
8. Leggings, yoga pants and athletic wear are not permitted.
9. Females should wear dresses/skirts that are long enough to touch the fingertips when the students put their arms at their sides.
10. Students should not wear flimsy footwear such as beach-type flip flops.
11. On Mass days, no shorts should be worn.
12. For special events on campus, such as banquets, special Masses, awards assemblies, etc., students should be careful when choosing dressy outfits that are not modest.

Dress Code for Dances

1. Students attending dances on or off campus must be clean, neat, and modest in appearance.
2. The specific dress code guidelines for each special dance, such as Homecoming, Sadie Hawkins, and Prom will be published prior to the dance.

Attendance

Research has proven that there is a high correlation between school attendance and academic performance and success, while absence from school is often the greatest single cause of poor performance and achievement. Regular attendance and promptness promote positive achievement. Importance of daily attendance:

1. St. Joseph is a community. A student cannot contribute to that community or build relationships without being present.
2. Learning is a progressive activity; each day's lessons build upon those of the previous day(s).
3. Reading the material and completing work independently does not compensate for the loss of insight gained during class discussion or the loss of competency acquired through explanation or supervised drill.
4. Many classes use lectures, discussions, demonstrations, experiments and participation as part of the daily learning activities, and these cannot be made up by those who are absent.
5. Regular student participation in daily classroom activities plays a significant role in student success and confidence.

According to state law, students must be present for 90% of the 180 required school days. Students who are absent for any reason will be required to make up the work missed in each class.

1. An absence of four periods during a day (sequential or not) will be counted as a half-day absence.

2. Absences of five (5) or more class periods during a day will be counted as a full day absence.
3. Absence of fifteen (15) minutes or more from class is counted as a full class period missed. A student must be in school a minimum of ½ day in order to participate in co-curricular activities for that day.
4. School sponsored or sanctioned activities do not count toward the nine (9) absences per semester.

Notification of Absence

We ask that a parent/guardian (not the student) notify school between 7:45 a.m. and 9:00 a.m. of the student's absence; otherwise, the parent will be called between 9:00 and 10:00 a.m. A note, signed by the parent/guardian, stating the date and reason for the absence must be presented to the attendance office on the day the student returns. (Notes stating personal business are not automatically excused.) A card initialed by the doctor/nurse must be given to the attendance office upon the return if appointment is during school hours.

Truancy Absence

Any student absent from a class period or a school day without parental permission, is legally, by law, truant. Parents will be notified of any unauthorized absence and if necessary, law enforcement agencies will also be notified for assistance in returning the student to the school. **Teachers are not obligated to provide assistance for make-up work missed if the absence is due to truancy.**

Anticipated Absence

If a student anticipates absences of three or more days from school, the student should bring a note signed by the parent or guardian to the attendance office before the first period class prior to the absence. The student will receive a form for all his/her classroom teachers to sign, and the teacher may give assignments to make up for the days absent. Teachers are not obligated to provide assistance to make up work missed for illegitimate absences.

School-Sponsored Absence

Each student is responsible for making up the class work missed due to a school-sponsored trip. If a student is deficient in academic work, the teacher will notify the coach or sponsor so appropriate action may be taken. Field trip sponsors, academic competition sponsors, athletic coaches **MUST** have a list of participants signed by the coach/sponsor turned in to the Head of School one week prior to the event. This list will be distributed to all teachers. If a student fails to meet academic requirements, the teacher will notify the sponsor. **Co-curricular activities are a privilege not a right.** Students on any school-sponsored trip are governed by the same regulations applicable to all school activities.

College Visitation Absence

Seniors are allowed 4 college visit days 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 visit days which must be taken on or before April 1. Students must bring a note or have an email sent from a parent/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 ten absences (full day or in a particular class) the student and their parents/guardian will meet with administration &/or Counselor. The student may be placed on Attendance Probation, at this time, because of excessive absences. During this meeting, the administration &/or Counselor will consider any extenuating circumstances (extended illness, hospitalization or family needs) of any student, make recommendations for making up days and review eligibility for senior exam exemptions, if applicable.

If the student does not meet the terms of attendance probation the student will risk being eligible for credit in the particular course, regardless of the reason for the absence. Continued enrollment at STJ may be conditional, as well.

Tardies

The school day begins at 7:50 a.m. unless otherwise notified. Students must be present for the beginning of each period. A student reporting to class after the period is scheduled to begin is considered tardy and must report to the Attendance Office before entering class. A teacher may not admit a tardy student to class without an admit slip.

Students whose arrival to school in the mornings is sufficiently late as to be counted absent first period will have the first period absence also counted as a *tardy*.

If a teacher detains a student, the student must receive a pass from that teacher before reporting to the next class. It is the student's responsibility to ask for the pass from the teacher.

Notices/Deliveries to Students

Notices from parents for emergencies only will be put in students' lockers during the day. Notices are posted at 10:30 and 2:30 p.m. Notices for Detentions, Saturday School, and tutorials are also posted in students' lockers. Failure to go to the locker to pick up notices is not an acceptable excuse for missing notices or not serving disciplinary consequences. Parents who bring items to school for a student should bring them to the Main Office.

Office staff will not interrupt classes or deliver messages except in an emergency. Messages are taped inside the lockers during the day. **It is the responsibility of the student to check their locker before leaving school.**

Leaving Campus

If a situation requires that a student leave campus during the school day, a written note from the parent/guardian must be presented to the Attendance Office before the first period of the day stating the reason and time for leaving. A student is not permitted to leave school without a written note from the parent/guardian.

A student must sign out at the Attendance Office before leaving campus with parents or for pre-arranged appointments. If prior written approval from the parent/guardian has not been sent to the attendance office, a parent must come in and sign the student out of school for appointments. The student/parent must sign in upon return. Phone calls will not be accepted. Emergencies may be an exception at the discretion of the administration.

Once arriving on campus a student may not leave campus unless permission has been granted. All students who leave campus must provide written parental permission to the appropriate staff member.

Students may not leave campus for medications during the school day. Parents are asked to bring emergency medications to the Attendance Office.

Personal business during the lunch hour will normally count as an absence.

Vehicles/Parking

Students who drive to school must observe parking regulations. After a student has parked, he/she is not allowed to remain in or return to the car or parking areas during the day. The supervising teacher or the Head of School must approve exceptions. Detention will be served for violation of this regulation. All vehicles that are parked on St. Joseph's property are subjected to search if the Administration/Staff perceives a need for it.

To park on school property, school designated parking or adjacent streets, a parking permit is required. The parking permit is to be prominently displayed, on the lower right-hand corner of the front windshield. Parking in front of the administration building is reserved for visitors and administration.

Driving more than ten miles per hour or recklessly in the school parking lot is prohibited. Courtesy and consideration for elderly neighbors and small children require safe, slow driving in the surrounding neighborhood. Repeat offenders are subject to the suspension of their driving privileges.

Personal Electronic Devices

Any electronic or digital device is subject in the following policies including smart phones, cell phones, smartwatches, tablets, laptops, audio players, cameras, etc.

1. Smart phones, smart watches, cell phones, tablets, and any other computer, audio player, camera or telecommunication device should not be used during school hours from 7:50 a.m. – 3:00 a.m. They should be turned off and put away during attendance at after-school tutorials, when in the Library, or during any detention or Saturday school.
2. Advanced wearable devices such as smartwatches may be prohibited by individual teachers during testing.
3. Individual instructors may have specific classroom policies concerning electronic devices. Electronic devices may be used for curriculum-related activities, but only under the specific instruction of a teacher.
4. At any time that a device is in use during the school day, faculty or staff may confiscate it. The faculty or staff member can turn the device over to the Dean of Students or Head of School.
5. Repeat offenses may result in the device being kept by the school for a period of time.

Change of Classes

A four-minute passing period is given between classes. Students are expected to take all books, etc. needed for all classes if distance does not allow enough time to return to the locker before the next class period.

Students are not allowed to leave class except in an emergency or with the teacher's permission. Students **must** have a hall pass to be in the halls except during class changes. Book bags, purses, gym bags, etc. may not be left on any floors unattended. Such items on the floor present exit hazards for emergency disaster evacuation or drills.

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: (1) leave the building corridors quietly and quickly after 3:00 dismissal or (2) remain quiet and orderly conduct if remaining inside the building corridors. Students who are noisy or rowdy inside the building corridors during tutorials are subject to assignment of detention or other disciplinary action.

Perfect Attendance

To attain recognition for perfect attendance, a student must be present each and every day of the school year, without any full- day or half-day absences, unless the absence is for participation in a school-sponsored activity. In addition, a student recognized for perfect attendance may have no more than three tardies for the year. When a pep rally or mandatory assembly is being held, during the day or immediately after eighth period, student attendance is required.

GENERAL CONDUCT

The following section is a guideline used by the administration to keep St. Joseph High School operating in a safe and orderly manner knowing that not every situation concerning proper behavior can be listed here. The school administration reserves the right to make fair and reasonable judgments based on the best interests of St. Joseph High School. Ultimately, St. Joseph expects all students to treat others with respect and dignity at all times, and act responsibly on and off the St. Joseph campus. This is a serious responsibility that each student accepts upon his/her enrollment at St. Joseph.

Code of Conduct

The Code of Conduct presupposes every student's desire for excellence in all areas of life. The underlying rationale is not one of legalisms, punishments, or discipline for discipline's sake. Rather, it is one of fundamental and abiding respect for person, respect for property, respect for authority, and respect for the faith, academic, cultural and social environment within which every member of the St. Joseph community must function. No list can cover every conceivable situation; hence, the implicit standards of conduct to which St. Joseph students are called to follow are: common sense, mature judgment, and Christian charity.

Behavior and Discipline

All students of St. Joseph High School are expected to demonstrate conduct which reflects Catholic Christian values consistent with our mission. At any time throughout a calendar year (including vacations, holidays, weekends, and summer vacation), the following actions are considered detrimental to the broader school community and may warrant suspension, probation, or possible dismissal from the school community. The administration will consider the validity of any information involving a St. Joseph student misconduct no matter when it is received. We are committed to dealing with issues by exercising good common sense taking into account the well-being of the individual and that of the broader school community.

Discipline Process

Most disciplinary problems are handled in the classroom. Should a problem continue, the student will be brought to the attention of the school's administration so that the teacher, student, school administrator and parent may work together to solve the situation. Students whose conduct or academic work shows a serious lack of responsibility may be placed on probation for a specified length of time. During this time, they will be notified of specific conditions they must fulfill to remain in school. A conference with the parent/guardian will be held to discuss the length and conditions of the problem. A probationary contract may be written to assure that all conditions are clearly understood by the student and parent(s). At the end of the probationary period, a decision will be made by the administration as to whether the student will be taken off probation, asked to withdraw from school, or be dismissed. The Administration reserves the right to dismiss any student whose conduct, influence, or academic progress indicates a continuing and serious lack of responsibility. Expulsion is final.

Procedures in Discipline Process

Student-Teacher Conference

1. If a student violates the teaching-learning atmosphere the teacher conferences with the student.

2. The teacher applies consequences.
3. Parent is informed by the teacher of disruptive behavior.
4. For serious disruption, the student should be sent immediately to the Administration.

Detention, Saturday School, Suspension, Probation, Expulsion

1. Detentions can be issued to students by any member of the faculty and staff for violations of school rules. These violations are almost always a choice by the student to violate rules and risk the consequences, rather than following the rules and contributing to the educational environment. As a St. Joseph High School student, violators must accept the consequences of their decision and spend time “serving” detentions when issued to them. Serving detentions at the next scheduled detention period takes precedence over all other activities including athletics, drama, choir, clubs, etc. Part-time jobs and transportation problems are not an excuse. Failure to serve a scheduled detention will result in additional consequences. If/when a student fails to serve detention for a third time during a semester, he or she is then assigned a Saturday detention. A student may be assigned Saturday School time for repeated infractions, a first-time serious violation. All Saturday School Detentions are for four hours unless otherwise designated by the Head of School. Saturday School is held from 8:00 a.m. until 12 p.m. and will involve custodial and/or yard maintenance work. The Head of School or his/her designee will inform the parent/guardian of the reason for the Saturday School. Those students arriving after 8:15 a.m. will be considered absent and will make-up the Saturday School plus may be assigned an additional Saturday School. Acceptable excuses for failure to attend Saturday School may be at the discretion of the Head of School.

2. Students who may disrupt a class, or who are involved in a serious offense may be removed from that class. Removal from class is considered a very serious measure. Removal from class is considered a very serious measure. Students will be given two hours of detention. Further action may result.

3. Suspension: A student is suspended from participation in school for a serious or continuous breach of school rules. The administration may suspend students if their conduct or influence is considered unsatisfactory. Parents will be informed of the reason(s) for and the length of the suspension. Students are responsible for all classroom material covered during the suspension.

4. Letter of Warning: Parents will be sent a Letter of Warning when their son or daughter has excessive detentions (including administrative detentions) and/or has struggled academically during the school year. The letter warns parents of excessive misconduct and the possibility of probation if the student is assigned to detention five more times for the remainder of the school year. A conference with administration, guidance, parents, and the student will be held to discuss a plan of improvement. This letter will remain a part of the student’s record for as long as he or she is a student at St. Joseph High School.

5. Probation: Probation is the most severe penalty short of expulsion. Students are placed on probation if their conduct has not improved after receiving a Letter of Warning (they’ve been assigned to detention five more times during the remainder of the school year). More serious infractions of the rules and any second suspension will result in automatic probation. During the probationary period the student must be all the more intent upon improving his or her conduct and avoiding an accumulation of detentions. At the discretion of the administration, probationary status may include one or more specific conditions to be met in order to remain at St. Joseph High School. The Probationary period may last anywhere from one semester to one year. Students may only be placed on probation once while enrolled at school. Students will be dismissed if conditions arise that would place a student on probation a second time.

6. Expulsion: The following offenses are grounds for expulsion:

- a. Conduct detrimental to the well-being, health, or safety of others (e.g. bomb threat, false fire alarms, tampering with fire equipment, possession of any kind of weapon or explosive, physical or verbal abuse of another.
- b. Misconduct by a student who has been previously placed on probation. It is understood that a student cannot be placed on probationary status for a second time.
- c. Theft or vandalism of school property or the personal property of others.
- d. Defiance, disrespect, or insubordination.
- e. Conduct inconsistent with the philosophy of the school.
- f. Conduct detrimental to the reputation of the school.
- g. Violation of any conditions of probation (for students on probation only).

h. Harassment.

Major Offenses

The commission of or participation in any criminal activity in the school building, on school property or at any schools related event or off-campus is prohibited. Such activities include, but are not limited to:

- Engaging in the selling, using, possessing or dispensing of alcohol, narcotics, drugs, controlled substances, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. This includes substances which are thought to be, inferred to be or sold as drugs. Random drug testing may be required.
- Arson, the willful, malicious burning or attempting to burn any property or individual associated with any St. Joseph High School building and property.
- Burglary, breaking and entering a St. Joseph High School building, field, or facility.
- Stealing/larceny/robbery, dishonestly acquiring the property of another person.
- Possession or use of explosives on school property or at any school-sponsored activity.
- Extortion, blackmail, or coercion - - obtaining money or property by threat of violence; forcing someone to do something against his/her will, by force or threat of force.
- Intimidation of school authorities or students - - interfering with teachers/administrators or students by threatening force, fighting, inciting a fight or violence; or by use of obscene, abusive, or vulgar or threatening language.
- Interfering with private lives of school employees, including taking pictures without permission from the school employee, social media postings, etc.
- Validated threats over the internet or phone including harassment or intimidation of students or staff. See policy on Bullying/Harassment for more details.
- Sexting—sending pictures of a sexual nature through an electronic device. This may constitute child pornography and legal implications may apply.
- Major vandalism, the willful destruction of property belonging to another.
- Fighting.
- False fire alarms or bomb threats and/or interfering with the safe and proper conduct of drills.
- Possession of disruptive items such as fireworks, smoke bombs or items which resemble weapons; possession of dangerous, noxious or harmful objects such as a laser pointer.
- Weapons :
 - Students who are found in possession of or use any item deemed by law to be a weapon on school property or at any school-sponsored event will be expelled.

Penalties for Major Offenses:

- First Offense - Minimum of 1 to 3 days suspension.
- Second Offense - Minimum of 3 to 5 days suspension. Counseling - A rehabilitation program under professional supervision may be under taken for a second substance abuse violation.
- Third Offense - Indefinite suspension with possible expulsion.

Other Offenses

- Failure to uphold Acceptable Use Policy.
- Inappropriate use of technology.
- Challenges to school authority, including but not limited to disrespect, defiance, and insubordination.
- Possession, use, and/or transfer of tobacco (all forms), vapor products or alternative nicotine products. This includes substances and paraphernalia thought to be, inferred to be or used for smoking or chewing.
- Unexcused absence, including skipping class and/or school.

- Tardiness.
- Behavior disruptive to the educational environment; disruptive behavior on or within sight of school property or at school-sponsored activities.
- Unauthorized use of electronic devices such as cell phones, radios, speakers, headphones/earbuds in school.
- Dress Code violations.
- Inappropriate behavior toward others, including but not limited to:
 - Lying
 - Vulgar/obscene language/gestures
 - Verbal intimidation
 - Inappropriate display of affection
 - Demeaning comments or actions
 - Reckless endangerment, including horseplay, throwing objects
 - Cheating, plagiarism
 - Forgery
 - Minor vandalism
 - Inappropriate use of automobile
 - Bus misbehavior
 - Gambling

1. Penalties for Other Offenses

While each offense will be weighed independently, penalties can include: informal talk, detention, service work relevant and proportionate to the offense, and suspension.

2. Disciplinary Procedures May Include One or More of the Following:

- Conference between teacher and student.
- School or Community Service.
- Counseling
- Conference with student, parent/guardian, teacher, administrator
- Behavior Contract
- Detention
- Suspension from extracurricular activities, including athletics
- Disciplinary probation
- Social probation
- Suspension
- Expulsion
- Loss of field trip privileges

Policy on Student Dignity

“Love one another, contribute to the needs of others, live peaceably with all.”

(Romans 12: 9-18)

The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. This belief is the foundation of all the principles of our social teaching. Each member of our school is entitled to being treated with dignity. St. Joseph High School expects all students to conduct themselves with dignity and with respect for fellow students, faculty, staff and others. Harassment of any nature includes any conduct that may reasonably be offensive to others in an educational organization. Harassing anyone, including sexual or racial harassment, will not be tolerated. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964,

and Title IX of the Education Amendments Act of 1972. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school system, it is against the policy of this school system for any student, teacher, or volunteer, male or female, to sexually harass another student.

Harassment includes:

1. Making threats, name-calling, feigning physical attack, lewd or obscene gestures, inappropriate digital communications and circulating derisive notes are some examples of harassment.

Sexual harassment includes:

1. Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive and fails to respect the rights of others. Harassment can be either conduct or communication.
2. Sexually inappropriate behavior means inappropriate touching, gesture, and language of a sexual nature directed at students, faculty or staff.
3. Sexual harassment also includes conduct of communication that has the purpose or effect of substantially interfering with other student's education, or creating an intimidating, hostile or offensive educational environment.
4. Examples of sexual harassment: sexual innuendoes, jokes of sexual nature; sexual propositions; sexual suggestive pictures or cartoons; foul or obscene language, jokes or gesture; unwanted and unnecessary physical contact; unwelcome comments about appearance.

Racial harassment includes:

1. Making negative references to a person's cultural or racial background.
2. Creating a hostile or offensive classroom environment through such conduct. St. Joseph High School does not condone or allow harassment of others, whether engaged in by fellow students, faculty, staff or others having business with the school.

Student Dignity Complaint Procedure

Any student who believes he/she has been subjected to harassment should report it immediately to a teacher, counselor, or administrator. Each report will be given serious consideration and investigated promptly. Appropriate action will be taken.

1. Action taken on behalf of the complainant could result in penalties ranging from an oral reprimand to expulsion.
2. The complainant is not held to any specified level of authority in making their initial complaint.
3. Complaints will be investigated followed by a written report within 30 calendar days.
4. Retaliation against complainants is absolutely forbidden. The penalties for retaliation could result in expulsion.
5. Support counseling may be recommended for the complainant as necessary.

Investigator's Course of Action of Student Dignity Complaints

1. The investigation will commence immediately, even if the complainant delayed in coming forward.
2. All complaints will be investigated. The investigator will make no decision upon the believability of an accusation and will investigate each complaint.
3. The complainant is required to produce any physical evidence which supports their claim: letters, notes, photographs, emails, etc.
4. The investigator will make separate, private interviews with:
 - a. The complainant
 - b. The accused
 - c. Any witnesses named by the complainant or the accused
5. If a complainant wishes to withdraw their complaint at some point in the investigation process, the investigator should:
 - a. Ascertain if retaliation against the complainant has occurred.
 - b. If retaliation has not occurred, document the reasons the complaint is being withdrawn.

Concern/Complaint Process

If and when questions or concerns are felt by parents over a school issue, parents are requested to go directly to the perceived source of the problem or concern.

If a parent has a concern that arises out of a classroom situation or a disciplinary action, the following procedures and timeline should be followed:

Step 1: Parents are asked to make an appointment with the teacher involved to discuss the concern and resolve it, if possible. This step should take place in a timely fashion in relation to the date of the incident.

Step 2: Parents are to contact the Department Head within five school days of meeting with the teacher if they wish to appeal the teacher's decision.

Step 3: If parents do not agree with the Department Head's decision, they can appeal to the Head of School.

Step 4: The process outlined above emphasizes communication, and communication at the appropriate level. It is our goal to work with parents in the resolution of concerns.

With issues or concerns that relate to athletics, parents are requested to contact the coach first, then the Athletic Director, followed by the Head of School.

Cheating and Plagiarism

1. Cheating in any form is dishonest and contrary to the basic philosophy of St. Joseph High School. Cheating is understood to mean giving, receiving or using information on an assignment, test or paper that is not the work of the student submitting the work; using unauthorized notes; or violating testing procedures. (ex: copying another person's work, using a "cheat sheet," submitting an online assignment after the cut off time, etc.)
2. Plagiarism is also a form of cheating. It is defined as a product, which is all or part of another writer's manuscript, word-for-word or with changes without giving specific credit to that writer.
3. In cooperative learning assignments teachers will clarify expectations in doing the work.

Disciplinary Actions

1. If a teacher observes cheating either by actions or by duplicate answers on tests or assignments, the teacher will immediately confront that student.
2. If cheating has occurred the teacher will give a "0" for the work. **The teacher will notify the parent.** The name of the student(s) will be given to the Head of School.
3. Any member of the National Honor Society involved in cheating will automatically be on probation from the NHS.
4. Other disciplinary consequences will be determined by the Dean of Students.

Parent Responsibility and Student Welfare

When the judgment of a school official leads the official to believe there is a possibility that a student may cause harm to himself or others, he or she may take such actions as may be appropriate. Among other things, the following procedure may be used:

- a. The parents/guardians will be notified and a conference will be scheduled with the Head of School.
- b. After the situation is described, the parents will make arrangements for a diagnosis of the problem by a professional outside of the school.
- c. The parents will see that the Head of School is informed of the diagnosis and that all recommendations of the professional offering the diagnosis are followed.

The school does not undertake by these policies to insure that any student does not cause harm to himself or to the person or property of others.

Pregnancy/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

- a. In order to insure the best interests of the mother-to-be, parents and school community, the following guidelines will be implemented:
 1. When the pregnancy is known to the school personnel by whatever means, the Head of School will meet with the pregnant student and both parents/guardians.

2. The student will be required by the policy to receive appropriate professional counseling. Evidence of compliance is to be presented to the St. Joseph High School.
 3. The student may be prohibited from participating in any functions that the Head of School determines appropriate.
 4. For the completion of her education, the Head of School will determine the arrangements deemed best for all concerned.
 5. If the pregnant student 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.
 6. 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.
- b. If the father-to-be is identified as a student of St. Joseph High School, the following guidelines will be implemented:
1. The Head of School will meet with him and his parents/guardians.
 2. He will be required to be involved in a counseling program similar to that provided the mother-to-be. Evidence of compliance is to be presented to the St. Joseph High School.
 3. The student may be prohibited from participating in any functions that the Head of School 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 the St. Joseph High School. Should a student participate in such a relationship, he/she may not continue enrollment at St. Joseph High School. Married students may not be enrolled or continue their education at St. Joseph High School.

Guardianship/Residence

Parents play an essential part in the student's school life, not only in terms of support and guidance, but also in terms of participation in various school-related activities. Students must reside with a parent or a legal guardian.

Public Display of Affection

The rule for boy/girl friends at St. Joseph High School is **NBC**, that is *No Body Contact*. This includes hugs, holding hands, etc. The NBC rule applies at all times on campus and at school-related events.

GENERAL INFORMATION

Dances

School dances are social and friendly events.

1. Dances are open only to students of St. Joseph High School and a guest.
2. Guests are expected to observe the same regulations as the students of St. Joseph High School. Guests are to be informed of the rules by their host and are to arrive and depart with the student who invited him/her.
3. Possession or being under the influence of tobacco products, alcoholic beverages or drugs is prohibited.
4. Courtesy and respect for chaperones, and good dancing manners are expected.
5. If students or guests leave the dance, they are to leave the premises and may not return.
6. Students shall sign in and out at all dances.
7. Dances are normally held from 9:00 p.m. to 12:00 a.m.

8. Students must arrive no later than one hour after the dance starts, unless otherwise announced by faculty and administration.

Student Trips

Any curriculum or school-sponsored student trip(s) must be approved in writing by the Head of School. Written parental/guardian permission must be submitted on a school-adopted form for each participant prior to each trip. Students who fail to submit the proper permission form will not be allowed to participate in the trip. **Telephone calls will not be accepted in lieu of proper written forms.** Adequate supervision is to be provided by St. Joseph High School. Transportation requirements set by the state and St. Joseph High School are carefully followed. Curriculum trips are privileges offered to students. No student has an absolute right to such trips. Students can be denied participation if academic or behavioral qualifications are lacking. Approval of such trips will be based upon these considerations:

1. Relationship of the nature and purpose of the trip to the mission, philosophy, and goals of the school.
2. Appropriateness of the trip for the age and maturity level of the students.
3. Cost of the trip.
4. Ability of the school to provide adequate supervision.

St. Joseph High School will not be held liable for any trip if it has not been specifically approved by the Head of School. The school name cannot be used in conjunction with any trip that has not been specifically approved. Trips that are not approved by the Head of School and involve students may not be promoted or organized under the auspices of St. Joseph High School.

Students are expected to follow these guidelines when participating in student trips:

1. Have a written permission slip signed by the parent/guardian and returned to the sponsor before the day of the trip.
2. Pay fees (if there are any) to the sponsor in advance.
3. Dress as required for regular school functions.
4. Travel and stay with the group.
5. All school rules and policies are to be followed for all school sponsored trips.

Emergency Drills

St. Joseph High School shall conduct emergency drills in compliance with city codes in order to insure the safety of students and personnel in the event of a disaster (fire, tornado, hurricane, bomb threat, etc.) 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.

Lockers and Backpacks

Students are responsible for the contents and order of their assigned locker(s). Students may use only lockers assigned to them. The locker is property of St. Joseph High School and is 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. Opened food and drink may not be kept in the lockers.

Medication

Pursuant to State Law, written permission by a parent/guardian must be obtained before a student may be given prescription medication at school. Only medication with specific directions on the container will be given to the student by attendance office or designated representative. All over-the-counter medicine and prescription medicine must be taken to the office for dispensing.

Written permission from both parent/guardian and his/her physician must be obtained for dispensing medication to a student if medication is to be administered longer than ten days. No non-prescription oral medication (Tylenol, aspirin, etc.) may be given in school without the written permission from parent/guardian, pursuant to State Law.

Severe Weather/School Closing

In case of severe weather conditions, students should listen to local radio/TV broadcast for information regarding the school's closing or reopening. As a general rule, St. Joseph High School will follow the plan of the Victoria public schools.

Visitors

To have visitors on campus at any time, students must receive permission from the Head of School at least a day in advance. All visitors must have a Visitor's Pass from the Head of School while on campus. Guests should be introduced to the Head of School, the teacher of the class visited, and/or lunch supervisor. All rules of dress and conduct for St. Joseph High School students apply to guests.

STUDENT ACTIVITIES

Co-Curricular Guidelines

Co-curricular activities are school-sponsored activities, which are 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. Co-curricular activities involve public performance and/or competition.

Activities at St. Joseph High School that fit this definition are the following:

Marching Band	Drill Team Starlighters
Cheerleaders	Sports Teams
Drama/Theatre	

Limitation on Practice and Performance

1. A student must be in school a minimum of ½ day or may not participate in co-curricular activities on that day. (Normal attendance policies apply.) Absences for funerals, necessary doctor's appointments, or pre-arranged college days normally do not disqualify students from practice or performance. Half-day absences with special circumstances will be reviewed by the Head of School and Athletic Director.
2. Any school related activity, on or off-campus, that would require, permit, or allow a student to be absent from class more than 9 times per semester in any course must be approved by the Head of School. The academic performance and discipline record of the student will be used to determine permissible absence of more than the allotted number.
3. Sub-varsity players may not miss school for co-curricular events the Wednesday, Thursday and Friday prior to exam week. Varsity team members may not miss school for co-curricular events the Wednesday or Thursday prior to exam week. No teams or groups may play games; give performances, etc. the evenings before exam days. Limited practice of approximately one hour prior to 4:00 p.m. is permissible during exam week.
4. Practice for athletics, marching band, drill team, cheerleaders and other co-curricular activities may not be conducted from 3:00 p.m. to 3:30 p.m. Students in 9th period should go to tutoring immediately after 8th period as needed. If tutoring extends beyond 3:30, the student will get a pass from the teacher before going to practice.

Class and Club Officers

Students are encouraged to seek leadership roles in the school.

Guidelines for officers are:

1. A cumulative average of at least 85, based on all present year grades prior to election.
2. Leadership capabilities.
3. Time to devote to school activities
4. Cooperative working relationships with students and sponsors.
5. Satisfactory conduct (no 4's or 5's) and a willingness to follow school guidelines.

Class officers of freshman, sophomore, junior and senior classes must, in addition to the general academic and citizenship guidelines for activities, maintain good conduct and citizenship. Class Presidents are ex officio representatives on the Student Council. Each class sponsor will provide criteria for eligible candidates.

Class officers who represent their class and the school poorly through serious or persistent misconduct may be removed from office by the faculty sponsor or the administration.

Homeroom

Homeroom is an integral part of the educational day. Morning prayer, attendance, dress code check, lunch count, announcements, and Channel One are a daily routine during this period and part of the attendance requirement.

Pep Rallies

Attendance at pep rallies is required. Air horns are not allowed. Students are to remain **in the bleachers during** the entire pep rally unless permission is given by the sponsor. Any special costumes must receive prior approval of the pep rally sponsor. The regular dress code rules apply for spirit days and pep rallies unless otherwise planned by the sponsor.

ORGANIZATIONS AND GROUPS

Organizations, clubs and activities are an essential part of education. Students are encouraged to belong to a least one activity. Such activities supplement classroom instruction and provide opportunity for personal and social development. Co-curricular organizations and activities allow students to explore and develop creative talents and abilities, promote friendships, encourage community and create awareness of service to others.

Art Club

The Art Club is available to all students who are interested. Various activities include field trips to local and metropolitan museums, local art exhibits, fundraising activities ranging from selling original artwork to sponsoring dances. The club also provides various services involving artwork. All are welcome.

Cheerleaders

The cheerleaders are a spirit organization. The purpose is to foster spirit and support for the school and its athletic teams. Students are selected on the basis of grades, conduct, teacher evaluations and outside judges. They cheer at varsity athletic events at home and at out-of-town varsity games when transportation is provided by the school. They also participate in other events deemed important by the sponsor/administration.

An academic and conduct average, as stated in the constitution, must be maintained by the cheerleader to remain on the squad. J.V. Cheerleaders support sub varsity teams.

Marianist Life Community (MLC)

Students interested in building community, learning group techniques and spiritual development on the campus are invited to join MLC. Students are selected to attend LIFE camp in the summer at Camp Tecaboca.

National Honor Society (NHS)

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 Faculty Council 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 disciplinary actions could face probation, suspension or dismissal from the organization. Cheating is a serious infraction for a member and could result in immediate dismissal depending on the circumstances. NHS cords are given to seniors in good standing for graduation events.

A student may resign membership in NHS.

A student who is dismissed or who resigns from NHS may not be considered for membership in the future.

Starlighters

The Starlighters are a spirit organization. Members promote school spirit through dance, drills and cheers at athletic and school events.

To be eligible for try-outs certain academic and conduct standards must be achieved. Also, academic and conduct

standards must be maintained while in the corps.

Student Ambassadors

The STJ Student Ambassador Program utilizes current students to assist with the positive promotion of St. Joseph High School. As an official representative of the school, the Ambassadors will show dedication to and support of STJ while hosting Shadowing 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, as well as a personal interview. Serving as a STJ Student Ambassador is a privilege and an important responsibility.

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, and to promote the general welfare of the school.

Theatre

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. A Theatre Arts student may letter in Theatre by performing on stage in two major roles or in three minor roles. Walk-on and non-speaking parts do not count toward lettering requirements.

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.

ATHLETICS

The purpose of athletics is to promote the ideals of sportsmanship on and off the playing fields. Interscholastic contests are meant to foster better relations with other schools. These activities are a privilege not a right. **Fines will be imposed by the T.A.P.P.S. organization on any student athletes who are ejected from a contest.**

St. Joseph High School participates at the 5A level in TAPPS. Several different sports are open to St. Joseph High School students. These sports emphasize discipline, sportsmanship, confidence and the will to be the best a person can be.

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

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

Jacket Requirements and Information

Letter jackets are earned when a student competes in a varsity level competition and is awarded a varsity letter by his/her coach. All varsity letters are awarded at the discretion of the head coach of each individual sport or group with Athletic Director approval. Upon receiving a varsity letter, it is the responsibility of the parent/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. The cost of these initial patches are paid for by the generous support of St. Joseph High School and its Athletic Booster Club. Patches earned subsequently must be purchased by the student's parent/guardian.

The head coach of any sport may award a varsity letter to any student who meets the following criteria:

Participates in at least half of the varsity competitions

And has made significant contributions to the varsity team

Spirit Groups Cheerleaders, Starlighters, and Band jacket requirements are outlined in the Spirit Groups' constitutions

Theatre Arts Perform on stage in two (2) major roles or in three (3) minor roles. (Walk-ins or non-speaking parts do not count)

AWARDS GIVEN TO SENIORS AT GRADUATION

Mr. and Miss STJ

The Vir Excellens Awards – 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 the highest honor that can be achieved at St. Joseph High School. Each senior boy and girl honored with this award best embodies the ideas of the school. The senior class nominates the boys and girls from the class, and the final selection for this award is made by the school administration and teachers.

Father Otting Golden Jubilee English Award

The Father Otting English Award is presented annually to the senior who most excelled in the study of English.

Thomas O'Connor Religion Award

The Thomas O'Connor Religion Award is presented to a senior who has excelled in the study of Theology and service.

Sr. Ernestine Vollmering Humanitarian Award

The Sr. Ernestine Vollmering Humanitarian Award is presented to the senior who best embodies helpfulness, consideration and service – the qualities Sr. Ernestine exemplified in her life.

Cathy Wagner Memorial Sportsmanship Award

The Cathy Wagner Memorial Sportsmanship Award is presented to the senior female athlete who best exemplifies sportsmanship in her sport(s).

John Lyons Memorial Sportsmanship Award

The John Lyons Memorial Sportsmanship Award is presented to the senior male athlete who best exemplifies sportsmanship on the playing field.

Carolyn Shimek Fighting Heart Award

The Carolyn Shimek Fighting Heart Award was established in memory of Mrs. Carolyn Shimek whose bravery in the face of ALS inspired the St. Joseph Family. This award is presented to the senior male and female athlete who exemplifies courage, resilience, determination, and fortitude.

Best All-Around Athlete Awards

The athletes chosen for these awards are selected by the coaching staff of that particular sport. The following list is a guideline in selecting the recipients;

1. A good player who plays almost all of the time.
2. A leader of the team.
3. A sportsman at all times.
4. A coachable player.

Top Academic Senior Athletes

The Top Academic Senior Boy and Girl Athlete Award is based on academic averages and is presented to a boy and girl athlete who participated in at least two sports in their senior year.