

Saint Joseph High School

STUDENT/PARENT HANDBOOK 2019-2020

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Middle States Association of Colleges
and
Secondary Schools

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Welcome to Saint Joseph High School.

Founded in 1915, Saint Joseph High School has maintained a reputation for academic excellence within a family-like environment for over 102 years. SJHS is a unique community of learners whose worth is measured in beliefs, values, and relationships that connect us to one another and to God. The collective support from faculty, staff, alumni, parents and students has sustained our school for over a century and helped to maintain its reputation for academic excellence.

Your presence and contributions to our community are what make SJHS such a special place. We challenge you to "Discover your Saint Joe's" by embracing opportunities that are provided to you this school year.

This handbook and the policies stated in it are intended as a guide to student activities and discipline. Since it is impossible to foresee all situations that may arise, the administration reserves the right to set and/or revise policy as needed throughout the 2019-2020 school year. New policies and revisions will be communicated to parents and students.

We are all partners in this effort – everyone shares in the responsibility of making our school community a positive, supportive place that promotes the development of each student.

Thank you for your continued support of St. Joseph High School and all those who make up our school community.

God's peace be with you,

Beverly K. Kaniecki '64
Principal

Kimberly N. Minick
Assistant Principal

Saint Joseph High School

2019-2020 Student/Parent Handbook

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QUICK REFERENCES

Saint Joseph High School

Address: 800 Montana Avenue

Natrona Heights, PA 15065

Website: www.saintjosephhs.com

Main Office:	724-224-5552
Fax:	724-224-3205
Attendance:	724-224-4100
Athletic Director:	724-226-8044
School Counselor:	724-224-4715

Main Offices (First floor Science & Technology Building):

Principal- Mrs. Beverly K. Kaniecki '64

Assistant Principal- Mrs. Kimberly N. Minick

Secretary- Mrs. Cherie Jagodrinski:

Attendance/ Transportation /Tuition Office: (Humanities Building)

Secretary: Mrs. Ann Litz: 724-224-4100

Advancement Offices (Third floor Science & Technology Building)

Admissions/ PR and Alumni Relations:

Mrs. Shane Palumbo '92: 724-226-4932

Director of Development

Mrs. Christie Benton: 724-226-8043

Assistant Advancement Team

Mrs. Jane Susa: 724-226-7877

Alma Mater

*All hail to St. Joe's High! Noble and strong.
Through the dear portals lies the truth of our song.
Fly thy colors, red and blue, Wisdom echoing.
Lead on, O guiding light, of thee we sing.*

*All hail to St. Joe's High! Our voices raise.
To the Alma Mater, the tribute of our praise.
Live, O Alma Mater! Humble hearts we bring.
Bearer of truth and light of thee we sing.*



SJHS Spirit Song

*We fly the red to show that we are faithful.
We fly the blue to show that we are true.
And with the red and blue combined together
We represent a school that's true (that's always true).*

*They are the colors that we strive to win for,
And may we ever see them flying high above.
They are the ideals of each girl and boy,
Deserving of each student's pride and love.*

Philosophy

Saint Joseph High School is a Catholic School which believes that human beings are created in the image and likeness of God and therefore have inherent individual value and personal worth. This belief creates a well-defined moral environment of mutual respect which is necessary to educate the total person in the Catholic tradition -- a tradition which believes that education enlightened by the wisdom of Christian revelation can be fuller, richer and more humane than any other kind of education.

Saint Joseph High School exists as a partner to parents, who have the first responsibility for the education of the child, so that adolescents may engage in the process of identity formation, secure in the knowledge that home and school share the same commitment to the Catholic Church and its teachings and to the value of personal responsibility and initiative in all areas of the curriculum. Saint Joseph High School is committed to providing an atmosphere in which each student prepares not only for further formal education, but also for lifelong learning.

Saint Joseph High School strives to provide its students with the opportunity to see themselves and those in the world around them as integral members of the Mystical Body of Christ so that the awareness of the struggles of any portion of mankind will prompt their active participation in meeting the challenges of building a just society in the spirit of Jesus Christ.

MISSION STATEMENT

Saint Joseph High School is grounded in the Gospel truths of Jesus Christ. In a community that respects each student as a Child of God, we offer a college preparatory education that encourages spiritual growth, academic excellence, co-curricular participation and civic engagement.

Our Mission is to graduate men and women whose lives are rooted in our core values of Sanctity, Justice, Honor and Scholarship.

BELIEF STATEMENTS

SANCTITY

We believe that each person is called to spiritual and moral growth, which is the ultimate goal of all curriculum and programs. Through an understanding of the Gospel message and active participation in Liturgy and prayer, each student is encouraged to grow in relationship with God and neighbor.

JUSTICE

We believe that each person is called to make the Gospel visible in the world. Through an assimilation of the Church's social teachings and recognizing the dignity of each human being, each student is invited to work to build up the Kingdom of God.

HONOR

We believe that each person is called to act with integrity. Through the teachings of Jesus Christ, each student is challenged to act with truth regardless of the consequences.

SCHOLARSHIP

We believe that each person is called to continuously seek truth, information, and knowledge. Through a college preparatory program that encourages academic excellence and challenges students to think critically and creatively, while at the same time remaining flexible enough to meet the educational needs of all, each student is motivated to take ownership for their own learning and seek solutions to life's problems in the light of Christ's teachings.

SPIRITUAL LIFE

Saint Joseph High School exists to nurture the faith and moral growth of our students. We make every effort to remind ourselves of our **Mission of Sanctity**.

Our entire student body belongs to the Student Ministry Council, which supports student issues, service and outreach to the greater community, and growth in spiritual leadership and peer ministry.

In theory and practice by integrating the school's mission with community service and leadership, our Student Ministry Council works to create an environment for members of the school community to "be Christ" to the community it serves.

CATHOLIC FAITH GROUP

Fosters discussions in areas of Catholic Doctrine and vocations.

COMMUNITY SERVICE

It is expected that over the course of four years each student contributes 100 hours to community service. This program nurtures Christ's own example of leadership through service.

DAILY PRAYER

At the beginning of each school day during the Homeroom period, the entire school community begins the day with prayer and *The Pledge of Allegiance*. All students are expected to respect this opportunity for community prayer and citizenship. Prayer, reflections and/or special intentions are encouraged at the start of each class period.

DIOCESAN PROGRAMS

Programs offered by the Diocese or by individual parishes are scheduled throughout the year. Information will be made available as received.

LITURGIES

SJHS students attend Mass weekly on Tuesday mornings at 7:50 A.M. and on Holy days with the OLMBS Parish and/or Elementary students. Students are required to attend all religious services, to be in uniform and expected to behave appropriately. Parents are always welcome.

OUTREACH

The team works to involve the student body, faculty and staff in events and collections of goods that benefit the less fortunate in our local communities.

PASTORS

The pastors from OLMBS Parish are available to serve the spiritual needs of our students and school community.

PATRON-SAINT JOSEPH

Saint Joseph the Worker is the Patron Saint of Saint Joseph High School. We celebrate the feast day of Saint Joseph on March 19th. Our prayers usually end with a plea for his intercession on our behalf: "**Saint Joseph.... Pray for us.**"

RELIGIOUS EDUCATION

SJHS is a Catholic high school and is, therefore, dedicated by its nature to Christian philosophy. The program of religious education is the most important, and, is in fact, the integrating discipline in the school curriculum.

RETREATS

In keeping with the mission of SJHS, a retreat is scheduled for each class during the school year. Retreat days are required school days to which the normal policies of attendance and tardiness apply. Senior retreat is a graduation requirement.

SACRAMENT OF RECONCILIATION

The Sacrament of Reconciliation offers all students an opportunity to experience the healing grace that comes through God's mercy and forgiveness. Students are encouraged to participate in the Sacrament of Reconciliation as special programs are arranged during the Advent and Lent seasons.

SCHOOL SEAL

The seal of Saint Joseph High School is symbolic of the motive and purpose of religious education as expressed in the initials of our school, **SJHS**, which stand for our four values: **S**anctity, **J**ustice, **H**onor, and **S**cholarship. The **Lantern** of Saint Joseph serves as a reminder that Saint Joseph is our **Protector** and will guide us on our journey as we continue to search for the wonders of God's knowledge and wisdom.

SQUIRES

The Columbian Squires, an official youth organization of the Knights of Columbus, is an international fraternity of young men that promotes leadership skills. The Squires give of their time and talent to raise funds for charity and support the Knights of Columbus.





**DIOCESE OF PITTSBURGH
SECRETARIAT FOR EDUCATION
111 BOULEVARD OF ALLIES
PITTSBURGH, PENNSYLVANIA 15222
412-456-3100 • FAX: 412-456-3101**

**CATHOLIC SCHOOL PARENTS
MEMORANDUM OF UNDERSTANDING**

As a Catholic school, our primary purpose is to form students in the values of Jesus Christ and the teaching of the Catholic Church. While we maintain an outstanding academic program and a number of extra-curricular and athletic activities, we have the responsibility to make certain that Catholic values and moral integrity permeate every facet of our school's programs.

SJHS partners with parents in the religious and moral formation of their child(ren). Mutual cooperation, trust, and support are essential for the fulfillment of this responsibility. By enrolling your child at Saint Joseph High School, you agree to support its policies. We ask you, therefore, to become familiar with the school's philosophy, regulations, and procedures.

Parents/guardians are required to sign the **Diocesan Memorandum of Understanding** stating that they have read the Student/Parent Handbook, that they accept Saint Joseph High School's philosophy, policies and procedures, and that they and their child will comply with them.

All parents are required to complete and sign one form for each enrolled child at our school for EVERY year that the child is at SJHS.

MEMORANDUM OF UNDERSTANDING

As a parent of a student in a Catholic school, I understand, affirm and support the following:

1. The primary purpose of a Catholic School education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es) and the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The School and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school. I have read the entire contents of the **2019-2020** Student/Parent Handbook and accept the policies, regulations, directives, and procedures contained in the Handbook and agree to abide by them. Saint Joseph High School reserves the right to respond to any unforeseen inappropriate behavior.

I. ACADEMIC POLICIES

FRESHMEN COURSES

Religion

Christ: The Eternal Word

Christ: Who is Jesus?

English

History

Civilizations

Mathematics

Algebra I

Algebra II

Geometry

Science

Physics of Materials

Physics I

Foreign Language

Chinese

French

Latin

Spanish

Electives:

Art I

Chinese I

Engineering/Robot

Music Appreciation-SVC

Science Research

Physical Education

SOPHOMORE COURSES

Religion

The Paschal Mystery

The Church

English

History

Foundations of the Republic LR

Mathematics

Geometry

Algebra II

Pre Calculus

Science

Chemistry I

Honors Chemistry I

Foreign Language

Chinese II

French II

Latin II

Spanish II

Electives:

Art I (pre-requisite)

Art: Drawing & Painting

Art: CHS Drawing & Painting

Art: Ceramics & Sculpting

Chinese I

Computer Programming

Engineering/Robot

Music Appreciation-SVC

Science Research

Statistics- LR

Physical Education

JUNIOR COURSES

Religion

Sacraments
Life in Christ

English

Intro to Literary Study (SH)

History

Emergence of Mass
Democracy-**LR**

Mathematics

Pre-Calculus
Calculus Engineering-**P**
Calculus Business-**P**
Trigonometry & Functions

Science

Biology

Foreign Language

Chinese III
French III
Latin III
Spanish III

Physical Education

SENIOR COURSES

Religion

Discerning Vocation
Catholic Social Justice-**CU**

English

Diversity in Literature-**DU**

History

Macroeconomics-**LR**

Mathematics

College Algebra -**LR**
Calculus Engineering-**P**
Calculus Business -**P**
AP Calculus II

Science

Physics II/Biology II
Physics II/**Materials Science-RM**
CHS Chemistry-**DU**
CHS Physics- **DU**

Foreign Language

Chinese IV
French IV
Latin IV -**P**
Spanish IV- **UP** or Art History-**LR**

Physical Education

Junior/Senior Electives:

Art I...Art History...Art: Drawing & Painting-**CU**
Art: Ceramics & Sculpting...(Seniors) CHS Chemistry- **DU**...Chinese
I...Computer Programming- **P**...French I...Music Appreciation -**SVC**
Psychology-**SVC**... Robotics/Engineering... Science Research...Statistics-
LR... (Seniors)Physics/Materials Science-**RM**

CU- Carlow University, **DU-** Duquesne University, **LR-** La Roche College
P- University of Pittsburgh, **RM-** Robert Morris University, **SH-** Seton Hill University, **SVC-** Saint
Vincent College

ACADEMIC ELIGIBILITY

The athletic and extra-curricular activities are important to the atmosphere and life at SJHS. Yet they are only secondary to what must happen in the **academic** classroom. SJHS applies standards for athletic eligibility that exceed the guidelines of the P.I.A.A. and W.P.I.A.L.

Any student with a failing grade, continued absenteeism, consistent tardiness or a disciplinary issue will be declared ineligible to participate in all extracurricular activities. Eligibility for extra-curriculars may be reinstated if the teachers have indicated that the student has made significant effort to improve. The Assistant Principal will give notification of the reinstatement of eligibility.

ACADEMIC PLANNER

Each student should be organized and prepared for the daily lessons. He/she must have the necessary materials in class, including a SJHS planner, which will help to remind him/her about homework due and materials necessary to complete a given assignment. Teachers may establish as part of their class routine a check of the SJHS student planner.

COLLEGE CREDIT (CHS)

In conjunction with Carlow University, Duquesne University, LaRoche College, Seton Hill University, Saint Vincent College, and the University of Pittsburgh, students have the opportunity to take courses through concurrent enrollment which enables them to receive college credit. Students who complete these courses will receive transcripts from these colleges and universities that often are transferable to other colleges and universities. Saint Joseph High School offers concurrent enrollment courses in: College Algebra, Art History, Art: Drawing & Painting, Biology, Calculus Engineering, Calculus Business, Catholic Social Justice, Computer Programming, Emergence of Democracy, English Literature, Foundations of the Republic, Latin IV, Macroeconomics, Music Appreciation, Physics, Psychology, and Statistics.

CHS classes require the payment of fees determined by the college or university and are not covered by SJHS tuition. Successful completion of college courses may require students to attend programs outside of regular school hours and to complete work in addition to that required for high school credit. Students enrolled in the college credit classes must meet the requirements of the program to receive college credit.

COURSE SCHEDULE CHANGE

Changing courses may affect class size and teaching assignments. However, circumstances might arise which necessitate a change. If a teacher finds that a student has been placed incorrectly in a class, the teacher will initiate the change and complete the Course Change Form.

If a student requests a course change, the student must:

- * Complete a **Course Change Form within first 2 weeks of class**
- * Have Parent/Guardian sign the form
- * Meet with the Guidance Counselor
- * Have the approval of the Principal or Assistant Principal

GRADING

Our grading philosophy (in non-College in High School courses) reflects that no more than 50% of a course grade should come from tests and quizzes, but rather challenge students to demonstrate knowledge in other ways, which may include project based learning, labs, competitions and written assignments.

At St. Joseph High School we view the first quarter report card as a progress report. Our grading quarters roll or accumulate to give students the opportunity to improve and maximize grades throughout the year. The first and second semesters are then averaged for a final course grade, and it is the final grade that is recorded on the student's transcript. To calculate the Q.P.A. quality points are assigned to letter grades, this sum is divided by the number of course credits. Over the course of four years Q.P.A.'s are cumulative.

Quality points are as follows:

Academic Courses

A = 4

B = 3

C = 2

D = 1

F = 0

Weighted & CHS Courses

A = 5

B = 4

C = 3

D = 2

F = 0

GRADUATION REQUIREMENTS

Requires the successful completion of a Saint Joseph High School prescribed course of study including:

4 Credits each in: Religion, English, Social Studies, Mathematics,
Laboratory Science, Electives

3 Credits in: Foreign Language (4th year strongly encouraged)

1 Credit in: Physical Education

HONOR ROLL

SJHS Honor Roll Cards are distributed at the end of each semester. To qualify for the Honor Roll, a student must have attained the following:

<i>Highest Honor:</i>	4.0 grade point average
<i>High Honor:</i>	3.75 grade point average minimum of 70% in any subject
Honor:	3.5 grade point average, minimum of 70% in any subject

PARENT COMMUNICATION

We encourage parents to monitor their child's progress and, if necessary, to contact teachers either by telephone or by e-mail. Faculty e-mail addresses are listed on our website: <http://www.saintjosephhs.com> Please allow a teacher at least 48 hours to respond.

Electronic Grade Book:

Using a web browser, parents can access information about their child's grades, assignment status, and attendance through Power School. Parents can get a snapshot of their child's progress at any time right from their home/office computer and use this information to discuss academic expectations with their child. <http://stjosephhs.powerschool.com> Each parent and student will receive log-in data and password.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences are scheduled for the 2019-2020 school year on **Wednesday, November 6, 2019**. The purpose of these conferences is to provide an opportunity for each parent and student to speak with teachers about the student's status in any course. **Students are required to be present at the conference.**

REPORT CARDS

Report cards will be distributed to students quarterly at the end of each academic marking period. Semester and Final course grades are recorded on a student's Permanent Record Card. Parents will be notified four weeks into each academic quarter if their child's academic performance is poor. A **Progress Report** is notification of the student's performance in a subject. It may spell out suggestions on how the student can improve.

Progress Reports can be indicators of serious academic problems and parents should encourage their children to take immediate, positive actions to remedy the situation.

SUBJECT FAILURE & MAKE-UP

All students are expected to successfully complete all courses attempted to the best of their ability. At the very least, a minimum passing grade of "D" is necessary. **Dropping a course** is not a solution. Students learn by dealing with adversity.

Any course not successfully completed will need to be repeated in the summer in order for the student to return to St. Joseph High School in the fall term.

There are no summer classes at SJHS. It is the student's responsibility to locate a comparable course and have it pre-approved by the Guidance Counselor and the Principal. An official transcript verifying the successful completion of the repeated course must be sent to SJHS before the student returns in the fall.

- **Any student who fails summer school, or an approved alternate, is not permitted to return to SJHS.**
- **Seniors must pass all subjects during their senior year in order to graduate.**
- **A student who fails a first semester course may not remove the failure during the second semester.**
- **A student who fails the equivalent of three or more courses will be required to withdraw from SJHS.**
- **Students who fail out of SJHS will not be readmitted.**

TESTING PROGRAMS

Ninth Grade: Preliminary Scholarship Aptitude Test (PSAT)

Tenth Grade: Preliminary Scholarship Aptitude Test (PSAT)

Eleventh Grade: Preliminary Scholastic Aptitude Test
National Merit Scholarship Qualifying Test
(PSAT/ NMSQT), SAT I, ACT.

Twelfth Grade: SAT, SAT I, ACT, Advanced Placement Exams.

WEIGHTED COURSES

Accelerated courses that are rigorous and intense are offered at the beginning of the sophomore year. Because of the increased level of difficulty, these courses are awarded an extra quality point in the computation of the Q.P.A. and may require teacher recommendation.

SJHS STUDENT REGULATIONS

As stated in our Philosophy, it is our belief that a well-defined moral environment of mutual respect is necessary to educate the total person in the Catholic tradition. We expect our students to be responsible, honest, respectful, and well behaved. Although the following regulations list many student rights and responsibilities, they obviously do not and cannot cover every conceivable situation. Saint Joseph High School is not responsible for omissions in the handbook. **Final authority rests with the school administration in all matters.**

II. ATTENDANCE POLICY & PROCEDURES

Saint Joseph High School is responsible for all students registered to attend SJHS during school hours. Therefore, the following procedures have been instituted in order to ensure the safety and well-being of all students. The cooperation of students and parents/ guardians is expected. Consistent, punctual, daily attendance is essential to the learning process. Any absence from class jeopardizes the acquisition of skills, the development of mature understanding, and knowledge that evolves from interaction between students and teachers and from student to student. For these reasons, Saint Joseph High School, in accordance with the Department of Education for the State of Pennsylvania, establishes the following policies concerning attendance:

1. Students absent 20 or more days may be required to attend summer school before being promoted or awarded a diploma. A student who misses 36 or more periods per year (18 for a semester course) may fail that course and must attend summer school. Exceptions to attendance policy due to special circumstances may be made only by the Administration.
2. A student who is absent from school for any reason, may not participate in sports or extra-curricular events that may be scheduled that afternoon or evening.
3. All absences, regardless of the circumstances, become a part of the student's permanent record. This document, including the attendance record, is used when providing references to colleges and prospective employers.
4. If a student is absent for 3 or more consecutive days, a doctor's excuse must be presented upon returning to school.

5. After five unexcused absences in one quarter the student will be considered for referral to the Student Assistance Program (SAP).

6. The Administration will review the attendance records of all students with ten (10) absences. When medical documentation cannot be verified, the administration will notify the parents or guardian regarding the attendance record of their child. If the absences continue without medical documentation, the parents or guardians will be required to meet with the Administration.

ATTENDANCE PROCEDURES

To report an absence a parent/guardian must call our attendance secretary at 724-224-4100 or email: alitz@saintjosephhs.com **before 9:00 am**.

A parent/guardian contact will be initiated if a call is not made by 9:00am in order to verify a student's well-being and safety.

If no parent/guardian contact has been communicated by 9:00 am the absence will be noted as unexcused.

Upon returning to school, the student must bring a medical note or a note written and signed by a parent/guardian to the attendance office (Humanities Building). The note must give the student's first and last name, the date and the reason for absence. Absences are recorded as excused, unexcused, or illegal.

ABSENCE - Excused

Although all absences are considered serious, the school recognizes that certain circumstances may prevent a student from attending school. The following are considered excused absences:

- Death in the family
- Family trips that have an educational value and that are pre-approved by the Assistant Principal with two weeks prior notice
- Illness, hospitalization
- Impassable roads
- Three College visits for Seniors - must present verification from college
- Absences due to student participation in activities/events in which the student represents SJHS

ABSENCE - Unexcused

An absence is considered to be UNEXCUSED if the reasons for the absence are other than the reasons previously stated. The following are considered unexcused absences:

- Car Problem

- Class Cut Day
- Employment
- Missing the bus
- Oversleeping
- Parent neglect
- Unapproved family trip

If proper procedure for reporting the absence is not followed, or if the Administration does not give permission for the absence, the absence will be recorded as unexcused on the student's record and disciplinary action will be taken as a result.

ABSENCES - Illegal

An absence is considered to be ILLEGAL if a student does not report to school and the parent/guardian is unaware that their student is not in attendance or if the student falsifies a note or a call. The following are considered illegal absences:

1. Falsifying a note or phone call . If a student is absent illegally, the student will serve an In-School Suspension.
2. Truancy violates Pennsylvania law. Repeated truancy will be reported to the student's local school district. Students will not be given the opportunity to complete academic work/tests due to truancy.

ABSENCES - Legal

College Visits

Seniors are encouraged to schedule college visits on free days but are permitted three excused absences to visit prospective colleges. The student must present verification from the college of her visit.

Family Trip

Trips and vacations during the school year are discouraged, especially during final exam weeks. If it is necessary for a student to be absent due to a family trip/vacation, the parents should put their request in writing and submit it to the School Office at least two weeks in advance. The Assistant Principal will review each trip/vacation request. Only approved vacations will receive excused absence designation of Parent Excused (PX). Each student, prior to the start of a family trip/vacation, has the responsibility to meet with her teachers to arrange for make-up work, tests, and to develop a schedule for the completion of his/ her work.

ASSIGNMENTS WHEN ABSENT

Each student has the responsibility to contact and meet with teachers to arrange for make-up work, tests and to develop a schedule for completion of work. Students should visit their teachers websites for assignments.

EARLY DISMISSAL- Appointments

Early dismissals are strongly discouraged and will only be granted for verifiable reasons, which are the same as for excused absences. Parents are encouraged to schedule non-emergency medical/dental appointments after school hours. If an early dismissal is required, a student must present to the Attendance Secretary (Humanities Building) a written note containing the following information:

- Name of student
- Date and time of the early dismissal
- Reason for early dismissal
- Name and number of doctor/dentist, if applicable
- Signature of parent
- Phone number of parent to verify information

Students must sign out in the Attendance office prior to leaving school grounds. Also, upon returning to school after an early dismissal on the same day, the student is required to sign in with the Attendance Secretary. Verification of the appointment should accompany the student upon her return to school. Students must follow proper procedures when requesting such release from school, or permission may be denied. A student whose parent/guardian have not communicated an early dismissal will not be permitted to leave school unless a parent/guardian comes into the Office or Attendance Office to sign the student out. Students who miss four periods will be marked absent for half a day. Students who miss more than four periods will be marked absent for the entire day. Students will not be granted an early release on the day of a Liturgy or assembly without special permission from Administration. **UNDER NO CIRCUMSTANCES MAY A STUDENT LEAVE SCHOOL AT ANY TIME WITHOUT PERMISSION MADE TO AND THROUGH THE OFFICE .**

EARLY DISMISSAL - Illness

If a student becomes ill during the day must report to the office. If the student is to be sent home, the office will call a parent/guardian and arrange for permission and dismissal. *Upon request from SJHS, a school nurse is available from the Highlands School District and will be in contact with*

parents. Students may not call or text their parents without permission from the School Office.

EARLY DISMISSAL - Sports

In the event that students are dismissed early from class to leave for a scheduled school sponsored game/match, they should change into their sport uniforms and remain in the building until the arrival of the bus for transport. At no time will students be permitted to leave the premises while awaiting the bus. The time for sport early dismissals will be announced. Students may not leave a class before the announced time. Students must sign out in the Attendance Office prior to leaving school for the game/match. Students are responsible for work that is missed due to an early dismissal.

LATE ARRIVAL - Tardy

Students arriving after the 7:45am bell must first report to the Attendance Office (Humanities Building). The student will use their key tag to record her time of arrival. Students will be given a **tardy** admission slip indicating the time of arrival. No student may go to a classroom or a locker without first reporting to the office. Failure to follow this procedure will result in an after school detention.

If a late arrival is required for a medical, dental or optical appointment, the student must submit a written request from the parent and a doctor's excuse prior to or following the visit.

If a late arrival is due to illness, an emergency, crisis or impassable roads, a note is also required. Upon late arrival to school, the student must immediately report to the office with a note.

Tardiness is recorded as unexcused when students fail to submit an excuse for the tardy or if the reason for the late arrival does not meet the criteria listed under the ABSENCE-Excused policy.

For TARDIES accumulated per Academic Quarter, the following applies (exceptions are at the discretion of the administration):

- 5th tardy- One after-school detention will be assigned.**
- 10th tardy - Ineligible for extra-curricular activities and athletics for the remainder of the quarter.**

SCHOOL CLOSING/DELAY

Severely inclement weather or mechanical breakdown may necessitate a school closing, delayed starting time, or early dismissal. Such information will be communicated through our SCHOOL MESSENGER system in

addition to being announced and posted on KDKA, and if time permits will be communicated to WTAE and WPXI. Please follow the information that is given for Saint Joseph High School. If a conflict occurs between what SJHS has announced and what your school district has announced, follow the schedule announced by your public school district. School closing and delay information will also be posted on Power School.

(Please Note: SJHS does not automatically follow the Highland School District for closings and delays).

III. CODE OF CONDUCT

Students are expected to act in a Christian manner. The Student Code of Conduct reflects the core values of Saint Joseph High School expressed in the Mission and Philosophy of the school. Within this code are expectations for behavior that are consistent with the highest Christian and ethical standards in both academic and non-academic areas. Students are expected to respect each person's racial, cultural, ethnic and religious heritage and to be courteous, respectful and kind. It is required that this Code of Conduct is understood, accepted, and followed by all members of the SJHS community. Both in and out of school, students are required to show respect for and protect the good name and reputation of the school itself, other students, and the faculty, staff, and administration.

Some kinds of behaviors are not only immoral but can also carry civil and criminal penalties. Students are expected to behave in the appropriate manner both in school and at outside school activities and events. Students who defame or portray in a negative light the school or members of the school community will be subject to disciplinary action including verbal reprimand, parent notification, detentions, suspension, and/or expulsion. At the end of the school year, a review of all student discipline records is made. As a result of that review, a student may not be invited to continue his/her education at St. Joseph High School or a student's return may be made

Off-Campus Conduct - The Administration of Saint Joseph High School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

ACTS OF INSUBORDINATION

The following acts are inconsistent with the philosophy of SJHS and will not be tolerated: Any act of contempt or opposition towards authority; open bold resistance to authority; use of foul language towards authority will be subject to disciplinary action.

BEHAVIOR ON SCHOOL BUS

Students represent SJHS on all buses transporting them. Students are expected to conduct themselves appropriately at all times. Loud boisterous behavior, objectionable language, or lapses in courtesy are never acceptable.

Students must obey rules established by the bus companies/resident school districts for the safe and effective operations of vehicle. Failure to do so may result in termination of bus privileges.

CARE OF SCHOOL PROPERTY

Students are encouraged to take pride in SJHS High School and the shared space with OLMBSS. We expect that students cooperate in keeping the cafeteria, desks, books, and all school property in good order.

CELL PHONES / ELECTRONIC DEVICES

Students' possessions of certain electronic devices are restricted as follows:

- Cell phones: The **use of cell phones**, which includes having the phone turned on or **having it in hand** during school hours to include **during lunchtime and in the restrooms, is prohibited**. The phone must be turned off and left in the student's locker or car.
- Students may NOT record (video or audio) classroom lectures, discussions and/or activities without advance written permission of the teachers, and any such recording properly approved in advance can be used solely for the student's own private use.
- Abuse of electronic devices including iPads, Google Chromes, or laptops in terms of sending email, instant messaging, gaming and exploring the internet will result in confiscation and fines outlined below.
- Violations will result in a fine that will be paid and a detention will be served before the confiscated item can be returned. The first offense is \$25 fine and an after school detention. Each additional offense incurs a fine of \$25 increments, after school detention and the confiscated phone returned only to parent/guardian. Additional offenses may incur a Saturday detention that is held once a month.
- The school retains the right to restrict the usage of electronic communicating devices at any school-related functions.
- The use of camera phones is strictly forbidden **AT ALL TIMES** including school events and in private areas.
- The possession of telephone paging devices, commonly referred to as beepers are prohibited on school grounds, at school-sponsored activities and on school busses. These items will be confiscated and returned only to parent or guardian. (Pennsylvania School code, Sec.1317.1)
- Ear buds, 'Beats', headphones, radios, etc. are not permitted during school hours and may also be confiscated. The item may be returned after a detention is served.

CHEATING/PLAGIARISM

In light of our Mission Statement, cheating will not be tolerated whether on exams, tests, quizzes or projects. It is considered an extreme violation of the educational process and code of honor. It is required that each student avoid anything that calls into question the validity of any schoolwork.

Integrity of Student Work: Our Mission Statement that includes the value of HONOR states, “We believe that each person is called to act with integrity.”

- Students are expected to complete and submit assignments, test, and quizzes that reflect their own understanding of the concepts taught or researched.
- Acts of academic dishonesty include but are not limited to:
- Talking to another student during a test/quiz.
- Any form of communication between students during a test/quiz.
- Looking at the paper of another student during a test/quiz.
- Giving or receiving information about specific questions on a test/quiz prior to the administration of the test/quiz.
- Copying homework or allowing another to copy one’s homework.
- Homework completed by family members or friends.
- The use of “cheat sheets” in any form at any time.
- Any type of plagiarism including downloading material from the Internet and submitting it as one’s own work.
- Adding a name to a group project of an individual who has not made a contribution to the development of that project.
- Taking course materials from a teacher’s desk or computer files.
- Using calculators, cell phones, translators or other electronic devices to secretly store and use improper information.

A student who submits illegitimate or plagiarized work is subject to any or all of the following:

- A zero for the assignment
- Loss of weighted academic credit for the course
- Grade for the course dropped by one letter
- Requirement to submit legitimate work
- Disciplinary action and/or academic ineligibility
- Detention

CHEWING GUM

Chewing Gum is prohibited at SJHS due to the maintenance and problems it creates. Fines or detentions may be levied for infractions.

CYBER HARASSMENT

Cyber bullying complaints should be directed to law enforcement in the area where the student lives. SJHS will contact the police and advise of any cyber harassment occurring on school grounds and will refer the victim's family to do the same. Cyber bullying is a criminal offense under PA Act 26 (Cyber harassment). PA Act 26 makes it a criminal offense for a person to:

- Intend to harass, annoy or alarm a child;
- Use electronic means to directly address a child or indirectly through social media; and engage in a continuing course or conduct which either makes a seriously disparaging statement or opinion about the child's:
- Physical characteristics
- Sexuality
- Sexual activity, or
- Mental or physical health.
- Threatens to inflict harm on the child. Cyber harassment is considered a third degree misdemeanor.

DANCES / PROM: Conduct and Dress

At any time during a school sponsored dance, should the student's behavior and/or attire be inappropriate, the parent/guardian will be called to take the student home. The student will be asked to leave the dance. SJHS adheres to Diocesan policy regarding possession/use of illegal substances.

Dresses are to be modest and within the boundaries of Catholic moral principles. Sheer material, dresses that reveal a great deal of skin, low-cut dresses, bare midriff, and high slits are considered unacceptable. Dresses with cut-out sections on the front, back, or side are not permitted. Transparent or mesh material is not permitted. Students are required to submit photos wearing the proposed dress for approval.

DECORUM & GOOD REPUTATION OF SCHOOL

As a student of St. Joseph High School, each student represents the SJHS Community and is responsible for the good name of the school. Students who bring discredit, dishonor, or disrespect to themselves and/or the school

through any behavior or unlawful activity outside of school property or school hours are subject to serious consequences.

Unlawful or unethical activity includes, but is not limited to, membership, involvement, or association with a group or gang that engages in violence, harassment or intimidation of others; the use or sale of illegal substances; theft; possession of a weapon; the use of print, visual or electronic media (such as blogging or e-mail) for harassment, intimidation, defamatory statements, etc. Wearing gang paraphernalia, using gang signs, symbols or graffiti will be considered evidence of gang association. These actions will result in stern disciplinary action, including possible expulsion. Students who are found guilty of civil or criminal violations may also be subject to expulsion.

DETENTIONS

Detentions are normally held one or two afternoons per week from 2:40 to 3:20pm with the Assistant Principal. Unexcused “cuts” from detention will result in an additional detention. A detention must be served at the assigned time unless arrangements have been made, and approved by the Assistant Principal or Principal. *Detention takes precedence over appointments, practices, lessons, tutoring, sports activities, work, etc.*

DISRESPECT

Students are expected to show **COURTESY, RESPECT** and **CONCERN** not only for each other but also for the entire SJHS Community of teachers, secretaries, janitorial and kitchen staffs, and visitors. Disrespect or defiance in actions or speech are unacceptable, and such actions are subject to disciplinary action.

FIELD TRIPS

The uniform is appropriate dress for school-sponsored events. Exceptions may be determined by the school sponsor. For field trips, parental permission slips (official diocesan forms) must be submitted **three** days prior to the event. A student may not attend a school-sponsored event without an official permission slip.

FIGHTING

No student may touch another student with the intent to harm him or her. Inappropriate contact to strike, to shove, to trip, or to engage in any other bodily contact with intent to harm another will not be tolerated. Any participant and the student who acts as an antagonist to incite a fight are both considered guilty. Both students will be sent home and the parents/guardian

will meet with the Assistant Principal and/or the Discipline Team before the students may return to school. If the actions continue, the students may be asked to leave school. Students who are found guilty of civil or criminal violations may also be subject to expulsion. **Students are cautioned that if at any time another student threatens them they are to bring the matter to the immediate attention of a teacher and the Assistant Principal.**

HARASSMENT

Fighting, verbal threats, or any form of harassment between students is a serious infraction. This behavior will not be tolerated during the school day, to or from school, at school functions, or as a member participating in outside activities. A student shall not act or behave in such a manner that could cause physical or psychological injury to another person. Verbal harassment is defined as any spoken or written words that by their very nature belittle the dignity of the person. Derogatory racial, sexual or ethnic language, comments or slurs to include intimidation, threats or any type of bullying are all examples of verbal violence. Verbal violence is a serious matter and is subject to stern disciplinary action.

This behavior can include, but it is not limited to, physical, verbal, written threats to another person, a person's property, or to a relative of the person. Dependent upon the seriousness of the actions, discipline can result in suspension or expulsion as determined by the Administration.

OBSCENITY/PROFANITY

A student shall not use profanity or obscene language that is written, verbal or electronic in communicating with another student, staff member, or visitor. This includes, but it is not limited to obscene gestures, signs, pictures, publications, "sexting", and any willful and/or grievous verbal and/or physical disrespect towards any member of the staff. This behavior can result in suspension, detentions, or dismissal.

PUBLIC DISPLAY OF AFFECTION

Inappropriate displays of affection are prohibited. Kissing, inappropriate touching, embracing, (etc) are considered public displays of affection and not permitted.

SAFE2SAY SOMETHING STATE PROGRAM

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to

“say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

Problem:

Each year in schools and communities across the United States, there are millions of youth who hurt themselves or others through verbal, physical and digital means. These behaviors can cause youth to experience emotional trauma and physical injury, mental health or wellness issues, stress, anxiety, and/or feelings of being unsafe. Too often the outcome results in self-harm, suicide or homicide.

Solution:

The Safe2Say Something system teaches youth and adults how to recognize warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others and say something, using our anonymous reporting system, BEFORE it is too late.

Here’s how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app
- 1-844-SAFE2SAY or SAFE2SAYPA.ORG or download the Mobile App.

THEFT

Stealing is a very serious offense as it breaks down the trust of our community. The student will be expected to return or make restitution for any property taken and will be subject to other penalties, which may result in suspension or expulsion deeming the gravity of the specific incident. Students who are found guilty of criminal violations may also be subject to expulsion.

TOBACCO / VAPING PRODUCTS

According to State Law, it is not only illegal to smoke tobacco in schools, but it is also illegal to possess tobacco/vaping products on campus and at all school related events. The policy will apply to all students who are in the building, on the grounds, or within the vicinity

of the school building (including all areas in sight of the school building), cars, school buses, or at any school-related activity. Any administrator/faculty/staff member may confiscate any tobacco products or any other illegal substance.

The policy is as follows:

A student using or in possession of tobacco or vaping products on school grounds will be assessed a \$50 fine and serve a detention. Additional disciplinary measures and consequences may be enforced.

VANDALISM

The student will be assessed any expenses and costs caused by destroying or damaging the property of the school or that of another student. Marking devices for personal use (paint spray cans, paint markers, etc.) containing permanent ink and paints are forbidden.

IV. DIOCESE OF PITTSBURGH POLICIES:

Applicable to Saint Joseph High School, Inc.

ANTI-BULLYING POLICY

All members of the Catholic School Community are expected to use non-violent means to resolve conflict as reflected in the Gospel values. Bullying behaviors contradict Gospel values and may contribute to both short-term problems (i.e. change in behavior, drop in grades, frequent absences) and long-term psychological problems (i.e. depression, dropping out, suicide ideation) for the victims if persistent. In addition, bullying may contribute to involvement in other antisocial activities such as alcohol/drug abuse or gangs, while threatening the physical safety of others. Bullying contributes to a negative school climate, which interferes with spiritual development, academic learning, and social responsibility.

BULLYING

shall mean an intentional electronic, written, verbal, or physical act, or a series of acts that is directed at another student or students:

- occurs in a school setting
- is severe, persistent or pervasive; and
- has the effect of doing any of the following: substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of a school.

“SCHOOL SETTING” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school. *A school entity shall not be prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts meet the other requirements specified in the definition of bullying.*

CYBER BULLYING includes but is not limited to, the following misuses of technology: harassing, intimidating, threatening, or terrorizing another student or personnel employed by the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs, Tweets and social network sites). **All forms of cyber bullying are unacceptable and to the extent such actions are disruptive of the educational process of the school, offenders shall**

be the subject of appropriate consequences *regardless of the setting in which the cyber bullying takes place.*

Catholic Schools and Staff are expected to:

- a.) provide a supportive environment that upholds Gospel values and encourages positive relationships between students, staff, and parent.
- b.) increase awareness and understanding of the dynamics of bullying and develop a plan to implement anti-bullying strategies within their schools.
- c.) maintain an environment where bullying will be addressed age appropriately in a manner characterized by respect and civility.
- d.) use resources that will assist in developing appropriate social skills, positive relationships and discourage bullying as unacceptable behaviors.
- e.) encourage students to report incidents of bullying and support them in dealing with conflict resolution.
- f.) support, monitor, and act upon all reported incidents of bullying to ensure the safety of all students.
- g.) model appropriate language and actions for students.
- h.) emphasize intervention strategies that are preventative in nature.
- i.) recognize that some bullying behaviors may be more serious and require more comprehensive intervention.
- j.) keep open lines of communication between the home, school, and parish.

Students are expected to:

- a.) promote a positive and caring environment for all by developing an awareness of bully issues.
- b.) refuse to bullying others or to be a bystander to acts of bullying.
- c.) report all acts of bullying that they may experience or observe to appropriate school personnel.
- d.) assist and cooperate in the implementation of school-wide anti-bullying initiatives

Parents/Visitors are expected to:

- a.) promote a positive and caring environment for all by developing an awareness of bullying issues.
- b.) inform the school if bullying is suspected.

- c.) encourage students to discuss any incidents of bullying and reinforce the need to speak out.
- d.) support the school when resolving identified incidents of bullying.
- e.) support the school through the Student Assistance Program (SAP) in promoting anti-bullying initiatives.

Any student who participates in bullying behavior shall be subject to appropriate disciplinary action which may include among other measures:

- a.) Counseling within the Intermediate Unit or school.
- b.) Parental conference.
- c.) Loss of school privileges.
- d.) Transfer to another school building, classroom, or school bus.
- e.) Exclusion from school-sponsored activities.
- f.) Detention.
- g.) Suspension.
- h.) Expulsion.
- i.) Counseling/Therapy outside of the Intermediate Unit or school.
- j.) Referral to law enforcement officials.

In keeping with the teachings of Christ, Saint Joseph High School will provide a safe, caring, and supportive school environment, free of bullying, for all members of the school community

ANTI-HAZING POLICY

Hazing has no place in the Catholic school experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, to one another, to the Church, and to the wider community.

Hazing is defined as any intentional, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by any parish, elementary or secondary school in the Diocese of Pittsburgh. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question. The following are examples of hazing and may not only be limited to these offenses:

- Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person.
- Willful destruction or removal of public or private property for the purpose of initiation or admission into affiliation with, or as a condition of continued membership in any organization.
- Forcing or requiring the drinking of alcohol or any other substance.
- Forcing or requiring the eating of food or anything an individual refuses to eat.
- Calisthenics such as push-ups, sit-ups, jogging, and runs.
- Paddling or striking in any manner.
- Treasure of scavenger hunts, road trips.
- Marking, branding, or shaving the head or body hair.
- Preventing/restricting normal personal hygiene.
- Sexual harassment such as "tea bagging," causing indecent exposure or nudity at any time.
- Physical harassment such as pushing, cursing, shouting, etc.
- Requiring uncomfortable, ridiculous, or embarrassing dress.
- Requiring the carrying of items.
- Requiring personal service or acts of servitude.
- Treating a person in a degrading or demeaning manner.
- Requiring New Members to practice periods of silence.
- Conducting "interrogations" or any other types of questioning.

It is the responsibility of students and supervising adults not to stand silently if they observe hazing. Silence condones these activities and may make the observer just as guilty as the hazers themselves.

If a hazing incident is witnessed by a student or supervising adult, it is his/her responsibility to report the incident to the principal. Individuals or groups found in violation of this policy will be subject to disciplinary action that could include suspension or expulsion from the school.

CHILD ABUSE POLICY

This policy concerns the reporting of child abuse and neglect in accordance with the provisions of the Child Protective Services Law of the Commonwealth of Pennsylvania, Act No. 124 of 1975 and the Regulations there under. It is the purpose of the Act and this policy to encourage and foster more complete reporting of suspected child abuse so as to ensure the child's well-being and to preserve and stabilize family life wherever appropriate.

Any employee of any School in the Diocese of Pittsburgh, including Principals, Educational Consultants, Teachers and other professional staff including Federal or State Government personnel who have reason to believe that a child coming before them in their professional or official capacity is an abused child shall immediately report such case to the Principal and to the Child Abuse Hotline.

It is not the responsibility of any employee of the Catholic School or Federal or State Government personnel to prove that the child has been abused or neglected or to determine whether the child is need of protection.

CHILD & YOUTH PROTECTIVE SERVICE

- **Diocesan Toll-Free Number for Abuse Response: 1.888.808.1235**
- **Reports of child abuse are to be made immediately to the 24-hour Child Abuse Hot Line-toll-free number: 1-800-932-0313.**

DRUGS / ALCOHOL

The sale, use, transfer, possession, or aiding the possession of alcohol, and other illegal drugs or related paraphernalia on school property or school-sponsored activity is absolutely forbidden. SJHS fully adheres to and supports the Pittsburgh Diocesan Abuse Policy.

The full **Substance Abuse Policy** can be found on pages 39-40 of this handbook.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

Access to student records by parents and/or students is governed by Diocesan school policy which is in compliance with the State Board of Education Regulation on Pupil Records and consistent with the Family Educational Rights & Privacy Act of 1974 (Buckley Act). Please contact the school for further information.

SUBSTANCE ABUSE POLICY STATEMENT

The secondary schools of the Intermediate Unit Consortium and the Diocese of Pittsburgh, recognizing that chemical abuse is a serious problem, adopt the position that students must be chemically free to develop in the most productive manner.

It is therefore, the intent of this policy to prevent and to prohibit the possession, use, sale, distribution and/or intent of distribution of any illegal or controlled mood-altering medication or chemical. These are prohibited on school property and at any school sponsored event. This policy will be implemented through the cooperative efforts of administration, faculty, parent/guardian, staff, student and community.

As a secondary education system within the Intermediate Unit Consortium and the Diocese of Pittsburgh we recognize that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have adverse effects on the ability of all members of the school community to achieve personal educational goals.

Recognizing that chemical abuse is a serious problem, it is imperative that students must be chemically free to develop in the most productive and healthy manner. It is therefore, the diocesan schools' policy to prevent and to prohibit the possession, use, sale, distribution and/or intent of distribution of any designer, illegal or controlled mood-altering medication or chemical. These are prohibited on school property, at any school-sponsored events, on school buses and en route to and from school by any mode of travel.

Violations of this policy may result in the following consequences:

1. Appropriate disciplinary response consistent with the philosophy and policies of St. Joseph High School
2. Notification of parent/guardian
3. Notification of municipal authorities when appropriate
4. Suspension or expulsion from school
5. Referral of student to appropriate drug and alcohol agency or professional counselor/psychologist

Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives, emotionally, intellectually and socially. Because it is our conviction that

chemical dependency is a treatable illness, the **Diocesan Substance Abuse Policy** on the following pages has been adopted.

In all cases of drug and/or alcohol abuse, violations of the policy, or whose behavior patterns lead to a reasonable suspicion of chemical dependency will be required to be evaluated by a professional drug rehabilitation agency within five (5) days. A documented report of the evaluation and the dates of treatment must be sent to the school counselor before a student may return. Students and parents must demonstrate a willingness to comply with the recommendations of the agency prior to the student's readmission. Refusal to comply with the school's recommendations may result in immediate dismissal.

SUBSTANCE ABUSE POLICY DIOCESE OF PITTSBURGH

	Situations	Action	Investigation	Notify Parents
1	A staff member is concerned about possible D/A abuse.	Refer to administrator.	Refer to SAP Team for appropriate investigation.	Contact will be made
2	A student is currently under the influence of drugs and/or alcohol.	Report to administrator who will call parents and the nurse. Student is searched	The administrator will request that the student empty all pocket and/or purse. The student's locker, desk and all personal property will be searched. The student will not be left alone for any reason.	Parents are contacted and asked to come to school immediately.
3	A student is caught with drugs or alcohol.	School personnel will confiscate the substance. Summon the administrator or escort the student to the administrator's office.	Same.	Parents are contacted.
4	A student is found using, in possession of, or suspected to be under the influence at any school event.	The group sponsor or administrator will be notified. An anecdotal written report is filed.	Same.	Parents are contacted and will be requested to transport student home. If unwilling, police or emergency personnel will transport student.
5	A student is found in possession of any apparatus connected with the use of drugs (i.e., papers, pipes).	Refer to Situation # 3.	Same.	Parents are contacted.
6	A student is caught in process of distributing drugs to anyone.	Refer to Situation # 3	Same.	Parents are contacted.

SUBSTANCE ABUSE POLICY (Continued)

	Notify Police	Student Disposition	Discipline	Substance Disposition
1		Refer to SAP Team for appropriate referral and recommendation.	If D/A abuse is substantiated, the student will be expected to attend D/A education classes provided by a licensed D/A agency. The SAP Team will follow up with the students/parents and recommend other alternatives to the administration if the student/parents do not cooperate.	
2	In accordance with the law, proper authorities will be contacted when: <ul style="list-style-type: none"> • a substance is located • a deal is witnessed • notes relating to sale of drugs is found. 	Same	<ol style="list-style-type: none"> 1. Suspension in accordance with SJHS policy with possible request for immediate withdrawal from school. 2. Arrangements for an assessment with a licensed drug and alcohol agency will be made within five days. 3. Students and parents must comply with the recommendations of agency prior to student's readmission. 4. There will be follow-up consultations between agency and school to determine compliance with recommendations. 5. Refusal to comply with school's recommendation may result in immediate withdrawal. 	<ol style="list-style-type: none"> 1. Immediately take the substance to the administrator. 2. Place the substance in a sealed bag and label with the date and time of day. 3. Place the bag in a locked cabinet. 4. Police should immediately be called by the administrator.
3	Same	Same	Same	Same
4	Same	Same	Same	Same
5	Same	Same	Same	Same
6	Same	Same	Expulsion	

STUDENT ASSISTANCE TEAM

SJHS strives to promote the total well being of each student. In response to the Diocese of Pittsburgh, members of the administration, and faculty have formed a **Student Assistance Team**. The Team follows the procedures of the Diocese of Pittsburgh and those mandated by the state. Students can self refer or be referred to SAP by staff, parents, and peers.

The SAP Team received training through the Allegheny Intermediate Unit to recognize behaviors inhibiting the educational process of our students. The primary function of the program is to identify the student whose behavior causes reason for concern and to begin a positive plan of intervention.

Concerns that may impact behavior could include but are not limited to: Social Impairment, Suicidal Thoughts, Disruptive Behavior, Eating Disorders, Anxiety, Drug and Alcohol, and Depression. The inappropriate behaviors could indicate a problem with chemical abuse, depression or adjustment.

The SAP Team is not punitive, disciplinary or diagnostic in nature. The Team assists only in identifying inappropriate, nonproductive behavior, and in making positive recommendations to help correct or eliminate the non-productive behavior. This assistance may utilize available resources within the larger community as well as within the school.

WEAPONS POLICY

No weapon may be brought onto school property, including, but not limited to, the school building, outdoor areas, school buses, or to any school related activity. A weapon is defined as a gun, knife, or any other article that could be used to cause injury.

If a student is found in possession of a weapon:

1. His/her parents will be immediately notified.
2. The matter will be referred to the local police if the school administration considers it appropriate.
3. After a review of the facts of the incident, the Administration will decide the appropriate disciplinary measures, including possible expulsion. (Diocese of Pittsburgh Policy 630)

V. DISCIPLINE POLICIES

The discipline system at SJHS is an attempt to develop in the student the practice of self-discipline characterized by a sense of responsibility, maturity and respect for self and others. Our regulations are designed to help students develop the qualities of a responsible Christian.

Parents and students are expected to know the school policies, procedures, and consequences that follow acts against the regulations. When violations occur, such violations depending upon their severity may be handled in any of the following ways:

DISCIPLINE BY TEACHERS

Teachers ordinarily handle relatively minor infractions incurred by students inside or outside the classrooms on a one-to-one basis.

Teachers will make contact with parents when necessary. Students are expected to report to scheduled classes, study halls, etc. on time and equipped with all materials necessary for learning.

Once in the classroom, students are expected to conduct themselves in a manner conducive to education and the education of their fellow students. Similar responsible behavior is expected in the halls and other nonacademic areas of the school campus.

Should any student act in a manner which creates a disturbance within the classroom or disrupts the learning of another, that student will be subject to the disciplinary action on the part of the classroom teacher such as: private conferences, written improvement plans, detention, calls to parents, etc.

Teachers may require a student to stay after school to resolve an academic or discipline issue. Difficulties with after school jobs or transportation are **NOT** acceptable excuses.

Failure to serve either lunch time detentions or after school detentions will result in a loss of privileges.

Students must act on resolution of the problem within two days and will not be permitted to participate in ANY extracurricular activity as long as

an unresolved discipline or academic problem exists. If a student fails to work toward a resolution, the parent/guardian will be notified and other disciplinary action will follow.

DISCIPLINE by the ADMINISTRATION

When repeated inappropriate behavior or blatant violations of school policies occur, intervention by the administration will take place.

When a student's behavior falls into the major infraction category, or if he/she presents clear and immediate danger to him/herself, other students or the school community in general, administrative intervention takes place.

Threats or physical force towards any school personnel or their property; possession of a weapon; transfer of illegal substances; conviction of crime; repeated violations of school policies – *WILL BE CAUSE FOR IMMEDIATE EXPULSION FROM ST. JOSEPH WITHOUT APPEAL*. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at the Principal's discretion.

CONSEQUENCES for MAJOR INFRACTIONS

Students who commit a major infraction against school regulations are subject to **any or a combination of the following consequences:**

1. Expulsion:

Expulsion- is a forced permanent withdrawal from school. Expulsion from school is incurred for a persistent, willful disregard of school regulations or for a single major incident. Authority to expel a student rests with the Principal (Diocese of Pittsburgh Policy 603.11).

The following examples illustrate, but do not exhaust, reasons for expulsion:

- Chronic, undesirable conduct detrimental to the student's and others' physical and/or moral well-being
- Malicious disobedience or disrespect for school authority
- Refusal of student or parents/guardians to comply with school policy
- Violation of a discipline or substance abuse contract
- Extreme defiance or disrespect
- Fighting or threats of violence
- Possession, use, sale, transfer, or aid in procurement of alcohol, drugs, other illegal substances or related paraphernalia at school, while traveling to or from school, or at any school-related activity
- Vandalism
- Possession of, use of, or threat to use a weapon

- Theft, indecent behavior, arson
- Violation of criminal or civil law

2. Suspensions:

- **In-School Suspension** – Students will be isolated from the school population and will have **all** privileges suspended. Students will **not be permitted** to participate nor practice at any extra-curricular activities including athletic, drama and social activities. Students will receive normal class work assigned by their classroom teachers.
- **Out-Of-School Suspension** – Student must complete missed academic work by the third day of the student's return to classes.

3. Probation and/or Discipline Plan:

Student may be ineligible for participation or practice at any extra-curricular activities including athletic, drama and social activities.

Student may become ineligible for Student Ministry Council and/or other positions of honor or leadership.

Probation period ends only if teachers have indicated that student has made significant academic or behavior improvement.

The student and parent must sign a letter of acknowledgement that includes the steps the student is required to fulfill in addition to all other academic and behavioral obligations as set forth in the School Handbook and directives of faculty and administration in order to remain at Saint Joseph High School.

The student and parent(s) acknowledge that the student's continued enrollment is conditional and is subject to reviews at any time.

4. Detention: after school.

5. Service Project:

6. Referral: to the Student Assistance Program, School Counselor or Social Worker. Requirement to seek professional counseling or education through an outside source.

7. Saturday Detention: 9:00-11:00 AM.

SJHS does not accept a student for readmission if he/she has been expelled or has withdrawn from school in lieu of expulsion or for other disciplinary reasons.

VI. DRESS CODE: UNIFORMS

It is the purpose of St. Joseph High School, in establishing and enforcing a Uniformed Dress Code, to inculcate in students a sense of pride in their appearance as well as a sense of discipline that will serve them well in the larger world. It allows us to focus on academics rather than appearances. The Uniformed Dress Code is intended to maintain a standard of dress that is neat, economical, modest, and attractive.

Students are expected to be in compliance with the uniform dress code at all times during the school day to include:

- **arrival to school**
- **departure from school**
- **lunch time**
- **while in the building before and after school hours**
- **during detentions**
- **field trips and off campus school activities.**

Students found by a teacher or administrator to be in violation of the Dress Code will receive a Dress Code Violation notice and may be required to serve a detention. A dress code violation situation may be sent home or required to call the parent to correct the situation. Students who consistently have dress code violations will be subject to consequences by the Discipline Team.

All articles of clothing are to be worn properly and with pride in the manner and location for which they were designed. Ties are to be worn knotted at the collar and the top button of the shirt buttoned so the undershirt is not visible. Shirts and blouses must be tucked inside the trousers or skirt. The school reserves the right to set the following standards *as well as those it may deem necessary during the course of the school year* in the best interest of the student body.

The designated uniform company for SJHS is Schoolbelles located at: 4721 B-125 McKnight Road, Pittsburgh, PA 15237. Phone: 412-630-8480, Fax: 412-630-9402. Their representatives will provide a uniform fitting session at SJHS with an early June date and time to be announced each year. Additional articles of clothing can be ordered individually throughout the year. **Phone Orders: 1-888-637-3037 or www.schoolbelles.com. SJHS School Code Number: S 2209.**

REQUIRED UNIFORM for MEN

1. Navy, or khaki trouser. No cuffs.
2. Trousers are to be ***belted at the waist***.
3. Navy blue blazer with the school insignia sewn on the breast pocket. The blazer is optional from August until returning from Labor Day .
4. White or blue button-down Oxford cloth shirt which must be tucked inside the trousers.
5. Dress socks.
6. School neckties: Blue, red, or striped school tie or bow tie.
7. Shoes should be soft-soled and appropriate for the uniform. Shoes must be plain black, brown, navy, tan, or gray colored; specifically a dress or casual leather shoe - distinctly non-athletic, no canvas, no boots. (Boots are reserved for the winter months.)
8. *Hairstyle*: Hair must be clean, neatly combed, not covering the ears nor in the eyes. Hair should not fall below the top of the shirt collar. No un-natural dyes/ colors. Sideburns may not extend below the ear or extend toward the cheek. Face must be clean shaven daily. **No facial hair such as beards, goatees, mustaches or scruff** including school functions during holiday breaks.

REQUIRED UNIFORM for WOMEN

1. Navy blue, Black-watch plaid, skirts and kilts, or khaki skort **cannot be any shorter than the top of the knee**.
2. Navy, or khaki trousers. No cuffs.
3. Navy cardigan, pullover sweater, or sweater vest with school insignia. The sweater is optional from August until returning from Labor Day,
4. White or blue button-down Oxford cloth blouse tucked in at the waist.
5. Above ankle socks, knee socks, or opaque tights in white, black, forest green, navy, or gray. Neutral hosiery is also permitted.
6. School tie is optional and is the same tie boys wear.
7. White turtleneck is optional for winter months but is not to replace the blouse or the sweater.
8. Shoes should be soft-soled and appropriate for the uniform. Dress or casual leather shoes - distinctly non-athletic. No patterns. Shoes must be plain black, brown, navy, tan, or gray colored.
9. *Hairstyle*: Hair must be clean, neatly combed, not covering nor in the eyes. No un-natural dyes/colors.

PERMITTED with limitations:

Permission to remove blazers, sweaters and ties will be announced by the Administration as needed during warmer weather.

- Only **plain, white T-shirts**, free of printing and graphics, may be worn under the uniform shirt.
- Coats, jackets and outerwear may be worn over sweaters or blazers when walking to and from buildings on campus.
- Students may wear tennis shoes only with a doctor's request that includes a time frame and is submitted to the Office. (Students with medical excuses for tennis shoes or special clothing may not participate in athletic/cheerleading activities for the duration.) Students expected to wear as much of the uniform as is physically possible.
- Boots are to be worn only during the winter months. Boots are to be plain black, brown, navy, tan or gray in color.
- Boots: when worn with skirts are to be worn with tights.

NOT PERMITTED

- Slit, frayed, or un-hemmed uniforms
- “Flip-Flops,” sandals, athletic shoes, bare feet or **shoes with heels more than 2 inches high**.
- Striped, printed, or pastel shoes, clogs, slides, sandals, slippers, or shoes without backs
- Baseball caps, hats, bandannas
- Face piercing, including nose, lips, tongue and eyebrows
- Ear gauges or gauge plugs
- Chains, clamps & excessively large key holders or long belts used worn as apparel
- Clothing which displays pictures or advertising alcoholic beverages, drugs, sexuality or any message contrary to Christian values
- Colored T-shirts worn as undershirts
- Coats, jackets and outerwear worn during classes
- Any socks below the ankle
- Visible tattoos
- Mohawks, shaved heads nor hair with a cut-in logo
- Extreme hairstyles to include outlandish/un-natural dyes or colors.
- Facial hair, goatees, beards, mustaches, sideburns

longer than the bottom of the ear to include school functions during breaks

In all cases, the administration reserves the right to evaluate and correct an individual student’s interpretation of the uniform policy and to determine and curtail unacceptable articles of dress, jewelry and hairstyle. *All faculty members have the responsibility to enforce the dress code/uniform policies.*

DRESS DOWN / RED & BLUE SPIRIT DAYS

On designated days, students may wear uniform slacks and a shirt that has the Saint Joseph High School name and/or logo.

DRESS-UP DAYS (school picture days, special masses)

On designated days students may "dress up."

Male students: dress shirt, tie, dress slacks, belt, dress shoes, dress socks, blazer or sweater.

Female students: Dress skirt or pants and dress blouse, stockings, dress shoes. Dress or tops must have sleeves. Tank tops, spaghetti straps, strapless tops, nor bare mid-drifts are not permitted. Skirts and dresses cannot be any shorter than the top of the knees.

GYM ATTIRE

Required gym attire from Schoolbelles includes only SJHS logo T-shirts, sweatshirts, shorts or sweatpants. Socks and tennis shoes are also required for physical education classes. The P.E. teacher may forbid an unacceptable article of clothing or jewelry even if it is not mentioned specifically in the handbook.

VII. FINANCIAL POLICIES

FINANCIAL AID

A limited amount of financial aid is available for those students in need of financial assistance. Application with documentation (Income Tax Forms) must be made to the PSAS (Private School Aid Service) by March 1 preceding the school year for which you are applying. If a student chooses to or is asked to withdraw, full tuition payment exclusive of financial aid/scholarship credit shall be due for each quarter up to and including the one in which the withdrawal occurred.

TUITION

Saint Joseph High School strives to enable any student who desires a Catholic education to attend SJHS. All students are subsidized since the tuition is much less than the cost per pupil. The financial policies are strictly enforced and contribute to the affordability of tuition and the solvency of the school.

Three options exist for payment of tuition:

Option 1: Single Payment due July 1 preceding the school year.

Option 2: Two equal payments due July 1, 2019 and December 1, 2019 (The school will assess a fee of \$45 for late payments in options #1 and #2.)

Option 3: Monthly Payments through **F.A.C.T.S.** (Fast Automatic Cash Transfer System).
12 payment plan begins in June; 10 payment plan begins in July.

TRANSCRIPTS, REPORT CARDS & ACTIVITIES

No transcript of grades or report card will be released unless all tuition and other financial obligations are met. Students will not be permitted to return for the following year nor permitted to participate in summer extra-curricular activities until financial obligations are met.

It is fair and just that tuition accounts be current before a student attends the Christmas Semiformal, Prom or receives other non-required purchases.

All students are expected to perform well academically and maintain a good disciplinary record. Tuition Assistance including scholarships from the school is contingent upon those factors. A student's status is subject to review periodically. If the student's academic or disciplinary record is not

satisfactory, his/her financial aid grant may be reduced. **Seniors with outstanding balances will not be permitted to participate in graduation.**

WITHDRAW

Refunds will be made for any full quarter of nonattendance after the date of withdrawal. Contact the school office for further information.

VIII. MEDICATION POLICY

MEDICATIONS

Medication should be given at home, and physicians should be asked to change the schedule for the administration of medication so that it can be given before and after school hours. The Faculty/Staff of Saint Joseph High School is prohibited from distributing medication to students. * However, when prescription medication must be administered during school hours in an emergency situation, a written procedure for student self-administration and storage of medication is required to ensure student safety and to mitigate any liability of the school and school personnel.

Prescriptive Medication (Inhalers, Epi-Pens and Insulin):

1. All prescription medication should be taken to the Office and clearly marked with the student's name on the container provided by the pharmacist. Parents must sign an Indemnification Agreement.
2. The container must include:
 - a. name of medication
 - b. date
 - c. dosage
 - d. schedule of administration
3. A student who uses an oral inhaler, epi-pen or insulin will be permitted to carry these with him/her.
4. For **any prescriptive medications** taken in school:

All medications shall be administered by a registered nurse, a licensed practical nurse, or by the parent or their designee (excluding non-medical school personnel). The only exception would be emergency medication (life-threatening) which can be self-administered, such as an epi-pen or asthma inhaler.

Before allowing a student to self-carry medication, the nurse assigned to the school will ensure that the student is competent in self-care through demonstration of administration skills and responsible behavior.

An order from a licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration is required before the student may carry the medication on his/her person. A student needing to self-carry emergency medications should have an emergency care plan or a similar form completed by their healthcare provider.

Should a student have special needs the parent must contact the Office and make known the special needs and concerns of the student.

No medications will be supplied or administered by school personnel such as aspirin, Tylenol, cold medication, allergy medications etc.

IX. SAFETY & SECURITY

FIRE DRILLS & EVACUATION PROCEDURES

In case of an emergency that requires partial or complete evacuation of the campus, procedures have been put in place and explained in detail to all faculty, staff, and students to ensure the safety of our school community. Each classroom or area of the school is equipped with Fire Evacuation Instructions posted by the entrance/exit of that particular room or area. Students are to leave from and return to the classroom, cafeteria, or area walking in silence. Students are to obey any requests or directives given by an administrator, faculty member, or staff personnel during the drill. Drills are held monthly.

I.D. KEY TAGS

Students, faculty, and staff are required to wear their identification key tags at ALL times during the school day. Key tags will be issued at the start of each school year and are essential to each student's safety and security. The entire school is locked at all times; key tags provide students with quick and easy entrance to all approved doors/entrances to the building. **At no time is it appropriate for a student to open a door for someone trying to enter the building, or to share their key tag with someone else.**

Key tags record the time of the student's arrival and patches this information immediately into the Office.

Whenever a key tag is used, the name of the holder and time of entry is recorded in the computer system. (Video cameras at the entrances of the building and in the interior of the building also record entry to and activity in and around the building.) Should a student lose or misplace their key tag, they should notify the School Office immediately since and will be held responsible for any misuse of the tag as long as it is activated. There is a \$5 replacement fee charged for any missing key tag to cover the new tag, the deactivation of the old tag, and the new activation.

Students can access both buildings with their key tags during the school year during the following hours:

7:15 A.M.- 3:00 P.M

LOCKDOWNS\ EVACUATION PROCEDURES

In an emergency requiring a lockdown, the Assistant Principal will announce that a lockdown is in effect. Students outside the classroom will immediately report to a classroom, and teachers will close their classroom doors. Students

in the cafeteria or common areas will remain in those locations. No one may leave the designated area until an all clear announcement is made by an administrator. If necessary, SJHS will implement emergency procedures and take every possible precaution to ensure our students' safety. We ask parental cooperation so that we can deal with any emergency and maintain supervision of our students.

School Closing: If the school is to be unexpectedly closed after the beginning of the school day, students will return to their homerooms. Public school district transportation services will be informed, and local television and radio stations will be contacted to announce that the school is closed.

SEARCHES

To assist in maintaining a safe and secure learning environment, the school reserves the right to search a student, his/her locker, belongings, or vehicle parked on school grounds. Although a search may occur at any time, it is usually conducted on the basis of reasonable suspicion of violation of civil or criminal law and/or school regulations.

VIDEO SURVEILLANCE

SJHS installed a recorded video system utilizing cameras that are stationed in the parking lot, at entrances, and throughout the school building to ensure the safety of all students and visitors is in effect 24 hours/7 days a week.

VISITORS

It is school policy that all visitors to the school must report to the Main Offices immediately upon their arrival. All visitors, whether routine or occasional, must sign in and receive a Visitor's Badge before proceeding to any other area of the campus.

X. TECHNOLOGY, TELECOMMUNICATIONS & NETWORK POLICIES

The **Student Agreement** form is included in the *First Day Packets*, which are distributed at the beginning of each school year.

Saint Joseph High School considers the many levels of ability and diversity of talent in students as personal resources that can be maximized to the fullest potential of the individual. Curriculum options are open to all students to better prepare them to identify to specific career and educational goals beyond secondary education. These options are directed to providing classrooms that are workplaces for students and teachers to interact and share learning experiences.

These student/teacher learning experiences should include the tools used in the technology rich society of today. Practice with technology tools and comprehension of technology concepts will enable students to gain self-confidence and develop problem-solving skills that will be utilized in their technological workplace. By learning to identify and heed the indicators of change, students will be more likely to ensure a lifelong learning style of self-improvement and fulfillment. Additionally, through the use of teacher-led training, workshops, and use of technology in classes, students will be educated about cyber-bullying awareness and response, and will learn about appropriate online behavior, including interacting with other individuals on social networking services, chat rooms, and other Internet forums.

SJHS has been able to bring into the classroom computers, software, and multimedia equipment that have immensely changed the learning environment for our students. Our primary goal has been to engage student in using the computer as a learning tool that will process information and enhance critical thinking skills and creative expression. This goal of creating classrooms in which students and teachers work together solving problems is being realized with tremendous success.

Technology rich classrooms are possible at SJHS through grants and donations. Only maintenance expenses are calculated in the budget. Therefore, it is important that students realize and appreciate the work, time, and effort necessary to acquire this equipment. Uses not pertaining to educational purposes, vandalism of any kind, and abuse or misuse of any technology equipment will result in loss of the privilege to use this equipment.

If replacement or repair is necessary due to the above actions, the student and parent will be expected to bear the financial burden.

Acceptable Use Policy:

Access to technology resources is a privilege and not a right. The Acceptable Use Policy was written to promote positive use of technology and effective digital citizenship among students and staff. Digital citizenship is an important 21st century skill that is developed through use of technology and guidance on appropriate behavior, and represents more than technology literacy. Technologically fluent digital citizens live and interact safely and civilly in a world that is increasingly digital. They recognize that information posted on the Internet is public and permanent and could have long-term impact on one's life. Expectations for behavior online are no different than face-to-face interactions. All members of the school community are expected to use technology responsibly, ethically, and respectfully for the work of others.

Personal Responsibility

Personal responsibility is a key component of living as a good digital citizen. All members of the school community accept personal responsibility for reporting any misuse of the St. Joseph High School network, Internet access, or any technology resource to school administrators. Misuse can come in many forms, including but not limited to:

- Cyber-bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Accessing, transmitting or storing information that may be considered obscene, pornographic or sexually explicit;
- Transmitting or storing information that could endanger others (e.g., bomb construction, drug manufacture);
- Unauthorized access or attempts to gain unauthorized access to computer or network systems and information;
- Attempts to break security policies, defeat network protection devices, or otherwise circumvent these policies;
- Transmitting or storing any material in violation of school policy or any federal or state regulation;
- Malicious attempt to harm or destroy data of another user, network, or agency that is connected to the network (vandalism);
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools.

Network Access

The St. Joseph High School network includes wired and wireless access for computers and peripheral devices, as well as services for file storage, e-mail and other Internet content (blogs, web sites, web mail, groups wikis, etc.). The school reserves the right to prioritize the use of, and access to, the network. All use of the network and network services must be in support of education and consistent with the mission and educational objectives of St. Joseph High School.

Connecting to the Network

Devices connected to the St. Joseph High School network must conform to basic network safety and security guidelines. Generally, the device must have a current, up-to-date and correctly-licensed operating system, software firewall, and anti-virus protection. The Technology Coordinator must determine the suitability of a device for connection to the network.

St. Joseph High School provides network access devices in the form of laptop and desktop computers, netbooks, and iPads. Only these devices are pre-approved for connection to the St. Joseph High School network. Any other device, including personally-owned tablets, PDA's, and laptops, must be approved prior to connection to the network. Forms to request permission to connect to the network are available from the office.

Filtering and Monitoring

Content filtering systems and firewalls are used to block or filter access to objectionable material. Obscene visual depictions and child pornography are blocked in accordance with the Children's Internet Protection Act (CIPA). Other objectionable content is filtered or blocked at the discretion of the Technology Coordinator and administration. Requests to access blocked or filtered content should be made through the Technology Coordinator. Filtering systems are not 100% effective. While filters make it more difficult to find and access objectionable content, every user must take personal responsibility for his or her use of the network and Internet and avoid objectionable sites. If a user identifies objectionable content, the Technology Coordinator should be notified so that the content can be filtered or blocked. Network monitoring systems are in place on the St. Joseph High School network. These systems are used to monitor the health of the network, network use patterns, and network use trends.

Etiquette

In addition to the guidelines in this policy, students are expected to abide by the generally accepted rules of network etiquette as outlined in the **Student Agreement**.

Copyright

Understanding the value and power of copyright is an important skill for a successful digital citizen. Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

In addition to the guidelines in this policy, students are expected to abide by the generally accepted rules of copyright as outlined in the **Student Agreement**.

Network Security and Privacy

Passwords are the first level of security for network resources. For this reason, it is imperative to keep passwords secure. Users take personal responsibility for all activity using their account(s) and must not share their password or account with other users. On shared resources on the St. Joseph High School network, it is important to remember not to use the “remember password” feature of web browsers, and to log off of systems and services when finished with them.

If a student identifies a security problem on the network, he/she is personally responsible for notifying a teacher immediately. The problem should not be demonstrated or otherwise called to the attention of other students.

Privacy

St. Joseph High School provides the network and all of its resources as tools for education and research in support of the school’s mission. St. Joseph High School reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of the network. This includes but is not limited to network utilization, email, internet access, and any and all information transmitted or received in connection with network use. No network user should have any expectation of privacy when using the school’s network. The school reserves the right to disclose any electronic message or data to law enforcement officials or third parties as appropriate.

Inappropriate Use

Inappropriate use of technology resources can result in termination of technology privileges, detentions, suspension, and possible expulsion. The faculty member in charge will deem what is inappropriate use, according to school philosophy and policy, and his/her decision is final.

Supplemental Policies

This policy may be supplemented by additional policies and agreements as deemed necessary by the Technology Coordinator and administration. These supplemental include, but are not limited to, the iPad Handbook and Guidelines for Student-Issued Technology Devices.

Student Responsibilities

The school provided case must stay on the iPad at all times. The iPad, without the protection of the case, may become damaged, requiring repair to the device, which is the student's responsibility. It is the students responsibility to repair any broken iPads. A loaner iPad will be provided by Saint Joseph High School for a maximum period of 2 weeks. During that time, the iPad must be taken for repair at the students expense to an approved vendor locations, which we will have finalized and provided the first week of school.

Agreement Conditions

All violations may result in loss of access and other disciplinary or legal action. **Both the parent and student must sign the Student Agreement at the beginning of each school year before the student will be given access to equipment and services available at SJHS.**

XI. GENERAL POLICIES

ADMISSIONS

Qualified applicants regardless of race, nationality or religious background are admitted. The Guidance Counselor must be contacted and appropriate academic records and documentation must be submitted. Interviews with the Admissions Committee may also be required.

ADDRESSING TEACHERS/STAFF

Teachers and all other adult members of the school staff are to be addressed by their proper title at all times: (Mr., Mrs., Ms., Dr., Sister).

ANNOUNCEMENTS

Announcements will be posted daily on the Power school 'bulletin' , displayed on the large screens.

AUTOMOBILES/PARKING LOTS

Student drivers must register vehicles in the main office.

A parent permission form indicating the make and license of the vehicle must be submitted. In addition, a copy of the current insurance card and student driver's license will be kept on file. All campus driving regulations must be adhered to, especially the speed limit. Failure to do so will result in the loss of parking privileges. Student drivers are not permitted to park on the road in front of the school building for any reason. Student drivers will not be permitted to drive themselves home if they become ill during the course of the school day. The parent must make alternative arrangements. School grounds are private property; friends and acquaintances of the students are not permitted to wait for them or to pick them up on school property.

Parking in the school lot is a privilege, not a right, and may be revoked if the following regulations are not followed:

1. Students must register vehicles forms are available in the office.
2. Vehicles must be parked in the middle rows of the SJHS parking lot on the Humanities building side of SJHS. No parking in the Plaza lots.
3. There is no SJHS student parking in the Science & Technology lot. The lot is reserved for SJHS and OLMBSS faculty during the course of the school day.

4. Students are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so.
5. Students have full responsibility for the security of their vehicles and will make certain they are locked and their keys are not given to others.
6. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action.
7. Students are not permitted in any vehicle during school hours nor loiter in the parking lot during school hours.
8. The speed limit of 5 M.P.H. must be maintained.
9. Students are not to undress or change clothes in the parking lot.

CAFETERIA

All students are required to report to the cafeteria for the assigned lunch period Monday through Thursday. While in the cafeteria, it is expected that students will be respectful towards each other and the cafeteria staff as well as the cafeteria furnishings. Rude or discourteous behavior will not be tolerated; nor will any defacement or destruction of school property. Students are expected to clean up after themselves and properly dispose of their trash.

Students are expected to:

- **Clean off table top and place all garbage in the proper containers.**
- **Return all trays to proper places.**
- **Maintain the SAME DRESS CODE regulations that are in effect for class time.**

Underclassmen will be asked, on a rotating basis, to help wipe the cafeteria tables. If the student assigned to lunch tables is unable to meet this obligation, he/she is to find a substitute for the day.

When the weather is fair, students are to report to the patio area Sci/Tech Center after they have eaten. During inclement weather students are to report to the Lobby & Common areas in the Sci/Tech Center. Students are not permitted to go to their cars, congregate in Patterson Hall, nor loiter in the stairwells or elsewhere on the property during the lunch period. Students are not permitted in classrooms unless accompanied by a teacher during the lunch break.

Food or drink is not to be consumed outside the cafeteria to include the parking lot, the halls, Lobby nor the classroom.

The only exceptions may include: breakfast in the homeroom, a lunch meeting with a teacher, Friday snack break, or an approved special celebration.

Water in containers is permitted in the cafeteria only. Bottles or containers of any kind are not permitted unless directed by a doctor's note.

CLASS OFFICERS

Class Officers must be academically and disciplinary eligible. Nominees must receive approval from the faculty and administration after being reviewed for conduct, dependability, scholastic achievement, interest in school activities and contributions to a positive school environment. An officer may be dismissed for misconduct, major or consistent violations of school policies, academic or disciplinary ineligibility, or neglect of duty.

ELECTRONIC COMMUNICATING DEVICES

Students' possession of certain electronic devices is restricted as follows:

- Cell phones: The **use of cell phones**, which includes having the phone turned on or **having it in hand** during school hours to include **during lunchtime and in the restrooms**, is prohibited. The phone must be turned off and left in the student's locker or car.
- Students may NOT record (video or audio) classroom lectures, discussions and/or activities without advance written permission of the teachers, and any such recording properly approved in advance can be used solely for the student's own private use.
- Abuse of electronic devices including iPads, Google Chromes, or laptops in terms of sending email, instant messaging, gaming and exploring the internet will result in confiscation and fines outlined below.
- Violations will result in a fine that will be paid and a detention will be served before the confiscated item can be returned. The first offense is \$25 fine and an after school detention. Each additional offense incurs a fine of \$25 increments, after school detention and the confiscated phone returned only to parent/guardian. Additional offenses may incur a Saturday detention that is held once a month.
- The school retains the right to restrict the usage of electronic communicating devices at any school-related functions.
- The use of camera phones is strictly forbidden **AT ALL TIMES**

including school events and in private areas.

- The possession of telephone paging devices, commonly referred to as beepers, shall be prohibited on school grounds, at school-sponsored activities and on school busses. These items will be confiscated and returned only to parent or guardian. (Pennsylvania School code, Sec.1317.1)
- Ear buds, "Beats", headphones, radios, etc. are not permitted during school hours and may also be confiscated. The item may be returned after a detention is served.

EXTRA-CURRICULAR/ATHLETIC ELIGIBILITY

A student may not attend or participate in any extra-curricular/athletic activity if absent from school that day. Arriving at school late the day following an athletic or other event is not permitted.

The student must be current in all classes and in good standing. The student will not be permitted to participate in any extra-curricular/athletic activity if there are any unresolved discipline or academic issues. Students are held to the same standards of behavior for extra-curricular activities as when they are in school.

All students participating in athletics must have the proper medical and parental authorization. No student will be admitted to practice without this authorization in place.

FITNESS CENTER & GYMNASIUM

Students are not permitted in the fitness center nor the gym without supervision. Students can use the fitness center with supervision of the Athletic Director, coach or teacher and must follow all posted facility rules.

FUNDRAISERS

Fundraising is limited to one per class effort. All fundraisers must be pre-approved by the Administration.

GAMES and GAMBLING

Card playing, betting, and gambling are forbidden on school property to include the cafeteria and common areas at all times.

HALL PASSES

Students are not to be in the corridors or at their lockers while classes are in session. A student sign out on the Hall Pass Record located in the Student Handbook/Agenda or with the teacher when leaving the classroom. Students

sent to the office during school time for any reason must have a specified pass signed by the teacher.

ILLNESS AT SCHOOL

When a student becomes ill during school hours, he/she must seek permission from the teacher to go to the office to call home. Students are **NOT** permitted to leave the school premises without reporting to the office. Under no circumstances may student absent him/herself from class, call a parent to release him from school, or leave school grounds without proper permission.

ImPACT CONCUSSION TESTING

To better manage concussions sustained by our students, SJHS offers the ImPACT Program (Immediate Post Concussion Assessment and Cognitive Testing). This non-invasive, baseline test is offered to students during the first few weeks of the school year. Permission forms for the testing will be sent home.

LOCKERS

Each student will be assigned a locker at the beginning of the school year. All lockers **must be secured with a school-issued lock at all times. Lockers should never be left unlocked. Non-school locks will be removed. Rental lock fee \$5.00. The locks must be returned at the end of the school year. Students are responsible for the condition of their lockers and will be charged for excessive damage.** All lockers are the property of Saint Joseph High School, not the student.

No student is to use another's locker for any reason. No student is to go into another student's locker. Students caught tampering with another person's locker will face serious disciplinary measures. The school is not responsible for any lost, stolen or damaged articles under any circumstances. Students may only use lockers before homeroom, before and after lunch, at dismissal, or at the discretion of the Teacher.

The Administration may remove materials and books from an unlocked locker and hold them until the lock is replaced.

The school administration reserves the right to check the contents of the student lockers at any time.

Lockers may be decorated for birthdays and for athletic participation.

NONDISCRIMINATORY POLICY

St. Joseph High School admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students. It will not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship, loan programs, athletic nor other school programs.

PARENT VISITATION

If an emergency arises, the parent should notify the Assistant Principal. If necessary, the student will be called to the office. If an item must be given to a student, it should be left in the office. The student will be notified to retrieve it.

PHYSICAL EDUCATION

The Commonwealth of Pennsylvania requires all secondary school students to take physical education each year. To be excused from an individual physical education class, the student must present a note from a parent to the P.E. teacher. In order to be exempted a second class per semester or for an extended period, a doctor's excuse is required. Students who do not participate in athletic activities for that day will be required to attend the P.E. class and will be responsible for completing an assignment.

Regulation school gym outfit, purchased through Schoolbelles, worn with tennis shoes is required for all grades. Not having gym clothes is not a legal excuse for missing class. Students should **never** leave valuables in the locker rooms unlocked.

POSTERS AND SIGNS

All posters, banners or signs of any type must be approved by the Administration before being posted. Under no circumstances may posters be hung on a wooden or painted surface. Any poster or sign not approved will be removed.

SCHOOL ISSUED ITEMS

Students are expected to respect school property especially school issued: iPads, text books, and calculators. Students are responsible for the replacement cost of lost school issued items or fined for damage to replace these materials.

SCHOOL SPONSORED EVENTS/OUTSIDE GUESTS

When students are attending a school-sponsored event, either on or off-campus, they are subject to the same rules and regulations that govern the student body during the school day. Students of SJHS always represent the school. It is to their credit that they represent the school in a positive way.

All guests of SJHS students are subject to the same rules and regulations that govern the student body during the school day, or a school sponsored events both on and off campus. There may be reasons that individuals who transferred from SJHS to another school may be in-eligible to attend school-sponsored events/dances.

All persons attending SJHS sponsored dances are subject to all rules and regulations regardless of age. Dancing that is considered lewd or vulgar is prohibited. Written guidelines will be issued for all date dances.

SPORTSMANSHIP

Students are encouraged to attend school events and activities and to cooperate in maintaining the SJHS reputation for good sportsmanship. Fan's behavior should always manifest politeness and respect, never interfering with another spectator's right to enjoy the event. Decisions of the officials must always be respected. Booing, vulgar or insulting gestures or cheers reflect negatively on our fans and on SJHS. Visiting teams and fans are our guests; their fans and cheerleaders should be given a fair opportunity to cheer. A student who does not conduct him/herself appropriately will be asked to leave the event and may forfeit the privilege of attending future activities.

STUDY HALLS

If a student needs to leave a study hall to meet with a teacher or school counselor, he/she must have a note from the teacher or counselor beforehand. The following rules for the study hall will be observed by all students and enforced by all faculty:

- Students must report on time with books or materials.
- No food or drink is permitted.
- Playing of games, cards, listening to headsets is not permitted.

TELEPHONE MESSAGES

Students are not permitted to make or receive phone calls during the school day except in the case of a true emergency. Any urgent message will immediately be given to the student by school personnel. Students may not use their cell phones to contact parents during the school day unless they are in the presence of school personnel in the Main Office. They may use the

office phone with permission from the office staff or administration. Parents should not text messages to students during the school day.

VISITORS

ALL VISITORS upon arrival are required to register at the office. All visitors must comply with all rules and regulations while on campus.

WORK PERMITS

Students must obtain work permit applications from their **local public school district administrative building**.

UNSCHEDULED TIMES

Students who arrive before school hours or remain after school hours in the buildings or on school property must conform to SJHS policies and dress code.

TRANSPORTATION INFORMATION

School District	Telephone Number
Allegheny Valley School District	724-274-6500
Burrell School District	724-334-1406
*Butler School District	724-545-2408 x 1
Deer Lakes School District	724-265-5300 x1254 724-226-1141
*Ford City/Kittanning Districts	724-226-1141
Fox Chapel Area School District	412-828-9000
Franklin Regional School District	724-327-5456 x 7625
Freeport Area School District	724-353-1515
Highlands School District	724-226-2400 x 4104
Kiski Area School District	724-842-0455
Leechburg School District	724-845-7701 x 131
New Kensington/Arnold	724-335-4401 x 1139
*Penn Hills School District	724-337-7780 OR 724-224-4100
Plum Boro School District	412-798-6369
*Riverview School District	724-337-7780
*Shaler Area School District	724-781-7906 OR 724-224-4100
South Butler School District	724-352-1700 x 5600

***Busing for the Butler/Mars, Ford City/Kittanning, Penn Hills/Riverview and Shaler School Districts is provided at a charge by Saint Joseph High School.**

**Contact Saint Joseph Transportation Coordinator:
Ann Litz at: 724-224-4100 for more information.**

SJHS BELL SCHEDULES

Daily (48 minute periods)

7:45 - 7:52	Homeroom
7:56 - 8:44	Period 1
8:48 - 9:36	Period 2
9:40 - 10:28	Period 3
10:32 - 11:20	Period 4
11:24 - 11:54	Lunch
11:58 - 12:46	Period 6
12:50 - 1:38	Period 7
1:42 - 2:30	Period 8

Tuesday Mass Schedule (40 minute periods)

7:45 - 7:50	Homeroom
7:55 - 8:45	Mass
8:49 - 9:29	Period 1
9:33- 10:13	Period 2
10:17-10:57	Period 3
11:01- 11:34	Lunch
11:38 -12:18	Period 4
12:22-1:02	Period 6
1:06 - 1:46	Period 7
1:50 - 2:30	Period 8

Friday (48 minute periods)

7:45 - 7:52	Homeroom
7:56 - 8:44	Period 1
8:48 - 9:36	Period 2
9:40 -10:28	Period 3
10:32 -11:20	Period 4
11:24 - 11:34	Break
11:38 -12:27	Period 5

Two Hour Delay (31 minute periods)

9:45-9:52	Homeroom
9:56-10:25	Period 1
10:29-11:00	Period 2
11:04-11:34	Lunch
11:38-12:09	Period 3
12:13-12:44	Period 4
12:48-1:19	Period 6
1:23-1:54	Period 7
1:58-2:30	Period 8

**Prayer to Saint Joseph
(after Mass)**

Great Saint Joseph, Patron of our School,
Be my heavenly guide.
Give me strength when I am weak;
Stand always at my side.

Walk with me throughout my day
Embrace me when I'm sad
Calm me when I'm angry
Rejoice when I am glad.

Protect me from temptation
Always be my friend.
And when it's time to leave this life
Stay with me till the end.

You fostered the boy Jesus
You cherished Mary mild.
Accept me in your family.
I want to be your child.

Great Saint Joseph, Pray for us.

***Written By:
Mr. John J. Carosella
2014***