



# STUDENT/PARENT HANDBOOK 2023-2024

## SAINT JOSEPH HIGH SCHOOL

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Natrona Heights, PA 15065

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*SJHS is fully Accredited through the:  
Middle States Association of Colleges & Schools  
Commissions on Elementary 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 108 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.

The first step toward a successful year lies in knowing and understanding what is expected. This Student-Parent Handbook contains important information about school rules, policies, and procedures. 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 2023-2024 school year. As a high school within the Diocese of Pittsburgh, St. Joseph High School recognizes the policies set forth herein are subject to those promulgated by the Diocese of Pittsburgh. With the extent that a conflict exists between the two, the policy of the Diocese of Pittsburgh supersedes.

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.

May St. Joseph intercede for you always,

Mrs. Kimberly N. Minick  
Principal

# SAINT JOSEPH HIGH SCHOOL

## DISCLAIMER:

*The policies, regulations, procedures, and fees in this handbook are subject to change without prior notice, if necessary. Saint Joseph High School reserves the right to change curricula, rules, fees, and other requirements affecting Saint Joseph High School students. This handbook was last updated July 2023.*

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## **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.



Our school mascot is a spartan. Our school colors are royal & scarlet.

## **GO SPARTANS!**

## 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. Please submit all documented service hours per semester to Mr. David Anater, School Counselor, [DAnater@saintjosephhs.com](mailto:DAnater@saintjosephhs.com)

## **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 and on Holy days. 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 Guardian Angels 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 **P**rotector and will guide us on our journey as we continue to search for the wonders of God's knowledge and wisdom.





**DIOCESE OF PITTSBURGH**  
**SECRETARIAT FOR EDUCATION**  
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 permeates 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 **2023-24** 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.

## **ENROLLMENT and LEGAL CUSTODY**

Students must reside with at least one custodial parent or legal guardian while they are enrolled at Saint Joseph High School. For students whose second parent or guardian lives at another location, copies of all pertinent mailings can be provided unless prohibited by a court order, which must be on file with the Administration. Requests for copies to the non-custodial parent should be submitted to the school.

## **ADMINISTRATIVE STRUCTURE AT SJHS**

As a Catholic school following the traditions of our patron saint, Saint Joseph High School has a dual administrative structure: the President is responsible for admissions, facilities, finances, and fundraising for the school; the Principal is responsible for academic and student affairs, activities, and athletic programs within the school.

The President and Principal work collaboratively to provide leadership in academics, Catholic identity, daily operation of the school, development and institutional advancement, financial management, strategic planning, and faithfulness to the school's mission and its vision for the future.

Parents, guardians, or students who have questions, comments, ideas, or issues needing resolution with respect to the school are asked to refer to the following **Communication Protocol** for initial assistance:

## COMMUNICATION PROTOCOL:

<b>When contacting the school regarding:</b>	<b>Your primary contact is:</b>	<b>If not resolved, then contact, in order:</b>
Academics	Course Instructor	School Counselor, Principal
Academic support	Academic Support Coordinator	Principal
Activities	Moderator of the activity	Principal
Admissions	Director of Admissions	President
Athletics	Head Coach	Athletic Director
Attendance	Main Office-	Principal
College, university, or trade school selection and application	School Counselor	Principal
Discipline	Principal	Principal
Entrance exams, standardized tests	School Counselor	Principal
Financing education	Director of Advancement	President
Food services (cafeteria)	AVI-Chef	Principal
Grades	Course instructor	Principal, School Counselor
Online communications	Director of Advancement Services	Principal/President
PowerSchool	Main Office-Administrative Assistant	Principal
Public relations, alumni, advertising	Alumni Relations Director	President
Scheduling	School Counselor	Principal

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# I. ACADEMICS

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## **FRESHMEN COURSES**

### **Religion**

Christ: The Eternal Word  
Christ: Who is Jesus?

### **English**

### **History**

Civilizations

### **Mathematics**

Algebra I  
Algebra II  
Geometry

### **Science**

Physics I

### **Foreign Language**

French  
Latin  
Spanish

### **Electives:**

Art I  
Engineering/Robotics  
Fundamentals of Journalism  
Global Issues  
Programming with Python  
Science Research

### **Physical Education**

## **SOPHOMORE COURSES**

### **Religion**

The Paschal Mystery  
The Church

### **English**

### **History**

Foundations of the Republic **LR**

### **Mathematics**

Geometry  
Algebra II / Advanced Algebra II  
Pre-Calculus

### **Science**

Chemistry I  
Advanced Chemistry I

### **Foreign Language**

French II  
Latin II  
Spanish II

### **Electives:**

Art I (pre-requisite)  
Art: Drawing & Painting  
Art Drawing & Painting  
Art: Ceramics & Sculpting  
Computer Programming with Python  
Engineering/Robotics I & II  
Fundamentals of Journalism  
Global Issues  
Science Research  
Statistics- **LR**

### **Physical Education**



## **JUNIOR COURSES**

### **Religion**

Sacraments  
Life in Christ

### **English**

Topics in Literature  
CHS Topics in Literature-**SH**

### **History**

Emergence of Mass  
Democracy-**LR**

### **Mathematics**

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

### **Science**

Biology  
Biology w/Applied Research

### **Foreign Language**

French III  
Latin III  
Spanish III

### **Physical Education**

## **SENIOR COURSES**

### **Religion**

Discerning Vocation  
Catholic Social Justice-**CU**

### **English**

Diversity in Literature  
CHS Diversity in Literature-**DU**

### **History**

American Government & Politics -**LR**

### **Mathematics**

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

### **Science**

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

### **Foreign Language**

Latin IV-**UP**  
Spanish IV -**UP**  
Art History- **LR**

### **Physical Education**

### **Junior/Senior Electives:**

Art I, Art: Drawing & Painting, Art: Ceramics & Sculpting, Child Development-**UP**, Computer Programming with Python, Fundamentals of Journalism, Global Issues, Intro to Psychology-**SVC**, Music Appreciation – **SVC**, Engineering/Robotics I & II, Statistics-**LR**.

*CU- Carlow University, DU- Duquesne University, LR- La Roche College, UP- University of Pittsburgh, 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.

## **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.

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

## **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:

<u>Academic Courses</u>	<u>Weighted Courses</u>	<u>CHS &amp; AP Courses</u>
A = 4	A = 4.5	A = 5.0
B = 3	B = 3.5	B = 4.0
C = 2	C = 2.5	C = 3.0
D = 1	D = 1.5	D = 2.0
F = 0	F = 0	F = 0

## **GRADUATION HONORS**

The Valedictorian, Salutatorian, and Honors designation at graduation will be based on a cumulative GPA (eight semesters) through the fourth quarter of the senior year. Gold cords are awarded to seniors who earn a cumulative grade point average of 4.00 or higher.

## GRADUATION REQUIREMENTS

No student receives a cap and gown or participates in graduation ceremonies for Saint Joseph High School unless they have earned a passing grade in all courses required for graduation.

The successful completion of a Saint Joseph High School prescribed course of study includes:

- 4 Credits each in: Religion, English, Social Studies, Mathematics,  
Laboratory Science, Electives
- 3 Credits in: Foreign Language (4th year 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 with a minimum of 70% average in any subject:

- Highest Honor:** 4.0 grade point average
- High Honor:** 3.75 grade point average
- Honor:** 3.5 grade point average

## 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. Grades are important tools for communication.

## Electronic Grade Book:

Using a web browser, parents can access information about their student's grades, assignment status, and attendance through Power School. Parents can get a snapshot of this 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 **2023-2024** school year on **Thursday, November 2, 2023**. 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.**

## **PROGRESS REPORTS**

A Progress Report is a notification of the student's performance in a subject. Progress Reports can be indicators for academic concerns, or note student success. Reports are mailed 4.5 weeks before each 9 weeks grading quarter ends.

The recommendation is to directly contact the subject area teacher with questions pertaining to grades and assignments. Parents should encourage their children to take immediate, positive actions to remedy any situation in need of improvement.

## **REPORT CARDS**

Report cards will be distributed to students quarterly at the end of each academic marking period. Final course grades are recorded on a student's Transcript. Parents will be notified four weeks into each academic quarter if their child's academic performance is poor.

## **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 School 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**

AP, CHS and Advanced courses are offered each year. Because of the increased level of difficulty, these courses are awarded an additional 0.5 or 1.0 quality point in the computation of the Q.P.A. and may require teacher recommendation to be registered for these respective courses.

## **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.**

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## **II. ATTENDANCE POLICY & PROCEDURES**

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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 with 20 or more unexcused 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 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 office at 724-224-5552 **before 9:00 A.M.** A parent/guardian contact will be initiated if a call is not made by 9:00 AM 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 office. 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 Administration with two weeks prior notice
- Illness, hospitalization
- Impassable roads
- Three College visits for Juniors/ 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 examples of unexcused absences:

Car problems, class cut, employment, missing the bus, oversleeping, unapproved family trip.



If proper procedure for reporting the absence is not followed, or if school 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**

Students are encouraged to schedule college visits on free days. Juniors and Senior students are permitted three excused absences to visit prospective colleges. Upon return to school, the student must present verification from the college of their 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. Administration 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 check Google Classroom for updates communicated from their teachers.

### **EARLY DISMISSALS- 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 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/dentists, if applicable
- Signature of parent and a phone number of parent to verify information

Students must sign out in the Main 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 at the Main office. 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 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 DISMISSALS - 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 Office.*

### **EARLY DISMISSAL – Athletics**

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 Office prior to leaving

school for the game/match. Students are responsible for work that is missed due to an early dismissal. 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 and could be ineligible to participate in athletic competitions.

### **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 their 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. 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.

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.

The following applies (exceptions are at the discretion of the administration):

5<sup>th</sup> tardy- One after-school detention will be assigned.

10<sup>th</sup> 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. 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)*

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### III. SJHS CODE OF CONDUCT

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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 Guardian Angels Parish. We expect that students cooperate in keeping the cafeteria, desks, books, and all school property in good order.

### **CELL PHONES / ELECTRONIC DEVICES**

#### Cell Phone & Smart Watch Policy Enforcement:

We recognize that students will have cell phones and smart watches for safety reasons and emergency communication purposes or location tracking. During the school day students are **not** permitted to use their cell phones or wear smart watches. Students do not need cell phones at school. Students can come to the office where a call can be made to a parent or guardian.

The use of cell phones, which includes having the phone turned on or having it in hand during school hours including lunchtime and, in the restrooms, is prohibited. The phone must be turned off and secured in the student's locker or checked in each period with the subject area teacher and placed in a cell phone storage organizer. Violations to our policy will result in a \$25 fine and an after-school detention for the first offense and according with any additional offenses per the policy below.

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.**
- 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 including watches.

**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
- Added service hours

### **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). **Cyber harassment is considered a third-degree misdemeanor.** 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, mental health, physical health or threatens to inflict harm on the child.

### **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 scheduled afterschool from 2:40 to 3:20 pm. 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 assigning teacher 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 Administration 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 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 youths 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 Safe2Say 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/SMOKING & NICOTINE 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 or staff member may confiscate any tobacco products or any other illegal substance.

Tobacco use is a known health hazard, and the nicotine in the tobacco play a significant role in chemical dependency. Distribution, possession, and/or use of ANY and ALL TOBACCO or NICOTINE products are prohibited on campus and at all school-sponsored events. This includes but is not limited to cigarettes, pipes, e-cigarettes, vape pens, Juuls, and any other paraphernalia that can be used with tobacco or nicotine-containing products. Possession is understood to also include empty cigarette packs or e-cigarette, etc. pens or other paraphernalia e.g., lighters.

### **TOBACCO /VAPING/SMOKING& NICOTINE PRODUCTS (Continued)**

Violators will be subject to a \$50 fine in addition to:

- 1st offense –one-day suspension, one-week extracurricular ineligibility, Smokeless Saturday class and five service hours.
- 2nd offense –three-day suspension, indefinite extracurricular ineligibility, required meeting with the SAP team, and ten service hours.
- Additional disciplinary measures and consequences may be enforced.
- Offenses may result in withdrawal from SJHS.

### **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 containing permanent ink and paints are forbidden.

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## **IV. DIOCESE OF PITTSBURGH POLICIES:**

### **Applicable to Saint Joseph High School, Inc.**

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#### **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.*

#### **Cyberbullying**

The use of electronic information and communication devices to willfully harm a person or persons through any electronic medium is considered cyberbullying and will be subject to a strong disciplinary response from the school.

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 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 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 41-45 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.

#### **GENDER IDENTITY POLICY**

“Gender” is a person’s identity as male or female, harmonious with one’s biological sex upon birth. (See *Catechism of the Catholic Church* #2333) Accordingly, Saint Joseph High School will interact with students, faculty and staff according to their biological sex as based upon physical differences at birth.

SJHS recognizes that there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act, even alter their physical bodies in ways contrary to God’s plan. As a Catholic school, SJHS is unable to accommodate any “gender transition,” or any assertion of a gender identity that is at odds with the student’s biological sex.

In accord with this gender identity policy, school personnel should address students by the name with which the student is registered (or its common derivative) and pronouns correlating to the student’s biological sex based on physical differences present at birth.

Students should dress in the uniform that is appropriate for their biological sex and should use restroom and changing facilities that correspond to their biological sex. This includes but is not limited to hairstyle, grooming, and accessorizing (make-up, jewelry, etc.) with regard to the students given biological sex.

SJHS recognizes the policy set forth herein is subject to Diocese of Pittsburgh policy 550.21. With the extent that a conflict in the interpretation of the policies exists, the policy of the Diocese of Pittsburgh supersedes.

## **SUBSTANCE ABUSE POLICY STATEMENT**

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 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 in 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

We understand the importance of a safe and drug-free school. 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 (550.05)** 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. A documented report of the evaluation and the dates of treatment must be sent to the school Principal before a student may return. Students and parents must demonstrate a willingness to comply with the recommendation of the agency prior to the student's readmission. Refusal to comply with the school's recommendations may result in immediate dismissal.

**The chart on the following pages is not an exhaustive list of every possible scenario but provides a general outline for an appropriate course of action related to the use, suspected use, or transaction of illegal substances in our school**

**SUBSTANCE ABUSE POLICY DIOCESE OF PITTSBURGH**

	<b>Situations</b>	<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification to Parents</b>
<b>1</b>	A staff member is concerned about a student & possible substance abuse.	Refer to an administrator.	Refer to School Counselor for possible SAP referral.	Parent notified of report by counselor.
<b>2</b>	Student is under the influence and/or in possession of a drug, mood altering, or look alike substance, alcohol or controlled substance.	<ol style="list-style-type: none"> <li>1.Immediately report information to an administrator.</li> <li>2.Determine if the student is in immediate need of medical assistance.</li> <li>3.Call the nurse or 911 if needed.</li> <li>4.Witness/reporter documents event in an anecdotal report.</li> <li>5.Administrator will notify parents.</li> </ol>	<ol style="list-style-type: none"> <li>1. The student’s locker and other possessions will be searched.</li> <li>2. Confiscation of substance.</li> </ol>	Parents are notified by the administration and required to come to school ASAP.
<b>3</b>	Student is under the influence and/or in possession of a drug, mood altering, or look alike substance, alcohol or controlled substance, alcohol or controlled substance at a school sponsored event.	<ol style="list-style-type: none"> <li>1.Immediately notify administrator or faculty/staff member in charge of event.</li> <li>2. If an administrator is not present, the faculty/staff member in charge will notify an administrator.</li> <li>3.Identify student and remove from event for investigation.</li> <li>4.Call 911 if needed for medical or police assistance.</li> <li>5.Witness/reporter documents event in an anecdotal report.</li> </ol>	<ol style="list-style-type: none"> <li>1.The student’s locker and other possessions will be searched.</li> <li>2.Confiscation of substance.</li> <li>3.Interview student to determine if other students are involved.</li> </ol>	<p>Parents are contacted by faculty/staff in charge of event or administrator.</p> <p>Depending on the location of the event, parents may be requested to transport student(s) home.</p>
<b>4</b>	A student possesses drug related paraphernalia, no evidence of use.	<ol style="list-style-type: none"> <li>1.Administrator notified.</li> <li>2.Witness documents in an anecdotal report.</li> <li>3.Confiscate paraphernalia.</li> </ol>	The student’s locker and other possessions will be searched.	Parents are notified by administration.
<b>5</b>	A student is distributing a drug, mood altering, or look alike substance, alcohol or controlled substance in school or at a school sponsored event.	<ol style="list-style-type: none"> <li>1.Immediately notify Administrator.</li> <li>2.Witness documents in an anecdotal report</li> </ol>	<ol style="list-style-type: none"> <li>1.The student’s locker and other possessions will be searched.</li> <li>2.Confiscate the substance.</li> </ol>	Parents are notified by administration and required to report to eh school ASAP.

**SUBSTANCE ABUSE POLICY (Continued)**

	<b>Notification to Police</b>	<b>Response/Discipline</b>	<b>Disposition of Substance</b>
<b>1</b>	<p>N/A, Unless student is found to be in possession of a controlled substance and/or under the influence of same.</p> <p>If so, refer to Item two: Student is under the influence and/or in possession of a drug, mood altering, or look alike substance, alcohol or controlled substance.</p>	<p>1.If substance abuse is substantiated, the student will be referred for evaluation and treatment by a licensed Drug/Alcohol agency.</p> <p>2.The Student Assistance Team Director will ensure the treatment plan is followed and inform the Administration if there is deviation from the plan.</p> <p>3.Refusal to comply with the school’s recommendations may result in immediate withdrawal.</p>	<p>N/A, Unless student is found to be in possession of a controlled substance and/or under the influence of same.</p> <p>1.If so, place the substance in a sealed bag and label with the date and time of day.</p> <p>2.Place the bag in a locked cabinet.</p> <p>3.Turn over substance to police as soon as possible.</p>
<b>2</b>	<p>In accordance with the law, proper authorities will be contacted when:</p> <ul style="list-style-type: none"> <li>• a substance is located</li> <li>• a deal is witnessed</li> <li>• notes relating to sale of drugs is found</li> </ul>	<p>1.Referral to SAP Team for substance abuse evaluation.</p> <p>2.Required drug screen by an outside agency with results shared with school.</p> <p>3.Signed release for communication between SAP Team and counseling provider.</p> <p>4.Disciplinary action in accordance with school policy with possible request for immediate withdrawal from school.</p> <p>5.Refusal to comply with the school’s and/or provider’s recommendations may result in immediate withdrawal.</p>	<p>1. Place the substance in a sealed bag and label with the date and time of day.</p> <p>2. Place the bag in a locked cabinet.</p> <p>3. Police should immediately be called by the administrator.</p>
<b>3</b>	<p>Yes, at discretion of faculty/staff in charge and administration, and/or if required by law.</p>	<p>Same as #2</p>	<p>Same as #2</p>
<b>4</b>	<p>Yes, at discretion of administration.</p>	<p>Same as #2 &amp; #3</p>	<p>Same as #2 &amp; #3</p>
<b>5</b>	<p>Yes</p>	<p>Immediate withdrawal from the school.</p>	<p>Same as #2, #3 &amp; #4 above.</p>

## **STUDENT ASSISTANCE PROGRAM**

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.

The SAP Team receives formal training 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 assist students who are facing obstacles to their learning. Such obstacles may impact behavior could include but are not limited to: social impairment, suicidal thoughts, disruptive behavior, eating disorders, anxiety, drugs, alcohol and depression.

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.

The Student Assistance Program (SAP Team) is available to any student. Students can self-refer or be referred to SAP by staff, parents, and peers. Under state mandates, the information garnered by or shared with the SAP Team is confidential.

## **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, school Administration will decide the appropriate disciplinary measures, including possible expulsion. (Diocese of Pittsburgh Policy 560.04).

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## V. DISCIPLINE POLICIES

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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**- 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 rest with the principal (Diocese of Pittsburgh Policy 55.03).

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 hours/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.**

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## **VI. DRESS CODE: UNIFORMS**

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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. Additional articles of clothing can be ordered individually throughout the year. **Phone Orders: 1-888-637-3037 or [www.schoolbelles.com](http://www.schoolbelles.com). SJHS School Code Number: S 2209.**

## REQUIRED UNIFORM for MEN

1. Schoolbelles Navy, or khaki trouser: No cuffs. Trousers are to be *belted at the waist*.
2. Schoolbelles Navy blue blazer with the school insignia sewn on the breast pocket is required on mass days/special event days and is to be worn M-TH.
3. Schoolbelles navy pullover  $\frac{3}{4}$  zip pullover with School insignia can be worn over the oxford shirt and tie on Fridays.
4. White or blue button-down Oxford cloth shirt which must be tucked inside the trousers.
5. Dress socks. No low-cut socks below the ankle.
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.
9. Facial Hair: Sideburns may not extend below the ear or extend toward the cheek. Face must be clean shaven daily, otherwise student will be required to shave with supervision and provided a disposable razor & shaving cream. **No facial hair such as beards, goatees, mustaches or scruff** including school functions during holiday breaks.

## REQUIRED UNIFORM for WOMEN

1. Schoolbelles navy blue, black-watch plaid skirt **cannot be any shorter than the top of the knee and must be worn with opaque navy blue or black tights**. No sheer hosiery. No leggings with socks.
2. Schoolbelles navy, or khaki trousers. No cuffs.
3. Schoolbelles navy cardigan, pullover sweater, sweater vest,  $\frac{3}{4}$  zip pullover or navy blazer with school Insignia are to be worn daily.
4. White or blue button-down Oxford cloth blouse tucked in at the waist.
5. School tie is optional and is the same tie boy's wear.
6. White turtleneck is optional for winter months but is not to replace the blouse or the sweater.
7. 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.
8. *Hairstyle*: Hair must be clean, neatly combed. No un-natural dyes/colors.

**PERMITTED with limitations: Permission to remove blazers, sweaters and ties will be announced by our 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 will only be permitted to wear tennis shoes 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.

### **NOT PERMITTED**

- Slit, frayed, or un-hemmed uniforms
- “Flip-Flops,” sandals, athletic shoes, bare feet or **shoes/boots 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
- Coats, jackets and outerwear worn during classes
- Visible tattoos
- Extreme hairstyles to include outlandish/un-natural dyes or colors. Mohawks, shaved heads nor hair with a cut-in logo
- 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 events)**

On designated days students may "dress up." Please note the school uniform is always welcome on "dress up" days.

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**

Gym attire includes a Schoolbelles P.E. uniform. Yoga pants, volleyball style shorts are not permitted. Socks and tennis shoes are also required for physical education classes.

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## **VII. FINANCIAL POLICIES**

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### **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 F.A.C.T.S. (Fast Automatic Cash Transfer System) by March 10 preceding the school year for which you are applying. Funding is provided by alumni and friends who invest in a student's education with the expectation that the student will successfully complete the school year. Therefore, if a student chooses to or is asked to withdraw, payment of full tuition, not including any 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, 2023 and December 1, 2023(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 payments 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.

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## VIII. MEDICATION POLICY

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### 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.



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## IX. SAFETY & SECURITY

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### **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. KEYCARDS**

Students, faculty, and staff are required to wear their identification keycards at ALL times during the school day. Keycards 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; keycards 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.**

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

Whenever a keycard 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 keycard, they should notify the Main Office immediately since and will be held responsible for any misuse of the tag as long as it is activated. There is a **\$10** replacement fee charged for any missing keycard to cover the new card, the deactivation of the old card, and the new activation.

Students can access both buildings with their keycards 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, designated school authority 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 uses video surveillance 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. The cameras are not used to observe student/employee work areas, and are never used in areas where students/employees would have an expectation of privacy, such as restrooms or locker rooms.

## **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.

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## X. TECHNOLOGY, TELECOMMUNICATIONS & NETWORK POLICIES

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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 21<sup>st</sup> 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, PDAs, and laptops, must be approved prior to connection to the network.

### **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.

### **Network 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 student's 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 student's expense to an approved vendor location, 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.**

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## **XI. GENERAL POLICIES**

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### **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.).

### **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 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.**

Students are not permitted to go to their cars, 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: a lunch meeting with a teacher, Friday snack breaks, or an approved special celebration.

There are several reasons food delivery services are **not** permitted. These include liability and equity issues, as well as lack of staffing resources.

SJHS does not accommodate lunch delivery from services such as Grub Hub and Door Dash for our students.

## **CELL PHONES/ ELECTRONICS & SMART WATCHES**

We recognize that students will have cell phones and smart watches for safety reasons and emergency communication purposes or location tracking. During the school day students are not permitted to use their cell phones or wear Smart watches. Students do not need cell phones at school. Students can come to the office where a call can be made to a parent or guardian.

The use of cell phones, which includes having the phone turned on or having it in hand during school hours including lunchtime and, in the restrooms, is prohibited. The phone must be turned off and secured in the student's locker, car or checked in each period with the subject area teacher and placed in a cell phone storage organizer. Violations to our policy will result in a \$25 fine and an after-school detention.

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

- 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.
- Ear buds, "Beats", headphones, radios, etc. are not regularly permitted during school hours unless specified and permitted by the classroom teacher. Otherwise, such items may also be confiscated and returned after a detention is served.

### **CHATting and Instant Messaging (I.M.)**

Participation in chat rooms during school hours is prohibited during the school day. Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised or moderated by the classroom teacher.

### **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.

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

### **FLEXIBLE INSTRUCTION DAYS (FID)**

SJHS will be utilizing Flexible Instruction Days (FIDs), which may be used in place of a school day that would be canceled because of inclement weather or another emergency situation. On a FID, students will complete learning activities and assignments at home provided by their teachers.

If SJHS calls for a FID students and parents/guardians will be informed of a FID through our School Messenger notification systems in the same way that school closings and delays are currently announced.

Assignments will be available through utilizing Google Classroom during a FID.

## **FUNDRAISERS for CLASS ACTIVITIES**

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 PASS**

Students must get permission from the teacher to leave the room for any reason. Sign in and out on the hall pass log with the correct time. Only one student will be allowed leave at a time.

## **ILLNESS DURING 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 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. The school is not responsible for any lost, stolen or damaged articles under any circumstances.

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

## **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 Main office. 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.

## **PHONE CALLS/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.

## **PHOTO RELEASE**

SJHS may take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures, or video taken of its students to be used in and/or for legally promotional materials, including, but not limited to, newsletters, flyers, posters, brochures, broadcast, advertisements, fundraising letters, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration. SJHS may use students' statements given during an interview or guest lecture, with or without a name, for the purpose of advertising and publicity without restriction.

## **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 individual 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. 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.

## **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**.

## TRANSPORTATION INFORMATION

School District	Telephone Number
Allegheny Valley	724-274-6500
**Armstrong (Apollo, Ford City, Kittanning)	724-226-1141
Burrell	724-334-1406 x 2090
**Butler	724-353-1515
Deer Lakes	724-226-1141 724-265-5300 x1254
Franklin Regional	724-327-5214 724-327-5456 X7625
Freeport Area	724-353-1515
Fox Chapel	412-828-9000 412-967-2423
Highlands	724-226-3640 724-226-1000 X7625
Kiski Area	724-842-0455
Knoch	724-353-1515 724-352-1700 x 5600
Leechburg	724-845-7701 x 131
**Mars	724-226-1141
New Kensington/Arnold	724-337-4536 x1019
**Penn Hills /Riverview	724-337-7780
Plum	412-798-6369
**Shaler Area /Pittsburgh	724-781-7906

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Busing for students in the Armstrong, Butler, Mars, Penn Hills, Riverview and Shaler School Districts is provided at a charge by Saint Joseph High School.



## SJHS BELL SCHEDULES

### Daily (47-minute periods)

7:45 - 7:52	Homeroom
7:57 - 8:43	Period 1
8:48 - 9:35	Period 2
9:40 - 10:27	Period 3
10:32 -11:19	Period 4
11:24 -11:53	Lunch
11:58 -12:45	Period 6
12:50 - 1:37	Period 7
1:42- 2:30	Period 8

### WIN Schedule (40-minute periods)

7:45 - 7:52	Homeroom
7:57 - 8:37	Period 1
8:42 - 9:22	Period 2
9:27- 10:07	Period 3
10:12-10:52	Period 4
10:57- 11:37	Period 6
11:42- 12:12	Lunch
12:17-12:57	WIN/CLUB TIME
1:02 - 1:42	Period 7
1:47 - 2:30	Period 8

### Friday (47-minute periods)

7:45 - 7:52	Homeroom
7:56 - 8:43	Period 1
8:48 - 9:35	Period 2
9:40 -10:27	Period 3
10:32 -11:19	Period 4
11:24 - 11:35	Break (11 Minutes)
11:40 -12:27	Period 5

**Morning Mass Schedule (40-minute periods)**

7:45 - 7:50	Homeroom
<b>7:55- 8:40</b>	<b>Mass</b>
8:45 - 9:25	Period 1
9:30- 10:10	Period 2
10:15 -10:55	Period 3
11:00- 11:40	Period 4
11:45- 12:15	Lunch
12:20- 1:00	Period 6
1:05 - 1:45	Period 7
1:50 - 2:30	Period 8

**Prayer to Saint Joseph**

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**  
*in 2014*