

**Saint Joseph
Catholic High School
Student/Parent Handbook
and
Code of Conduct
2019-2020**



**Saint Joseph Catholic High School
1790 Lake Street
Ogden, UT 84401**

Office: 801-394-1515

www.stjosephutah.com

Principal: Clay Jones

Updated on October 17th of 2019

SCHOOL SONG

SAINT JOE HIGH, WE'RE FOREVER FOR YOU,
WE WILL GUARD YOU 'TILL WE DIE.
COME AND GATHER ROUND AND CHEER HER,
TELL HER STORY – SAINT JOE HIGH.
SHOUT THE PRAISES OF HER WARRIORS,
SING HER GLORY – SAINT JOE HIGH,
AND ON TO VICTORY URGE THE HEROES
OF THE MIGHT SAINT JOE HIGH

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OUR FOUNDATION, MISSION, AND PHILOSOPHY

Our Foundation

Saint Joseph Catholic High School (hereafter known as the school) is a co-educational, Diocesan secondary school, administered by a Principal. She/he is appointed by and accountable to the Roman Catholic Bishop of the Diocese of Salt Lake City and is under the supervision of the Superintendent of Catholic Schools. The School's administrative policies, educational programming, and code of conduct uphold:

- The Church's official teachings on Catholic Education as promulgated in Papal and national Church document.
- The Pastoral Directives of the Diocese of Salt Lake City.
- The policies and directives of the Catholic Schools' Office.
- Federal, state and local laws insofar as they apply to private religious institutions and their educational programs.
- Accreditation Standards of the Western Catholic Educational Association and the Northwest Accreditation Commission.

Our Mission

Saint Joseph Catholic High School Mission Statement

Saint Joseph Catholic High School educates young people for life. We integrate Catholic values, beliefs and traditions within the context of a strong academic program that serves a diverse community. We partner with parents to foster the integration of the spiritual, intellectual, emotional, physical, and social dimensions of adolescents in a respectful, safe, and caring environment.

Catholic School Leadership

The Principal in the Catholic schools of the Diocese serves as spiritual, educational and managerial leader, responsible for Catholic identity, academic excellence and the building of a faith/learning community. In this role, the Principal articulates the vision and goals of the school, giving witness to the values that make the vision a lived reality in the school and parish community.

At Saint Joseph Catholic High School the pastors of the parishes where the school is located assume responsibility with the Principal for pastoral leadership of the school. Regional pastors are encouraged to collaborate with the Principal when decisions may impact either the school or the parish. The Principles of Diocesan regional schools and high schools share responsibility with the Diocesan superintendent, in whom the bishop has entrusted the ministry of leadership for Catholic schools.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 1430.

Our Philosophy

Saint Joseph Catholic High School Philosophy

Adopted from the Philosophy of Education of the Sisters of the Holy Cross, a founding order of Saint Joseph Catholic High School

Saint Joseph Catholic High School (SJCHS) is committed to its role in the teaching ministry of the Church. The school's educational ministry is rooted in the most important fact of history: God sent His Son to bring us life, to reveal to us the personal love of God for all people, and to call each person to build up of the Kingdom of God. SJCHS participates in the Church's teaching ministry through a variety of secondary educational endeavors in northern Utah.

Together with family, Church, and society, SJCHS contributes to the development in its community of a spirit of intellectual inquiry and a desire for truth, and at the same time assists its community in the search to assume responsible roles in society.

SJCHS believes that each person is a unique human being created by God and endowed with a variety of talents and abilities, which can be discovered and nurtured within a learning environment in which all are challenged to personal growth and mutual responsibility. SJCHS strives to provide a community of learning in which each person is helped to reach maturity by developing a well-formed conscience and by contributing to the transformation of society.

SJCHS strives to form a community in which proclamation of the Gospel in word, action, and worship leads to a deeper faith and a commitment of service to others. The school acknowledges its responsibility to educate the poor, to expand the school's services to them, and to join with others in providing these services.

SJCHS is committed to preserving and enhancing its Catholic identity, to develop in its community a spirituality that is rooted in the call of all baptized persons to holiness and ministry, and to responsible governance according to Christian social principles.

Saint Joseph's Mission and Philosophy statements are clear about what our school intends to instill in our students. The statements were adopted from the Philosophy of Education of the Sisters of the Holy Cross, a founding order of Saint Joseph Catholic High School and further developed by the faculty, staff, and board. The board has both reviewed and revised the current statements. These are evident throughout school life through our community service and academic programs. They are also shown in our daily actions of prayer, teaching in and out of the classroom, and constant reminders of Saint Joseph charisms.

Saint Joseph Catholic High School

Graduate Profile

Saint Joseph Catholic High School graduates are:

SPIRITUALLY DEVELOPED

1. Growing in their relationship with God, based on a basic knowledge of Sacred Scripture and the doctrine/traditions of the Catholic Church;
2. Praying, worshipping and participating in the life of their church community, prepared to be the future leaders of the Church;
3. Discerning vocations to the single, vowed, ordained or married states of life.

INTELLECTUALLY INTEGRATED

1. Striving for excellence with high expectations for themselves and others;
2. Thinking logically, critically and creatively while appreciating and exploring general knowledge in all subject areas;
3. Developing the skills necessary for continued learning.

PERSONALLY MATURED

1. Integrating Catholic-Christian values along with mature decision-making skills when making appropriate moral and ethical choices;
2. Developing life skills of stress and conflict management, goal setting, self-discipline and moral development;
3. Respecting and caring for oneself as well as for all persons and all of creation;
4. Preparing themselves to take on leadership roles and responsibilities within the community;
5. Leading by word and action even when it is difficult or unpopular;
6. Respecting and welcoming diversity;
7. Embracing the future with hope.

SOCIALLY ENGAGED

1. Following the Catholic-Christian faith commitment and responsibility to the creation of a just society;
2. Serving others compassionately in response to faith, moving beyond self-interest;
3. Working with others toward a common goal;
4. Forming healthy, loving and respectful relationships.

Saint Joseph, our guide and guardian, pray for us!
Live Jesus in our Hearts, Forever!

**Each year, as part of the registration process,
students commit to the standards of action and attitude that our school and its
Graduate Profile required.**

The text of the Jayhawk commitment is included here:

JAYHAWK STUDENT COMMITMENT 2018-2019

**“Let no man have contempt for your youth,
but set an example for those who believe in speech, conduct, love, faith and purity.”
1 Timothy 4:12**

The Saint Joseph Schools are leaders on the Northern Front in creating an inclusive community which learns, prays, and serves: I am therefore a leader among leaders here, and I commit to being a leading member of the Saint Joseph Catholic High School community, a Jayhawk.

As a Jayhawk in the _____ class, I commit:

- To build our community and to participate generously in the spiritual life of our school at prayers and liturgies, in our service to others, in theological study and discussion.
- To recognize that our community comes from a wide range of beliefs and backgrounds, and to respect every member as we commonly seek virtue, grace and faith.
- To encourage our Jayhawk activities, by my words, attendance, applause, competitive assistance and participation.
- To support learning in our school at all times; by my own efforts to learn all I can; to cooperate with learning activities; to helping my fellow Jayhawks to learn; and to generously respect and work with my Jayhawk teachers at all times.
- To embrace our Jayhawk community’s identifying characteristics:
 - Wearing our uniforms, colors and seal proudly and properly
 - Following the Code of Conduct, with its goals for our Jayhawk community of kindness, self-control and sobriety, respect and safety for all
 - Accepting corrections quickly and gracefully, and graciously giving and receiving forgiveness when I or others fall short in our Jayhawk commitment.

Students and parents should realize that the regulations listed in the Code of Conduct are not inclusive. The administration reserves the right to determine the severity of the situation and appropriate repercussions at the time an incident occurs.

I commit to being a Jayhawk.

Student Name: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

ADMISSION POLICIES AND PROCEDURES

Criteria for Admission

The decision to admit will be determined by the school's administration using professionally accepted criteria that include, but are not limited to: academic history, disciplinary record, Principal's recommendation, counselor recommendations, achievement test scores and placement exam score.

Admission Policy

Students who successfully complete the 8th grade and receive a positive recommendation from their eighth grade Principal, are eligible for admission into the 9th grade of Saint Joseph Catholic High School. Students who successfully complete the 9th, 10th, or 11th grades, and receive a positive recommendation from the administration of the previous school and fulfill all requirements comparable to those at Saint Joseph, may be considered for acceptance as transfer students. Saint Joseph does not generally accept students making application for 12th grade, the senior year of high school. However, a 12th grade student with special circumstances (such as moving in from out of state) may apply for admission and will be given individual consideration. A grade point average of 2.0 (on a scale of 4.0) both cumulative and current, plus a good attendance and citizenship record, are required of any student applying at any time for admission to the 9th, 10th, 11th or 12th grades. Students not meeting this requirement can be admitted on a probationary basis at the discretion of the Principal.

All students must have on file a copy of the student's birth certificate and immunization record.

Waiting List

In the event that the number of qualified applicants exceeds the number of available spaces, the following criteria will be used:

- Students currently enrolled in Catholic elementary schools in the Diocese.
- Siblings of currently enrolled students, or alumni of Saint Joseph Catholic High School.
- Catholic students enrolled in Catholic schools outside the Diocese.
- Catholic students enrolled in public schools.
- Non-Catholic students not in any of the above categories.

Inclusion

The Catholic Schools of the Diocese of Salt Lake support the concept of appropriate inclusion in our schools. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. It is within this context that children with special needs are welcomed into the Catholic school community. Catholic schools recognize their responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, Catholic schools will serve children with special needs in the general education classes.

Non-Discrimination and Compliance with Title IX of the Education Act

Saint Joseph Catholic High School, under the jurisdiction of the Roman Catholic Bishop, the Superintendent and the Diocesan School Board, attests that it does not discriminate in admitting students of any race, color, gender, national and ethnic origin in its admission policies, treatment of students, and its employment practices. The school does not discriminate on the basis of race, color, gender, nationality, and ethnic origin in the administration of its educational policies, athletic and extracurricular activities or in other school-administered programs, in employment or promotion practices.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policies 1200, 3000, 3010.

TUITION

The tuition schedule is set annually by the administration upon the recommendation of the School Board and is approved by the Superintendent and the Bishop. Information about the school's tuition schedule is available in the school office. Catholic students receiving the Catholic tuition rate must be on the rolls of a Roman Catholic parish of the Diocese and submit a copy of the student's Baptismal Certificate.

Contractual Obligation for Tuition

This tuition contract represents a family's commitment to pay the entire tuition amount, or the adjusted amount due to financial aid, even if the above student leaves the school during the year or is expelled from the school for any reason outlined in the Student/Parent Handbook. On or after July 1, no portion of the tuition paid or due will be refunded or canceled in the event of absence, withdrawal for reasons other than family relocation out of the area (to be determined at the discretion of the Principal).

Methods for Tuition Payment

Tuition may be paid in full prior to May 30th preceding the new school year or on a twelve-month schedule beginning in June and ending in May through a billing service. It is the choice of the parent/guardian whether to have the billing service draw the monthly payment from a checking or savings account or charge them monthly to a credit card.

Unforeseen Circumstances

A parent should contact the school's Principal immediately when a situation occurs that could cause a failure to meet the contractual obligation for tuition.

Consequences of Delinquent Accounts

A student will not be permitted to take a quarter or semester examinations when the family's payment of tuition and fees is not up to date. Teachers are not required to make arrangements for late testing. A student may not begin a new contract with Saint Joseph Catholic High School until all financial obligations from previous contracts are met. If tuition payments or fees have not been paid, transcripts and/or diploma may be held by the administration until the financial obligation/s has been resolved.

Tuition Aid

Special consideration can be given to families who are unable to pay the full cost of tuition and fees. No student should be excluded from a Catholic school for financial reasons. The Principal determines the amount of money available for tuition aid. This is reported in the budget and financial reports. Applications for tuition aid are processed by a professional company designated by the school. Based on information provided and available funds, the Principal determines the amount of aid for each family.

Tuition and Fee Schedule for 2019-2020

Tier 1-Cost to Educate	\$12,500
Tier 2-Regular Tuition	\$11,550
Tier 3-Catholic Tuition	\$10,500
Tier 4-Based on Need/FACTS	
Registration Fee	\$550

Applicable Athletic and Extracurricular Fees

Athletic Fees

Check www.registermyathlete.com

Specific or Special Class Fees		Classes)	
AP Testing	\$94-\$142	AP Materials	\$35
Science Fee	\$50	PE uniform	www.sjchsjayhawks.com
Class Fees	\$40 or less	Graduation Fee	\$200
Technology Fee	\$25 (Computer Tech/Television		

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policies 6510 and 6520

PARENT INVOLVEMENT PROGRAM

Purpose

The school encourages each family's involvement through volunteer service that helps the school achieve two important goals. The first is to provide quality educational and extracurricular programs while keeping expenses and tuition down. The second is to create and maintain a strong sense of community among our families and school personnel.

The Obligation

Regardless of the number of children they have enrolled in the high school, the administration asks each family to contribute at least twenty (20) hours of service to our school. Each family may volunteer beyond this required minimum and is encouraged to do so. The administration and faculty desire and prefer family involvement in the form of volunteer service. In lieu of it, a family will be billed at the rate of \$25 per hour. At the beginning of the school year, invoices will be sent indicating the 20 hours to be served over the year.

Other Conditions

- A family's volunteers can include immediate and extended adult members (18 years old and up).
- Families having students in Grades 9-11 must complete their hours before the week of second semester finals; families having only graduating seniors must complete their hours by May 1st.
- A parent/guardian who requires a reduction in hours or other exception to the policy must contact the Principal. The exception must be noted and approved by the Principal on the commitment document.
- Hours accumulated after the closing date of the school year will be credited toward the family's obligation in the next.
- It is the family's responsibility to track its hours and to turn it into the school before the second week of finals.
- A family cannot credit hours in excess of the minimum toward another family's obligation.
- The administration of Saint Joseph Catholic High School coordinates this program.

Service Commitment Agreement

Each family will sign a service commitment agreement before August 30th of the current school year or upon enrollment after that date. Copies will be distributed via the newsletter, on book days, and throughout the year in the school office.

Parent/Guardian Cooperation

At Saint Joseph Catholic High School, the education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw his/her student if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent(s)/guardian(s) is irretrievably broken.

PIP hours should be reported to SJCHS office: Tami Snell @ 801-394-1515

SPIRITUAL AND COMMUNITY POLICIES

Saint Joseph Catholic High School graduates are:

SPIRITUALLY DEVELOPED

1. Growing in their relationship with God, based on a basic knowledge of Sacred Scripture and the doctrine/traditions of the Catholic Church;
2. Praying, worshipping and participating in the life of their church community, prepared to be future leaders of the Church;
3. Discerning vocations to the single, vowed, ordained or married states of life.

Community Service

Students must complete the following community service hours:

1. 10 hours in grade 9
2. 15 hours in grade 10
3. 40 hours in grade 11
4. 40 hours in grade 12 (service project assigned by the school)

School service projects will count toward these totals.

Dress Code and Uniform Standards

In today's fashion conscious culture, there is an overwhelming pressure to appropriate individual worth through one's outward image, which too often contributes to unhealthy attitudes and behaviors. At St. Joseph, we strive to encourage the students to express themselves through their character and individual personality and not through their outward appearance. Our mission is to serve God by providing a challenging academic education, rooted in Catholic values and morals.

Uniform

Students are expected to dress in a manner consistent with accepted Christian-community standards of good taste. Local school administration shall develop, publish, and maintain uniform and/or dress code regulations. Each Catholic school in the diocese requires the wearing of a school uniform. A written policy and guidelines for the uniform must be communicated to all parents and students annually.

Procedure for Change

When a change in the uniform is needed or a majority of the parents desire a change, the Principal must give the parents of students and the school staff an opportunity for input.

Options are to be studied according to a process determined by the Principal in consultation with staff and parent/guardian representatives. To insure that an unnecessary burden is not placed on parents/guardians who are already facing extra financial responsibilities, they must be given notice prior to registration for the following year to prepare for the change. Special consideration must be given to seniors in high school, eighth graders, and special-circumstance students, who shall not be required to be in the "new" uniform, but allowed to wear out the old uniform.

Policies and Procedures

Interpretation of the Uniform

The Principal, assisted by the Vice Principal and Dean, interprets the application of the uniform and of the following policies.

When the Uniform is worn:

On an academic day, unless otherwise specified, a student will be in uniform at all times while on campus, either from the time the student arrives until he/she leaves or from the time the student arrives until he/she must change clothes for participation in an athletic or extracurricular activity. If a student has an early dismissal and decides to remain in the building, the student must remain in uniform.

Required Daily Dress

- Dress shorts (tan; knee length or within 2 inches of knee; twill fabric) purchased from Lands End Uniform.
- Male/female shorts must be no shorter than 2 inches above the knee cap.
- Dress slacks (tan; twill or chino fabric) purchased from Lands End Uniform.
Tan pants need to match Lands End medium khaki.
Girls only: plaid skirt; knee length, purchased from Lands End Uniform. **There is a zero tolerance policy for altering the way a skirt is worn. This includes, but is not limited to, rolling up skirts.*
Skirts must be knee length. Skirts must be no shorter than the middle of the knee cap, and hems are not to be cut because they may need to be lengthened at a later time. If there is a height or weight issue, Lands End Uniform will be happy to special order a uniform to comply with the Saint Joseph Catholic High School policy.
- Plain black or brown leather belt with a standard buckle is required on all skirts, shorts, and pants which have belt loops.
- Male/female pants are not to be altered by any means. *“Pegged pants”* or other alterations will be considered a uniform violation.
- Plain long or short sleeve white oxford dress shirt with a button-down collar.
- Long or short sleeve solid green or solid white polo shirt with logo from Lands End Uniform. Plain white t-shirts may be worn year-round underneath the uniform shirts.
- Solid white turtlenecks or solid white thermal underwear may be worn under the uniform during cold weather. The uniform top and bottom must cover all parts except the neckline of the undershirt.
- Shoes must cover the entire foot, no open toe shoes. Socks or hosiery are required.

Best Dress

Best dress will be required during mass and special events *only*.

- BOYS: long or short sleeve solid white Oxford button-down shirt with a school tie and tan pants.
- GIRLS: long or short sleeve solid white Oxford button-down shirt and skirt. A school tie for girls is optional.
- Shoes: Only "best dress" shoes may be worn. No tennis shoes. The uniform shoe is to be of a plain color, preferably a black or brown leather shoe with dark laces. No flip-flops, sandals, sandal-like shoes, or moccasins. Shoes must be kept in good condition. If the shoe has laces, they must be tied at all times and shoes must completely cover the heel of the foot. Canvas, fabric or suede shoes are allowed. The upper heel of the shoe may not be flattened down or bent under the heel of the foot creating a slip-on or moccasin effect. Shoes are to be worn with plain white, black, green, grey or brown socks.

P.E. Uniforms

It is mandatory for a student to change for Weights/P.E. class. The P.E. uniform consists of school emblem t-shirts and shorts. The student must be in complete school uniform when he/she leaves the P.E. class. To purchase P.E uniforms, please go to www.sjchsjayhawks.com.

Assemblies and Field Trips

Students are required to be in uniform for all assemblies and field trips.

Saint Joseph Team Pride/Dress up Days

On the days when there is a home game/event: students participating on the competing athletic team that is hosting the event may wear their team jersey or team sport polo. All will adhere to regular uniform standards regarding pants/skirts.

Outerwear

Approved outerwear bearing the school emblem is permitted (must be worn over a uniform shirt). All other coats and outerwear must remain in the student's locker at all times during the school day.

Athletic and club hoodies can be worn on Friday. Sweatshirts that have the Saint Joseph Catholic High School logo (includes team sweatshirts and jackets approved by the administration), letter jackets and letter sweaters can be worn throughout the week. To purchase approved school sweatshirts and jackets, please visit www.sjchsjayhawks.com

Inappropriate Dress

- Students will not wear slacks more than two sizes greater than their waist size. If a student's waist size is 32, he/she may not wear any slacks larger than a 34. Slacks/shorts are worn from the waist.
- Students will not be allowed to fray the cuff or split the seam of their slacks.
- Military style belts, web belts, sashes, and customized belt buckles are prohibited.
- Students may not write on or customize any article of uniform clothing.
- Skirts or dresses with hems above the knee are not allowed.
- No unreasonably short shorts (**must be no more than 2 inches above the knee**)
- No spandex or leggings without a covering (leggings must be of a solid color, can be black, dark green, navy blue or white).
- No hats.
- No tank tops, sleeveless or torn clothing.
- No necklines below the collarbone or blouses that expose the midriff.
- No clothing and/or accessories bearing advertising of a sexual, violent, anti-religious, or racial nature.
- No clothing pertaining to tobacco, alcohol, illegal substances or profanity.

Friday's spirit day

Only on Friday, clubs, teams, and organizations are allowed to wear spirit gear approved and sold by Saint Joseph CHS Website and Jaymark. The spirit gear must show the school colors and logos. All will adhere to regular uniform standards regarding pants/skirts or student may wear modest jeans.

Appropriate Free Dress

Free dress shall be appropriate. The Principal or the Principal's designee shall determine whether or not free dress is appropriate.

Personal Grooming

If the personal grooming habits of a student become a distraction to the education process or make a statement contrary to the mission and philosophy of the school, the administration will take the necessary measures to end the distraction or contrary statement.

The following is a minimal list as examples and should not be considered exhaustive:

- School attire will be neat, clean and properly worn.
- Apparel will not be altered or allowed to appear unkempt.
- Shirts will be tucked in completely.
- Polo shirts will have the bottom button fastened; Oxford shirts may have the top button unbuttoned.
- Colored, print, or plaid undergarments will not be visible.
- Makeup and jewelry will be modest and appropriate to the academic setting.
- Large, numerous, or distracting rings, earrings, bracelets, pins, and necklaces are not permitted.
- For female/male students: Eyebrow, lip and tongue rings, or any other type of body piercing are forbidden, *except* ears for female students. If a female student has a nose piercing, they must wear a clear plug. If a male student has ear piercings, they must wear a clear plug. Male or female students are not allowed to use any other form of piercing.
- Tattoos (including temporary ones), jewelry worn through pierced noses, eyebrows, lips, cheeks, etc. or other body markings deemed inappropriate by the school administration are not permitted.
- Hair Styles/Grooming: Extreme, bizarre, or distracting hairstyles or colors are not allowed. Hair must be neat and clean. Extreme steps, layers, designs, and or long loose strands of hair are not permitted. Dying or bleaching hair from natural color in a bizarre, or distracting style is not allowed. Hair may not be adorned with feathers, beads, dreadlocks or other accouterments. Students who violate the above code will be suspended until style and/or color is corrected.

Athletic teams

Dressing in team apparel as a team on a game day is a long held tradition at Saint Joseph Catholic High School. It serves to remind non-participants that it is a game day, it instills a sense of pride in the team members, and our players look good when they walk onto the court, field, or into the locker-rooms. To insure that our students maintain an appropriate level of dress, the following (home) game day dress code will be put in place for this athletic year.

Sports teams and extracurricular activities are allowed to wear their jerseys or team/club shirt/polo **on game or performance days**.

Athletic and club hoodies can be worn on Friday. Sweatshirts that have the Saint Joseph Catholic High School logo (includes team sweatshirts and jackets approved by the administration), letter jackets, letter sweaters and team polo can be worn throughout the week. To purchase approved school sweatshirts, jackets or polos, please visit the school website (www.sjchsjayhawks.com) or visit Jaymart.

Administration's Determination

The determination of appropriateness, and or compliance, with regard to all uniform and grooming issues is made at the discretion of the school administration (or the administration's designee). Students who are deemed to be out of uniform will be subject to discipline at the discretion of the school administration or designee.

ACADEMIC POLICIES

Saint Joseph Catholic High School graduates are:

INTELLECTUALLY INTEGRATED

1. Striving for excellence with high expectations for themselves and others;
2. Thinking logically, critically and creatively while appreciating and exploring general knowledge in all subject areas;
3. Developing the skills necessary for continued learning.

Graduation Requirements

Required Course of Study

To graduate from the school, all students must take 32 credits, with 31 credits passed in the subject areas specified below.

- Theology: 1 credit per year for 4 years
- English: 1 credit per year for 4 years
- Social Studies: 1 credit per year for 3 years. World Civilization must be taken in grade 9; US History must be taken in grade 11; Government/Financial Literacy must be taken in grade 12
- Mathematics: 1 credit per year for 3 years (2 credits must be in USOE Foundation courses)
- Foreign Language: 2 credits Spanish
- Physical Education and Health: 2 credits divided as follows:
 1. 1/2 credit in grade 9
 2. 1 credit Health/Fitness for Life in grade 9
 3. 1/2 credit in grade 11 or 12
 4. 1/2 credit can be given for 2 consecutive years of a team sport
- Science: 1 credit per year for 3 years (2 credits must be in USOE Foundation courses)
- Computer Literacy: 1/2 credit in grade 9. In addition a 2nd year of Multimedia-Yearbook or TV production II may count as full computer credit.
- The Arts: 2 credits divided as follows:
 1. 2 credit in Performing Arts, Visual Arts, Yearbook, or Television Arts
- Vocational: 1 credit
- 8 electives (when not counted above)

Alternative requirements may be allowed in extraordinary circumstances at the discretion of the Principal.

Minimal Competencies for Graduation

Students must successfully demonstrate they have met the standards for completion of course requirements.

Graduation Exercises

While participation in graduation exercises is a privilege and not a right, it is to be presumed that all students who successfully complete the prescribed course of study as required by the Diocese of Salt Lake City and the State of Utah, and meet the other general requirements of a Catholic school, will participate in the ceremony. Only for the most serious reasons may a student be excluded from graduation ceremonies. This decision may be made only by the school Principal after consultation with the superintendent. Parent(s)/guardian(s) and student will be informed of the decision.

Class Changes, Student Records, Testing, and Final Exams

Class Changes and Drops

Changes must be submitted **no later than two weeks** after the beginning of the first and third quarter. Changes must be approved by the Principal, designee, and the teachers who are involved. Under certain circumstances a teacher may initiate a change/s at any time.

Student Transfer

When a parent requests to transfer a student, as a professional courtesy the Principal of the admitting school is to communicate with the Principal of the sending school regarding the student transfer. The needs of the student and the parents' right to choose the school and/or program best fitted to the student(s) must be respected. At the same time, consideration must be given to the effect that accepting the student(s) might have on the school from which the transfer is being made, especially if a large number are asking to transfer. If the Principal feels justified in accepting the student(s), the acceptance may be made on a probationary basis. Once the transfer is approved, school records must be sent in a reasonable amount of time. If there is an outstanding debt, the student should not be accepted without approval of the previous Principal.

Student Withdrawal

Parents who wish to withdraw a student from Saint Joseph should contact the Principal who will facilitate the process. All financial obligations, including the tuition balance for the year, must be met before official transcripts will be sent. An unofficial transcript will be sent with school records when an unmet financial obligation exists.

Academic Honors

At the end of the 1st and 3rd quarter and the end of the 1st and 2nd Semester a student may achieve distinction if he/she satisfies the following requirements:

- a. Principal's Honors: A student must have earned all A's.
- b. High Honor: A student must have a weighted grade point average of at least 3.75 with no grade less than C.
- c. Honors: A student must have a weighted grade point average of at least a 3.5 with no grade less than C.

Testing

During all-school test day in October, students in grades 9—11 take standardized achievement tests. The school has adopted the ACT ASPIRE test. The ACT Aspire is the first digital, longitudinal assessment system to fully connect student performance with readiness benchmarks from elementary grades through early high school.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3460

Final Exams

All teachers are required to give a cumulative exam and/or assessment at the end of each semester. Some form of evaluation of the student's progress will take place during the quarter. To be eligible to take any final exam, all fines, lunch balances, fees, and tuition must be paid in full, all detention must be served, and all books must be returned to the library (applies to semester finals only).

Please note: Only under extreme circumstances may students take a final exam(s) early or late.

All final exams must be taken at the regularly scheduled times. Semester exams represent 20% of a student's final grade. Parents should check the school calendar for dates to make sure no vacations are scheduled during

the exams. Students who miss a regularly scheduled semester exam will receive a “0” for that exam.

Final Exams (in December and May):

All final exams must be taken at the regularly scheduled times. Parents should check the school calendar for exam dates to make sure no vacations or other events are scheduled during the exams. Students who miss a regularly scheduled semester exam will receive a “0” for that exam.

Grade Reports

Homework

Homework is vital to success. Teachers should assign homework with great care and for the purpose of fostering habits of independent study. Homework is not busy work, but enhances in-class work and discussions. Carefully planned assignments are very beneficial to students. The nature and duration of assignments will depend on the particular student's academic program and the professional judgment of the instructor in keeping with the policies of the school.

Report Cards

Report cards are issued four times a year, with the second and fourth quarters as semester grades (most subjects are taught in semester classes.) Teachers are to provide students and parents a clear understanding of his/her grading criteria.

RenWeb

Saint Joseph Catholic High School provides instant access to the grades of enrolled students. At a minimum, teachers update grades at least once a week. Passwords to access this website are given to the students and parents at the beginning of the school year. To access the website, please go to <https://login.renweb.com/>

Semester Grades

Semester grades in a subject are determined by equal weight for each quarter grade, and by a required semester exam, which may carry a maximum weight of 20% of the semester grade. Transfer student's grades and credits are subject to the same determination given to Saint Joseph students and to Saint Joseph requirements.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policies 4100 and 3600.

Student Cumulative Records

Full and accurate cumulative records of each student's attendance and academic progress are permanently kept on file. Only authorized personnel have access to these records.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3700.

ACADEMIC PROBATION

Semester Failure

Semester failures in classes required for graduation must be made up before a student may begin the following

academic year. A student will be subject to academic dismissal should credit deficiencies develop during his/her senior year.

Academic Probation

Students who receive a failing grade in more than one class, or a quarter GPA of 1.67 or lower, are placed on academic probation. The school counselor will closely monitor the progress of these students. If at the next quarter report period the student again fails two classes, or maintains a GPA of 1.67 or lower, the student is subject to academic dismissal. Any student placed on academic probation for a third time during his/her high school career at Saint Joseph may be subject to academic dismissal.

Make-Up Classes

Any required class that is failed or not been taken may be made up through an evening class, summer school at a public high school or other accredited school, a university extension course, an approved online course, or an individual contract with a teacher. Such a contract must be signed and approved by the teacher and Principal. The minimum time to make up a quarter credit will be four weeks. **The fee for a Saint Joseph contract class is \$100 for a quarter credit and \$200 for a semester credit.**

Learning Center

Saint Joseph Catholic High School offers a Learning Center opportunity to those students who are struggling or needs additional help with class work. Teacher recommendations for additional enrichment must be approved by the Principal. No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be approved by the Principal.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4110.

CODE OF CONDUCT

Saint Joseph Catholic High School graduates are:

PERSONALLY MATURED

1. Integrating Catholic-Christian values along with mature decision-making skills when making appropriate moral and ethical choices;
2. Developing life skills of stress and conflict management, goal setting, self-discipline and moral development;
3. Respecting and caring for oneself as well as for all persons and all of creation;
4. Preparing themselves to take on leadership roles and responsibilities within the community;
5. Leading by word and action even when it is difficult or unpopular;
6. Respecting and welcoming diversity;
7. Embracing the future with hope.

Saint Joseph Catholic High School exists to provide quality secondary academic education within a Christian atmosphere. Education at Saint Joseph is designed to promote the spiritual, moral, emotional, intellectual, and physical growth of students. Respect for one another as well as for the school environment should be the hallmarks of all who form the Saint Joseph's family.

Following the Gospel mandate to create a Christian community of justice and charity, Saint Joseph Catholic High School recognizes that students are to receive fair and impartial treatment as well as clear and honest

explanations for actions taken in their regard. By responding to students in violation of rules clearly, consistently, justly and without undue delay, we hope to help them understand that we will not condone inappropriate behavior and will, at the same time, respect their rights. Whenever a problem arises, the policies of the school are followed in conjunction with the directives of the Catholic Schools' Office.

The school's code of conduct is intended to provide a minimum framework for Catholic school discipline. No list of rules and regulations can be exhaustive in listing all possible infractions. Other situations may arise in the course of a year that require disciplinary action. These will be handled as circumstances required by the administration. The purpose of any disciplinary action is not so much to punish as it is to assure that the goal of quality Catholic education is not jeopardized by inappropriate attitudes or actions of a few. In addition, it allows students to understand how their actions have consequences.

Reverence, Respect, Responsibility

All behavior should be guided by reverence for faith and life, respect for self, others and property, and taking responsibility for one's actions. Behavioral standards encourage self-discipline, create an atmosphere based on love, respect and cooperation, and provide a safe, positive and well-ordered environment.

Excessive Infractions

Students who accumulate more than 15 detentions (tardies, uniform violations, cell phones violations, etc) per quarter have an unsatisfactory discipline record and are subject to disciplinary probation. Failing disciplinary probation in the subsequent quarter may result in dismissal, as will having three or more non-consecutive quarters of excessive infractions.

Fighting or Violence

Fighting or violence of any kind, whether at school or school-related activities or in the community, will result in suspension for all involved students and may result in law enforcement referral and immediate dismissal from school.

Gang Associations

Involvement or identification with a gang, defined as a group involved in the commission of crime, will result in a range of consequences including possible expulsion from school.

Harassment, Hazing & Bullying

The Catholic Schools of the Diocese of Salt Lake City recognize that harassment of any kind has a negative effect on school climate. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention they need for success. Harassment can lead to more serious violence. Every student has a right to an education and to be safe around school. Hope Squad is a resource for students to address concerns regarding any inappropriate behavior.

Because of the Christian climate and Catholic culture in our schools, harassment of any kind will not be tolerated. Occurrence can be on or off campus, within and outside the school day, during a school activity, or on free time. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. The intervention and consequences will be according to the nature and severity of the incident or situation.

Definitions

Harassment of a student is a pattern of habitual abuse by another student or students. It can be physical, emotional, or sexual. Physical harassment includes physical intimidation or assault. Emotional harassment

includes extortion oral or written threats; taunting; put-downs; name-calling; threatening gestures or actions; cruel rumors; false accusations; and social isolation. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature. Hazing is an initiation process involving harassment.

Faculty/Staff Intervention

It is expected that faculty and staff members who observe or become aware of harassment take immediate and appropriate steps according to this policy.

Reporting Harassment

The Catholic schools of the Diocese of Salt Lake City expect students and parents or guardians who become aware of harassment to report it to the school Principal for investigation. Any student, parent or guardian who retaliates against another for reporting harassment may be subject to the consequences listed below.

Any Catholic school employee who becomes aware of any apparent occurrence of student harassment must report this to the Principal who begins intervention and corrective action. When a Principal believes that a criminal offense may have occurred, the Principal will report the known facts to the appropriate criminal investigative agency.

Bad faith allegations of a violation of this policy will subject the accuser to disciplinary action.

Investigation Procedures

All allegations will be taken seriously and promptly investigated. Concern for confidentiality will be adhered to throughout the investigative process. This investigation may include interviews with students, parents, and school faculty and staff; review of school records; and identification of parent and family issues.

Student Intervention and Consequences

Intervention and consequences for students who harass others shall depend on the results of the investigation and may include: counseling, a parent or guardian conference, detention, suspension and/or expulsion, or involuntary transfer to another school. Depending on the severity of the incident, the Principal may also take appropriate steps to ensure student safety. Procedures may include: implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parent/guardians.

Retaliation

Any form of retaliation against a student who alleges student harassment is strictly forbidden. Students who believe they have experienced retaliation will report the occurrence to the Principal. The Principal will take disciplinary action warranted.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3320.

Illegal Actions

Illegal actions on or off campus may cause for administrative or police investigation and a student's dismissal from Saint Joseph Catholic High School.

Insubordination

Any student who insults a faculty or staff member by gesture, speech, or writing or is openly and persistently defiant of the authority of a faculty or staff member will be sent to the dean's office and placed on out of school suspension until a conference with a parent or guardian can be arranged. Students who do not report to the

dean's office when sent by a faculty or staff member are subject to suspension. Serious or repeated incidents of insubordination can result in dismissal.

Parental/Guardian Dishonesty

Parents who falsify student information or fabricate excuses as to a student's absence or behavior fail to support the basic trust on which relationship with the school is built. Such parent/guardian subject students to possible dismissal.

Parties

Saint Joseph has the right to dismiss from school students who serve or students whose parents serve, allow to be served, provide or dispense knowingly or by neglect, alcohol or illegal drugs to Saint Joseph students.

Sexual Harassment

Sexual harassment and sexual violence are contrary to the philosophy of Saint Joseph Catholic High School and can result in dismissal. Sexual harassment and violence is sex discrimination. Any form of sexual harassment or violence is prohibited, and any accusation will be handled in a confident, serious manner. Sexual harassment and sexual violence may include but are not limited to:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Inappropriate patting or pinching;
- Intentional brushing against someone's body;
- Demanding sexual favors accompanied by implied or overt threats;
- Demanding sexual favors accompanied by implied or overt preferential treatment;
- Any unwelcome touching.

Reporting

Any student who alleges sexual harassment by anyone at the school should report it to the Principal or dean immediately. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations and to take corrective action as necessary.

Stealing & Vandalism

Theft by a student either at or outside of school will result in a range of consequences including law enforcement referral and possible dismissal from school. Vandalism of any kind will be investigated by the administration and maybe reported to law enforcement. In certain circumstances, law enforcement may be asked to assist the school administration.

Substance Abuse

Students who (in any amount) purchase, possess, use, distribute or sell alcohol or illegal drugs before, during, after school or school-related activities or in any circumstances (private parties included) are in clear violation of the school code and will be subject to immediate suspension or expulsion from Saint Joseph.

Maintaining a Safe Environment

All Saint Joseph Catholic High School students should be assured a safe learning environment. The use of drugs and alcohol creates an unpredictable environment that is dangerous for all. Our policies assist us in creating an environment where students, faculty, and staff can attend classes and school-sponsored activities without concern for their physical and emotional safety. In an effort to do this, the following policies will be enforced:

1. **Disciplinary Probation**

The school will inform a parent in writing when a student is put on disciplinary probation. The letter will indicate the infraction, the discipline, and the steps to be taken by the student to remove probation with the allowed time frame, and the consequences if the steps are not taken within the time frame. A written record will be maintained of any student probation.

2. **In-School Suspension**

Parents will be informed when their students are required to serve In-School Suspension.

3. **Suspension**

Suspension is a disciplinary punishment to be invoked at the discretion of the Principal or designee for less serious infractions of rules. A pupil shall be suspended for no more than five (5) consecutive school days, absent mitigating circumstances. Failure to correct behavior can become grounds for expulsion.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3600.

Other Actions

Civil authorities may be called to assist school administrators in the investigation of suspected alcohol, illegal drug use and vandalism where Saint Joseph students are involved, whether on school property, at school-related activities, or private parties. For cause, i.e. when a student exhibits behavior that suggests possible use of alcohol or other illegal drugs, Saint Joseph reserves the right to require medical or psychological assessments of the student at the expense of the parents, to determine whether or not that student is using, under the influence of, or dependent on alcohol or other illegal drugs.

Weapons & Flammables

Any student possessing a weapon or using any object as a weapon at school or at a school activity is subject to law enforcement referral and dismissal from school. Any student who is in possession of the means to make fire, or uses the school's means to create fire outside supervised circumstances such as labs, liturgies, or art studios, is subject to discipline including law enforcement and dismissal.

Discipline Options: Serious infractions

DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self-discipline. Discipline also promotes a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

It is in this spirit that the following are unacceptable:

1. Corporal punishment.
2. Language which will ridicule the student, parent/guardian, or family background.
3. Withholding or altering rightfully earned academic marks.

Detention/Service to the School

Parents will be informed through RenWeb when their students are required to serve detention/school service. Detention/school service will be served within the next three available detention/service days.

Detention/service days will occur on Monday, Tuesday and Wednesday from 3:00 to 4:00 pm. Failure to serve detention/service will result in Saturday school. An email will be sent on the day the detention is assigned and

students are required to follow up with the Dean of Students to schedule it.

When a student violates any of the school policies outlined in our handbook, the student will be asked to write down the policy exactly as stated in the handbook. The student is to bring the written copy to Sra. Behnken the morning after the detention is given before school begins.

Infractions and Saturday school

* Students are required to complete their infractions of the code of conduct within three available detention days. If a student fails to comply with this requirement, then Saturday school will be assigned to the student. Saturday schools will be assigned once a month or as needed. If after all these opportunities the student still does not cooperate, an in-school suspension will be assigned.

*** Students who are assigned “Saturday School” will be required to pay a \$20 fee.**

In-School Suspensions

Students will be in-school suspension all school day and he/she will not be allowed to complete assignments, homework, testing, or any classwork for that day. Students will not be allowed to participate in extracurricular activities after school on an in-school suspension. Students may be required to perform community service at school.

Suspension

Suspension is a disciplinary punishment to be invoked at the discretion of the Principal or designee for less serious infractions of rules. A pupil shall be suspended for no more than five (5) consecutive school days, absent mitigating circumstances. Failure to correct behavior can become grounds for expulsion.

Out-of-School Suspension

Students who commit serious violations of the code of conduct may be placed on out-of-school suspension until consequences for the violations are determined. When a student is suspended from school, a parent or guardian is notified immediately. The suspension is in effect until a conference is held with the student, parent(s) and administration. During an out-of-school suspension, the student cannot attend any classes or any school sponsored activity. The student is not to be in or on school property. In such cases the administration will determine in what instances the work can be made up. Suspensions are considered by the administration to be serious and are not to be taken lightly by any of the people involved.

Disciplinary Probation

The school will inform a parent in writing when a student is put on disciplinary probation. The letter will indicate the infraction, the discipline, and the steps to be taken by the student to remove probation with the allowed time frame, and the consequences if the steps are not taken within the time frame. A written record will be maintained of any student probation. Students may be placed on a probationary contract for disciplinary reasons, when there is reason to think that probation will be effective in obtaining a student's adherence to the Code of Conduct. Students who break the probationary contract will be liable for dismissal from school.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3600

Drug/Cotinine Testing

Saint Joseph Catholic High School will conduct a yearly program of random and for-cause urinalysis and/or hair follicle testing for drug and nicotine use of the entire student body and alcohol consumption testing at school

events. Positive results from these tests are evidence of drug or alcohol use and may be cause for dismissal.

Students under Court Order or Released on Bail

Any student who has been arrested and charged with any felony or any misdemeanor involving assault or drug use and/or sale shall not be permitted to attend classes pending the disposition of the charge. The student shall receive materials that will allow the student to maintain class progress from home. Upon disposition of the charge, the school shall make a final determination regarding the student's continued enrollment.

Any student who is the subject of a temporary restraining order which prevents the student from having contact with another student enrolled at the same school or teacher or other employee of the school, and which cannot be reasonably complied with if the student continues attending school, shall not be permitted to attend classes pending the adjudication of the restraining order. Instead, over the duration of the temporary restraining order, the student shall receive materials that will allow the student to maintain class progress from home. Should a permanent injunction be issued, the school may begin expulsion procedures for the student in accordance with [Administrative Handbook] Policy 3500.

Student Withdrawal on Grounds of Parent Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents detrimentally impact the school's ability to effectively serve its students, parents may be requested to remove their students from the school for ANY of the following reasons:

1. Refusal to cooperate with school personnel; or
2. Refusal to adhere to diocesan or local policies and regulations; or
3. Interference in matters of school administration or discipline.

In all cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The Principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperation with the school or Administrative Handbook Policy 3340 would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent, the Principal may require the parents to withdraw the child. Documentation signed by the Principal and parents as well as any other information or evidence of consultation with the parents on the matter must be retained on file.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3340.

Termination of Enrollment

Respect for the individual student, belief in opportunities for his/her growth and forgiveness for wrong choices underlies all corrective action taken by the administration in dealing with serious student misconduct.

Expulsion

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:

1. When other efforts of motivation and counseling have failed or
2. When circumstances of time and/or infraction render a probation unenforceable
3. Where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical
4. Moral welfare of other persons or as set forth in [Administrative Handbook] Policy 3520 regarding student withdrawal on grounds of parental/guardian behavior.

The following offenses committed by students are potential reasons for expulsion (*this list shall not be considered exhaustive*):

1. Disobedience, insubordination, or disrespect for authority.
2. Language or behavior which is immoral, profane, vulgar, or obscene.
3. Use, sale, distribution, or possession of drugs, alcohol, or other legally controlled substance.

4. Injury or harm to persons or property or serious threat of same.
5. Unauthorized absence or continued tardiness.
6. Assault with, or possession of, a lethal instrument or weapon.
7. Theft or dishonesty.
8. Outrageous, scandalous, or serious disruptive behavior.
9. Habitual lack of effort leading to academic failure in classroom work.
10. Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
11. Consistent disrespect for other students such as sexual harassment of another student.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3330.

Procedure for Expulsion

Transfer to Another School: the school decides a transfer is appropriate action when:

1. When the school has determined that a transfer is appropriate, the Principal will discuss the student's condition with the parent's or guardian's and inform them of alternative facilities, if any are found available. He/she will review the recommendations and conditions with the superintendent.

RELEASE OF STUDENTS FROM SCHOOL

Parents presume their child is under the care of the school during school hours. Consequently, a student should never be released early without the explicit written permission of the parent. These requests are kept on file.

SEARCH AND STUDENT'S RIGHT TO PRIVACY

School personnel are charged with protecting the health and safety of all students and promoting the effective operation of the school. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct by other students. School officials, while carrying out their duties, will preserve a student's reasonable expectation of privacy.

Since lockers, desks and other storage areas are provided to students by the school, they remain the property of the school. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas and the contents thereof at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper control and management of the school.

Search of School Property

All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, bookbag, purses, or articles of clothing that are left unattended on school property.

Searches of Student Person and Personal Property

The search of a student's person or personal property upon the student's person or in his/her possession is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

Vehicle Search

The school administration regulates the use of school property and may also regulate vehicles brought onto school property. School personnel may undertake surveillance of school property and of vehicles located on the

property.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3410

COMMUNICATING WITH THE SCHOOL

Saint Joseph Catholic High School graduates are:

SOCIALLY ENGAGED

1. Following the Catholic-Christian faith commitment and responsibility to the creation of a just society;
2. Serving others compassionately in response to faith, moving beyond self-interest;
3. Working with others toward a common goal;
4. Forming healthy, loving and respectful relationships.

Catholic schools follow the principle of subsidiarity. Subsidiarity is an organizing principle stating that a matter ought to be handled by the smallest, lowest, or least centralized authority capable of addressing that matter effectively. Therefore the student and/or parent should direct concern to the member of the faculty, staff, and administration who holds initial responsibility for it. If the concern is not addressed adequately or resolved, the party or parties involved may take it to the next level of authority within the school. The school office manager will direct the parent or student to the appropriate person as needed.

School Office Hours

The main office is open from 7:30 a.m. until 4:00 p.m. The school's telephone number is 801-394-1515. You may receive the auto attendant, but if you know the extension you may dial it at any time.

School Extension List

Information/Office Manager	01
Principal	02
Dean of Students	01
Registrar	06
Counselor	04
Vice Principal/Athletic Director	03
Director of Advancement	05

Electronic and Voice Media

All members of the faculty and staff have school email addresses at which they can be reached. The e-mail address directory can be accessed on the school's website.

RenWeb

As part of our electronic grade book system, the parent/guardian can check their individual student's performance in each class through a password secure mailbox. You will receive your password at the beginning of the new school year.

Website

General information, the current newsletter, calendar, photos, and departmental links are available at the school's website www.stjosephutah.com.

ATTENDANCE POLICY

Attendance Policy

Saint Joseph Catholic High School will determine whether an absence or tardy is excused or unexcused. Each student is allowed a maximum of eight (8) missed class periods per subject per quarter. A student who is absent more than 8 class periods per subject per quarter will receive a failing grade for that quarter*.

If the student's class grade was greater than 60% at the time of the ninth (9th) absence, the student's grade will automatically change to a 59% (F). Failure to complete work in the class for the remainder of the quarter will result in the grade dropping below a 59%.

If the student's class grade was less than 60%, they may be able to improve their grade up to, but no greater than, 59% for that quarter.

Absences and After School Activities

In order to participate in any school sponsored activity, athletic or non-athletic, including practices and rehearsals, a student must be present in school from 7:55 a.m. until the end of the academic day on which the activity is to take place.

Excused absences: The student may make up as much work as the structure of the course allows. In the case of an extended absence, the student's teacher will discuss with the administration the amount of make-up work required for the student to earn a letter grade.

Unexcused absences (Truancy/Slough/Suspension): The administration determines if the disciplinary penalties apply and if work can be made up.

**Because permanent grades are based on the semester grades and not quarter grades, the student still has the potential to earn a passing grade for the semester.*

Both "Excused" and "Unexcused" absences will count toward the 8 per class per subject per quarter limit. An absence is missed class time regardless of the reason. Please make every effort to schedule appointments, vacations and other reasons for absence outside of the school day.

Exceptions can be made on an individual basis if special circumstances arise and warrant consideration.

Acceptable Excuses for an Absence

- Illness (doctor's note required)
- Funerals
- Religious Observances
- Saint Joseph Catholic High School sponsored events (Theatre, Sports, Music, etc.) DO NOT count towards the 8 absences per class per quarter rule. However, all coaches will make every effort to limit the amount of class time students miss. It is the student's responsibility to see the teacher prior to event regarding missed work for school sponsored event.
- Extraordinary Family Circumstances
- **Students who participate in non-school related activities on a continuing basis (Ballet, Gymnastics, Ski Team, etc.) and could potentially be absent from school must provide documentation from their coach prior to the beginning of the school year. Administration must approve the activity.**
- Dental and Medical Appointments (Requires a note from the provider's office on letterhead).
- Weather related emergency.

- **Because we encourage students to visit college campuses in an effort to make the best decision about their future, the policy for college visit absences is as follows:**

Second Semester 11th grade: 2 absences per class per quarter

First Semester 12 grade: 2 absences per class per quarter

Second Semester 12th grade: 2 absences per class per quarter

The school must be notified at least one week in advance and upon return must provide an official letter on college letterhead. College visit absences DO NOT count towards the 8 absences per class per quarter rule.

Unacceptable Excuses for an Absence

- Checking out of school prior to a school liturgy, religious service, or activity is NOT permitted under any circumstances. This action will result in one day of In-School-Suspension upon return. If you have any questions about this policy, please see Mr. Salvo, the Dean of Students.
- Going on a family trip during school.
- Daily recreational activities (skiing, swimming, etc).

Tardy Policy

Any student who arrives tardy to school must check in at the Main Office and have a parent call the office manager before proceeding to class.

Please note: simply having a note from a parent or having a phone conversation does not automatically excuse a tardy. This is at the discretion of the Administrative Staff. Examples of reasons that are not acceptable include, but are not limited to:

"Slept in late" "Running late"

"Had to run an errand for a parent"

"Traffic"

Students who are late due to a medical appointment must bring a note from the provider's office on letterhead at the time of check-in.

A student shall be considered "tardy" if they arrive in the appropriate classroom after the late bell.

A student shall be considered "absent" if they arrive in the appropriate classroom 20 minutes after the start of class time. Participation points will be assessed at the discretion of the teacher.

Consequences:

- A detention will be assigned for their fourth tardy and/or unexcused absences in any given quarter.
- Two hours of detention will be assigned to the student for their fifth and more tardies and/or unexcused absences in any given quarter. A follow up call will be made to the parents/guardian by the administration to address the infractions.
- More than 5 tardies and/or unexcused absences will require a mandatory meeting with the school administration, parents and students.
- If a student reaches 8 tardies within a given quarter, he/she must serve Saturday service hours (8am-1pm). The student must also pay a \$20.00 fee on the date that the Saturday service is served.

Signing in or out of school

- a. After classes have begun a student must sign in at the Main Office anytime he/she arrives on campus. Failure to sign in or out of school will be considered truancy.
- b. Any time a student leaves campus prior to dismissal, he/she must sign out at the Main Office. A student will not be allowed to leave campus unless he/she has parental/guardian permission to do so. Students cannot be excused for early dismissal without prior written notice. The school will not release a student

to anyone other than the individual(s) in the parent/guardian card.

- c. Students will not be permitted to leave for early dismissal without written permission and a dismissal pass.
- d. Students will not be allowed to sign out of school prior to a Mass or school-wide assembly.
- e. Non-driving students must be signed out in the office by their parent/guardian.

Students becoming ill at school

- a. If a student becomes ill during the school day, **he/she is only permitted to contact a parent/guardian by use of the phone in the main office.** A student must obtain a hall pass from her/his teacher and must immediately report to the Main Office. The student is ordinarily permitted to remain in the school infirmary for 30 minutes.
- b. If a student is unable to return to class, the parent or guardian will be called to pick up the student. If the student drives to school, the student will be sent home after the parent or guardian is called and grants permission for the student to drive.

Field Trips

Students wishing to attend a field trip must present a completed official permission form to the sponsoring teacher before the posted deadline. The permission form must be signed by the parent or guardian.

Parental/guardian permission to attend off-campus events will not be accepted over the telephone or via email.

Lunch Policy

To maximize student safety and the opportunity for students to relate in an informal setting, it is the goal of Saint Joseph Catholic High School to provide a closed campus and to leave campus for lunch is not sanctioned by the school administration. Leaving for lunch qualifies as an unapproved absence, disqualifying students for after school extracurricular activities. The absence will count toward the eight absences limitation. The student will receive an hour of detention for the incident.

Visitors

Only students enrolled at SJCHS are permitted on campus during instructional hours. All student visitors must first have the permission of the principal to visit the school and this visit must be approved in advance. The visitor requires a pre-approved visitor form to be on campus and every visitor must check in at the front office upon arrival on campus.

Motor Vehicles Regulations

1. All students driving to school must have a valid Saint Joseph Catholic Parking Permit to park on campus. These are available from the Registrar's office. Students will be assigned a parking spot by the registrar.
 2. Speeding, reckless driving or making excessive noise on school property may result in loss of driving privileges. The speed limit on school property is 10 mph.
 3. Loitering in parking lots before, during, or after school is not permitted.
 4. Students may not go to their vehicles or be in the parking lot during the school day without permission from an Administrator.
 5. Students who drive to school must park on school property. Students must park in spaces designated for student parking (North parking lot by the soccer field). South parking lot is for faculty, staff, student body officers and visitors only.
 6. Vehicles parked in an unauthorized manner will be towed away at owner's expenses.
- Student parking on campus is considered a privilege and may be revoked by the Administration anytime.

MISCELLANEOUS POLICIES

Closed Campus

Saint Joseph Catholic High School's beautiful campus covers 18 acres on Ogden's east bench and is closed to the public during the academic day. Students do not leave the campus during the school day without the permission of the Principal as described in the Absence Notification procedures. Visitors and guests to the campus must have a clear purpose for visiting, be cleared with the administration, wear a visitor badge, and sign in and out of the office.

Custody

This school abides by the Buckley Amendment and Utah law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding their child. If there is a court order specifying that is to be no information, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. This is kept in the cumulative record.

Field Trips

A field trip is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce diocesan curriculum guidelines and justify the time, distance, and expense involved. The Principal must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated to parents/guardians and students. No children other than those enrolled in the class or in an activity of an approved school sanctioned organization may participate in the field trip.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4500.

Gym Use

Students may not use the gym before, during, or after school where there is no assigned supervision.

Halls

In order to provide security and supervision for all students, the halls are to be kept clear of students' personal items. Students are not to be in the halls for any reason during class time.

Extracurricular Activities

Extracurricular activities provide important learning experiences and personal challenges that complement the basic school curriculum. Catholic schools will strive to provide extracurricular activities that enhance Catholic school education such as clubs, dance and musical performing groups, drama, forensics, government, social activities, student publications, school team sports, etc. At the high school level, all activities will be conducted in compliance with diocesan directives as well as the standards and guidelines of the Utah High School Activities Association.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4510

Lockers, Purses, and Backpacks

Each student is assigned a locker for the year and is responsible for its upkeep. Students may supply locks for their lockers, but must register the combination with or give a key to the dean of students. Students may not change lockers without permission from the dean of students. Students should not open any locker other than their own. If it is discovered that a student has damaged or vandalized his/her locker or that of another student at any time during the school year, he/she will be subject to restitution and school discipline. The school cannot be responsible for the security of any item stored in lockers. For this reason, students should not bring items of value to school nor should they leave wallets, purses, or money in their lockers. When an item is missing from the locker, the student should report it immediately to the Dean of Students.

Prescribing and Administering Medication to students

No teacher or member of the staff shall prescribe and/or administer medicine to a student. Students should not have any prescription and over-the-counter medications including Ibuprofen and Tylenol in his or her possession. Students may be authorized by a physician to carry Epinephrine Auto Injector (EAI) medication. Students may also be authorized by a physician to carry and self-administer diabetes medication and inhaled asthma medication. Documentation signed by the parent/guardian must be on file in the school office. In the few instances in which medicine must be taken by students during the school day, the Principal shall designate a person to be responsible for administering it. Written consent from both the parent/guardian and doctor shall be obtained. The doctor's name, the name of the medicine, any adverse effects, the amount to be administered, the specific time of administering, and the expected duration of the treatment shall be marked clearly on the medicine container or doctor's permission to administer. A log/journal showing the date and time of administration of medication shall be maintained. The school is responsible for assuring that students within the school receive their medication during school hours.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 5120.

First Aid Training

The school is required to have a minimum of two staff members trained in first aid techniques, including CPR and dealing with exposure to Bloodborne Pathogens. The list of trained individuals should be highly visible at all times and well known to the entire school community. First aid kits should be taken on all field trips.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 5120.

Parent Organization

Saint Joseph Catholic High School has a parent organization with a Constitution and By-Laws that follows the national guidelines from the National Catholic Educational Association. (NCEA) The primary purpose of this parent organization is to support the school's mission. This is done primarily by:

1. Volunteering help in school programs and activities and supporting all volunteer efforts needed in the school.
2. Organizing and supporting fundraising efforts to financially support the school and its programs.
3. Supporting the school by giving positive feedback to publics.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 1510.

USE OF TECHNOLOGY AND SOCIAL MEDIA

Technology is a valuable and real world educational tool. Catholic schools are committed to teaching their students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The Internet is a tremendous resource for our children and staff and connects them to the rest of the world and to a vast information system. At the same time we recognize that the Internet can provide access to some material that may be inappropriate, offensive, or obscene. We believe that our children need to, and can learn to use this resource in an appropriate manner. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

Responsibilities of User

The Catholic schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

The following conditions or facets of being a digital citizen:

- Respect One's self. Users will select online names that are appropriate and will carefully consider the information about themselves and images of themselves that are posted online.
- Respect Others. Users will not use technologies to bully, tease or harass other people
- Protect One's self and others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce and protect license agreements for all software and resources.

Acceptable Use

- No student will be allowed to use the internet until he or she has taken an Internet orientation.
- All students will be actively supervised by a teacher, designated para professional or administrator when using online resources in the classroom.
- E-mail is restricted to school communications between students, faculty, and staff.
- The use of the Internet will be consistent with the educational objectives of the school.
- When teachers are using a specific web site, they will preview it for content before allowing students to access the site.
- Students who are allowed to search for information will be actively supervised in the classroom.
- No personal information (names, phone numbers, pictures, etc.) will be given out over the internet.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4300

Unacceptable Use

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly/recklessly post false information about any persons, students, staff or any other organization.

- Attempt to circumvent system security or use another individual's password.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher direction.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to, copyrighted material, licensed material and threatening or obscene material.

Electronic and Mobile Devices and Cell phones

A student is allowed to have a cell phone in his/her possession on campus. During the school day, students will ONLY be allowed to use their cell phones before the warning bell at the beginning of the day, lunch, and after school. The phone must be turned off and cannot be visible during classes and break. If a student needs to contact his/her parents, he/she will need to go to the front office and call parents from school's phone.

Chromebooks and laptops may be permitted within the classroom under the supervision and permission of the teacher and is to be used for educational purposes. The school administration and/or teacher will provide parameters for this use. Students may use Personal Electronic Devices (PED), such as iPhones, Personal tablets, iPads, Laptops, or any other cellular device as permitted during Lunch. Use of a PED is permitted on Campus under the following conditions:

- No phone calls.
- No photography/videography.
- Must be in compliance with the school handbook.
- May not emit any audible sounds.

The only reasons for school personnel to ask a student to surrender a cell phone would be:

- a. If the cell phone rang or vibrated (which mean that the phone was turned on) or
- b. If a teacher saw the cell phone (which means that the phone was visible) or on the student's person.

Policy Violations: Violation of the above rules will be dealt with by the administration of the school and will result in the following:

1st Violation:

- a. Student is given one hour of detention.
- b. Student cannot have his/her phone available during the entire day during school for an entire week (5 days)
- c. and student is responsible to bring his/her cell phone to Sra. Behnken's room at the beginning of the school day and retrieves cell phone at the end of the day for all 5 days

Note: If student fails to bring his cell phone at the beginning of the school day to Sra. Behnken, he will receive an additional day on top of the 5 days.

2nd Violation

- a. Student is given two hours of detention, he/she cannot have his/her cell phone available during the entire school day for an entire week (5 days)
- b. and student brings his/her cell phone to Sra. Behnken's room at the beginning of the school day and retrieves cell phone at the end of the day for all 5 days

b. Parents need to come to the school to retrieve cell phone and a meeting with Sra. Behnken to discuss the consequences of this violation and discuss what would happen if the student violates for the third time the school cell phone usage policy

3rd. Violation

a. Student loses his/her rights to carry a cell phone in the school for the remainder of the quarter and use of the school network, computers and software, including Internet access. If a student carries a cell phone during a 3rd offense, a student will be given suspension.

Administrative Rights

The Principal has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, Catholic school administrators reserve the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

When teachers and students use personal or social media sites such as, but not limited to Facebook, Twitter, YouTube, etc. they may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. Friending of current students by teachers and vice versa is forbidden on a teacher's personal social networking site. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Communications

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication, such as:

- Teacher school web pages, wiki or LMS site like, but not limited to, Moodle or Teacher Web.
- Teacher school email address.
- Teacher school phone number.
- Teacher created, educationally focused networking sites.
- No employee or volunteer is permitted to 1-on-1 SMS/text message any student and likewise no student is permitted to 1-on-1 SMS/text message any employee or volunteer.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4300

Release of Data

Federal, state and private agencies frequently request educational data from schools and parishes. This data affects eligibility for participation in numerous programs. Once the data is released, it not only must be substantiated but must be consistent with statistical data of other years.

In light of the complexity of issues, such as eligibility for federal program benefits, accreditation, certification, etc., ALL PARISHES AND SCHOOLS ARE ADVISED THAT NO EDUCATIONAL DATA OR STATISTICS ARE TO BE RELEASED TO ANY AGENCY OR INSTITUTION UNLESS THE REQUEST IS FORWARDED FROM THE CATHOLIC SCHOOLS OFFICE OR EXPLICIT APPROVAL FOR RELEASE OF SUCH DATA HAS BEEN GIVEN BY THE OFFICE.

This policy applies to the completion of forms, surveys or questionnaires sent from federal, state or other agencies.

NO STATEMENTS OF "NON-PARTICIPATION," IN FEDERAL OR STATE PROGRAMS, ARE TO BE SIGNED WITHOUT

AUTHORIZATION FROM THE CATHOLIC SCHOOLS OFFICE.

Faculty or students are not to be made subjects of surveys or studies without prior approval of the Catholic Schools Office nor are school records to be made available for such surveys. Schools participating in the federal/state breakfast, lunch, or milk programs should release the data required for participation in those programs.

Release of information to Media

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Diocese of Salt Lake City parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from appropriate parents/guardians. This permission shall be kept on file for the length of the time the student is at the school.

Release of Student Directory Information

Before printing student directories, written permission for publication of this information must be secured from parents/guardians. Names and addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 1700

Student Body Officers and Class Officers

Requirements:

To run for office, you must be a current student with a cumulative 2.5 grade point average (as of the designated date related to the submission of election forms). It is recommended that anyone running for a Student Body Office have one year of previous leadership experience. If you have been placed on disciplinary probation or suspension during the school year in which you wish to run for office, you must write a letter of appeal to the Principal in order to be considered eligible for an office. You may not currently be on academic probation. If you are a current class officer on probation from your office, your ability to run for student council office will be at the discretion of the Principal. You must have been a student of Saint Joseph Catholic High School for at least one academic year before the election. Newly elected SBOs are required to attend a leadership conference with the Principal in late May or July.

All Student Body Officers and class officers should possess the following qualities:

- Friendliness
- Courage
- Model good behavior at all times
- Hold themselves to high ethical standards
- Be a voice for their school mates
- Model servant leadership
- Inclusiveness
- Ability to work cooperatively
- Balance academic course load with demanding school leadership responsibilities
- Work with a variety of personality types
- Ability to compromise with other leaders
- Challenge themselves to make Saint Joseph Catholic a positive experience for all

Any student officer violating these qualities may have to relinquish their title. Student body officers are held to a

higher standard.

Resolution Process for Parents/Guardians

Parent/guardian

Step 1

Contacts the teacher/coach/club adviser by forwarding a letter sealed in an envelope, emailing, or by calling the school office to leave a message for the teacher/coach/club adviser. The teacher/coach/adviser will return your call and schedule an appointment.

Step 2

After meeting with the teacher/coach/adviser directly, if a resolution was not reached, the parent/guardian makes an appointment with:

Sports: Athletic Director

Discipline: Dean of Students or Vice Principal for Student Life

Records and class schedules: Registrar

Finances/bills/accounts/tuition: School accountant/Principal

Academic accommodations/ academics/grades: Counselor or Vice Principal

Attendance: Office manager or Dean of Students

Facilities: Campus facility manager

Lunches: Office manager/Principal

Powerschool: Tech Director

Step 3

After meeting with the appropriate administrator and teacher/coach/adviser if a resolution was not reached, the parent/guardian may make an appointment with the principal.

Step 4

The final recourse in this process is to meet with the Superintendent of Catholic Schools.

Dance Guidelines

School dances are a great way to socialize with peers at SJCHS. Every year our school host a few dances: Back to School Dance, Homecoming, Sadie Hawkin and Prom. All grade levels can attend Back to School Dance, Homecoming, and Sadie Hawkin Dance. Prom is strictly for Juniors and Seniors unless an underclassman is asked by a Junior or Senior. Please feel encouraged to attend because students always have a great time!

1. Admission and Attendance

- a. To ensure the success of the dance, safety of all participants and justify the time, effort, and money expended for each dance, those participating are expected to attend for at least two hours. No one will be allowed to enter the dance any later than 30 minutes after the dance has begun nor leave any earlier than 30 minutes before the dance ends.
- b. Unusual circumstances that would necessitate an exception in the arrival or departure time must be cleared through the Principal or Vice Principal.
- c. Once a student leaves the school premises, the school is no longer responsible for his/her safety or whereabouts. Once someone leaves the dance, he/she may not return.
- d. No dance will last beyond midnight.
- e. Only SJCHS students and their dates may attend as long as they both enter at the same time.

f. Students who want to bring an out-of-school date must submit a completed “Dance Permission Form” to the administration by the deadline indicated on the form. Failure to meet the deadline will negate your privilege of bringing an out-of-school date.

g. In particular, girls’ apparel at dances should reflect modesty. Any outfit that is considered lacking in modesty will result in that student being asked to leave the dance.

2. Conduct Before and During the Dance

a. The possession and/or use of alcoholic beverages or illicit drugs is strictly forbidden. Anyone suspected of violating this rule will be expelled from the dance. The students involved will be subject to expulsion. If not an SJCHS student, they will be excluded from future functions. Parents will be notified. All Student are subject to a breathalyzer test before they enter the dance. Students who test positive will be negated entry to the dance and parents will be contacted.

b. Students are to uphold Christian conduct in the way that they dance. Any vulgar or elicited dance styles are not acceptable. We must not forget our call to honor each individual with respect in the way that we celebrate during dances.

RIGHT TO AMEND

The Principal is the final recourse and retains the sole right to amend the Parent/Student Handbook.

Parents and students will be given prompt notification if changes are made. The Principal reserves the right to deviate from the handbook for specific circumstances.

This edition supersedes all previous handbooks. To the extent that the policies of the Handbook conflict with any provision of the Administrative Handbook, Diocese of Salt Lake City or with the Pastoral Directives of the Diocese of Salt Lake City, the provisions of those publications shall control.

Students and parents should realize that the regulations listed in the Code of Conduct are not inclusive. The administration reserves the right to determine the severity of the situation and appropriate repercussions at the time an incident occurs.